

Chapter 136-50 WAC

STANDARDS OF GOOD PRACTICE—STATUTORY RELATIONSHIP BETWEEN COUNTY ENGINEER AND COUNTY LEGISLATIVE AUTHORITY—ADOPTION OF WRITTEN POLICIES

(Formerly chapter 136-10 WAC)

WAC

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WAC 136-50-010 Purpose and authority. The powers and duties of the county legislative authority in relation to roads and bridges, and the qualifications and duties of the county engineer are detailed in Title 36 RCW. This chapter reiterates the formal relationship between the legislative authority and its county engineer and requires that certain written policies be adopted to insure the efficient and productive operation of the road department.

In this chapter and throughout Title 136 WAC, the term "county engineer" shall mean both "county road engineer" and "county engineer," as those terms are used in Title 36 RCW.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-010, filed 8/22/02, effective 9/22/02.]

WAC 136-50-020 Duties of county legislative authority. Certain specific powers and duties are set forth in RCW 36.75.040, 36.75.050, 36.80.010, 36.81.121, and 36.81.130. In addition to these specific statutory duties, the county legislative authority shall have the duty to develop written policies, regarding county road department operation for the information and guidance of the county engineer.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-020, filed 8/22/02, effective 9/22/02.]

WAC 136-50-030 Duties of the county engineer. The various duties and responsibilities of the county engineer are set forth in chapter 36.80 RCW. In addition to these specifically defined duties, the county engineer shall be guided by written policies regarding county road department operation as promulgated by the county legislative authority.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-030, filed 8/22/02, effective 9/22/02.]

(8/22/02)

WAC 136-50-035 Charter counties. In counties that have adopted a home rule charter, as provided for in Article 11 subsection 4 of the state Constitution, the duties and responsibilities of the county engineer set forth in chapter 36.80 RCW may be modified by the county legislative authority as allowed by existing constitutional law, statutory law, and the county's charter.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-035, filed 8/22/02, effective 9/22/02.]

WAC 136-50-050 Written policy. In order to implement the requirements of this chapter, the county legislative authority shall develop and by resolution adopt written policies, within the limits of existing state law, that cover any matters relating to road department operation as they may see fit. At a minimum, written policies must be adopted to cover the issues listed in WAC 136-50-051 through 136-50-055.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-050, filed 8/22/02, effective 9/22/02.]

WAC 136-50-051 Policy regarding organization. It shall be the duty of the county engineer to organize the road department in accordance with the policies of the county legislative authority, into such departments, divisions, districts, or units as may be necessary to meet statutory requirements and to perform such additional services as may be directed by policy of the legislative authority.

The county legislative authority shall adopt a written policy, including a chart or pictorial representation, designating the interrelationships of all positions in the road department from the county legislative authority through all employees. The chart shall clearly show the complete chain of command throughout the entire organization. Copies of such chart shall be retained in the office of the county engineer and in all road department shops in such a manner that it will be readily available to all road department employees and the general public.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-051, filed 8/22/02, effective 9/22/02.]

WAC 136-50-052 Policy regarding personnel practices. The county legislative authority shall adopt a written policy outlining all road department personnel practices. The policy shall address recruitment, appointment, promotion, dismissal, hours of work, overtime, annual leave, sick leave, military leave, holidays, classification, union relationship where applicable, and general work rules, and may also

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include other topics as desired by the legislative authority. Copies of such policy shall be retained in the office of the county engineer and in all road department shops in such a manner that it will be readily available to all road department employees and prospective employees.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-052, filed 8/22/02, effective 9/22/02.]

WAC 136-50-053 Policy regarding handling of complaints. The county legislative authority shall adopt a written policy establishing the method by which complaints from the general public and others related to any road department activity will be handled. The purpose is to assure that each county will have an orderly procedure to insure that citizen complaints receive prompt attention.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-053, filed 8/22/02, effective 9/22/02.]

WAC 136-50-054 Policy regarding approval of work for other public agencies and county departments. The county legislative authority shall adopt a written policy regarding approval of work for other public agencies and county departments. The policy shall include, but is not limited to, the following:

(1) Statement of intent indicating whether or not the legislative authority will accept requests for work for other public agencies or other county departments.

(2) Statement indicating procedures to be followed in processing such requests in accordance with applicable statutes.

(3) Statement indicating any delegation of authority in processing such requests.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-054, filed 8/22/02, effective 9/22/02.]

WAC 136-50-055 Policy regarding accommodation of utilities on county road rights of way. The county legislative authority shall adopt a written policy outlining the county's administrative, procedural, and technical requirements regarding the installation, replacement, adjustment, relocation, and maintenance of all utilities in, on, or above the county road right of way.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-055, filed 8/22/02, effective 9/22/02.]

WAC 136-50-070 Submittal of policies to the county road administration board. Each county legislative authority shall submit to the office of the county road administration board one copy of each policy required in WAC 136-50-051 through 136-50-055, 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 for each county.

[Statutory Authority: Chapter 36.79 RCW. 02-18-020, § 136-50-070, filed 8/22/02, effective 9/22/02.]