

Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 07-01-2019**

A Resolution of the Commission of the Port of Kingston

**ADOPTING A REVISED PERSONNEL MANUAL**

**WHEREAS**, the Port of Kingston believes that a Personnel Manual constitutes a valuable guide for employees of the Port; and

**WHEREAS**, the Port of Kingston desires to update its Personnel Manual to better reflect the policies and procedures of the Port of Kingston in regards to employment.

**THEREFORE, BE IT RESOLVED** by the Board of Commissioners for the Port of Kingston hereby as follows:


1. The Personnel Manual attached as Attachment A is hereby adopted by the Port as of the date of this Resolution.
2. This Personnel Manual shall take effect on July 12, 2019 (the "Effective Date") and shall replace and supersede the former personnel manual.
3. The Executive Director is directed to ensure that each employee receives a copy of this Personnel Manual prior to the Effective Date and acknowledges receipt of same.

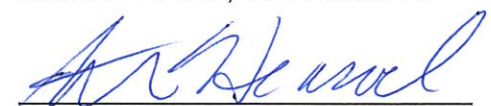
Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 2nd day of July 2019.

**PORT OF KINGSTON**

**KITSAP COUNTY, WASHINGTON**

  
Mary McClure, Commissioner

  
Laura Gronnvoll, Commissioner

  
Steve Heacock, Commissioner

Attest:   
Lacey Gray, Executive Assistant