

State of Washington
County Road Administration Board

(name of governing body)

(agency name, if applicable)

Resolution No. _____

Administrative Order No. 33

(1) Be it resolved by the County Road Administration Board
acting at Inn at the Quay, Vancouver, Washington

(place)

that it does promulgate and adopted the annexed rules relating to:

Management Policy
WAC 136-10-050 (4)

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 78-0610 with the code reviser on June 5, 1978 such rules shall take effect:

- pursuant to RCW 34.04.040(2).
- at a later date, such date being _____.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that an emergency exists and that the foregoing order 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 public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.____ (1977 c 19 § 2)¹ that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" (fill in statement (a), (b), or (c) as appropriate):

- (a) This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute.
- (b) This rule is promulgated pursuant to RCW _____ which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

- (c) This rule is promulgated under the general rule-making authority of the County Road Administration Board

(agency)

as authorized in RCW 36 78

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the

STATE OF WASHINGTON

APPROVED AND ADOPTED October 27, 19 78

JAN 3 1979

July 21
MLR

By [Signature]
Director

Title

CODE REVISER'S OFFICE
WSR 79-01-096

COUNTY ROAD ADMINISTRATION BOARD

REGULATION NO. 33

REGULATION OF THE COUNTY ROAD ADMINISTRATION BOARD AMENDING
A STANDARD OF GOOD PRACTICE REGARDING MANAGEMENT POLICY,

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 adopted a rule concerning duties of the county
road engineer codified as WAC 136-10, and

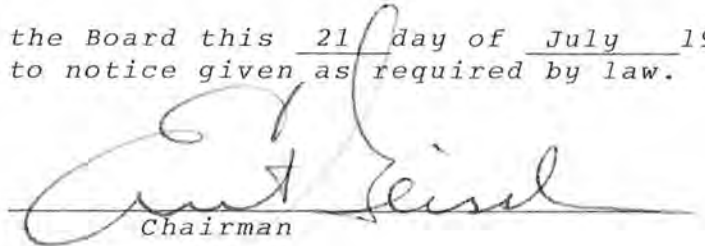
WHEREAS, the Board now finds the need that a policy regarding work
done for other county departments, now, therefore,

BE IT ESTABLISHED BY THE COUNTY ROAD ADMINISTRATION BOARD:

Section 1. The standard of good practice regarding management
policy, Chapter 10, section -050 (4) hereby amended.

Section 2. The remainder of said Chapter 10 shall remain in full
force and effect.

Established and adopted by the Board this 21 day of July 1978,
at a hearing held pursuant to notice given as required by law.


Chairman

COUNTY ROAD ADMINISTRATION BOARD

STATEMENT REGARDING MANAGEMENT POLICY

I. NAME OF AGENCY: COUNTY ROAD ADMINISTRATION BOARD

DESCRIPTION OF RULES: Under the authority of Chapter 120, Laws of 1965, Ex. Sess., the County Road Administration Board is authorized to formulate and adopt rules relating to the administration of planning and programming processes for county roads.

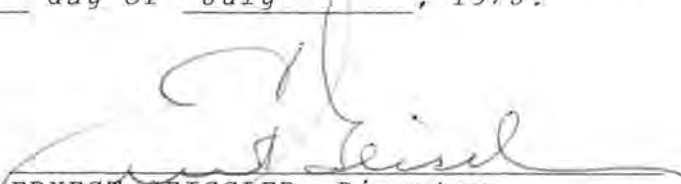
II. SUMMARY OF RULES:

WAC 136-10-050 (4) Adds the requirement that a policy be set by the Board of County Commissioners concerning work done by the county road department for other county departments.

STATUTORY AUTHORITY: RCW 36.78

III. The County Road Administration Board has the responsibility for drafting, implementing and enforcing these rules. The Director is Ernest Geissler, 6730 Martin Way N.E., Olympia, WA 98504. Telephone: (206) 753-6578.

IV. These rules were proposed by the Board. There was no opposition. SUBMITTED in accordance with Chapter 84, Laws of 1977 1st Ex. Sess. this 21st day of July, 1978.


ERNEST GEISSLER, Director
County Road Administration Board

REGARDING MANAGEMENT POLICY

AMENDATORY SECTION

(Amending Order 14, filed 7-30-70)

WAC 136-10-050 WRITTEN POLICY. In order to implement the requirements of this Chapter, (~~each-Board-of-County-Commissioners~~) the county legislative authority 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 (~~(-)~~) and county departments. 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.