



proud past, promising future

CLARK COUNTY
WASHINGTON

January 12, 2016

Don Benton, Director
Clark County Environmental Services
1300 Franklin Street, 1st Floor
Vancouver, WA 98660

Don,

As we begin a new year, I want to clarify my expectations regarding your work as Director of Environmental Services for Clark County and your role as a Washington State Senator . I intend to abide by the terms of your original employment agreement (copy attached) with Clark County, which stated:

“Due to your unique position as an elected member of the Washington State Senate, we agreed that while you are away from the county on state business, you will take a leave of absence from your position as Director of Environmental Services. While on leave of absence you may take said leave on a paid time off (PTO) basis or not at your discretion and the availability of accrued time off. Please be advised that your benefits may be impacted should to take unpaid leave of absence, a summary of the impact to your benefits is attached.”

Effective immediately please be advised that as a county employee and department director, you are expected to be at work during the County’s regular business hours – Monday through Friday, 8 a.m. to 5 p.m. During the 2016 Legislative Session, if you are absent during these hours, you are expected to code your timesheet accordingly. You may use accrued PTO or take an unpaid leave. Additionally, you will not be eligible for holiday pay during this leave unless you work or use PTO the full workday before and after the holiday. Also, if you choose to use unpaid leave, your benefits may be impacted. You may no longer report work time on your timesheet unless you are in County offices and that time is during regular business hours. When you are in Olympia during the legislative session please let me know your expected dates of absence. On occasion, I may approve for you to work remotely, however, you must obtain prior written approval to do so.

While the legislature is in session, the Division Directors in the Department of Environmental Services will report directly to me. Should we have a need to contact you, I will authorize such communications, and I ask for and appreciate your cooperation.

If you have questions regarding these arrangements, please direct them to me. I appreciate your understanding and support of these arrangements.



Mark McCauley, County Manager

1/12/16
Date





proud past. promising future

CLARK COUNTY
WASHINGTON

BOARD OF CLARK COUNTY COMMISSIONERS

Tom Mielke • David Madore • Steve Stuart

May 6, 2013

Senator Don Benton
16313 N.E. Leaper Road
Vancouver, WA 98686

Dear Senator Benton:

I would like to confirm my offer appointing you to the position of Director for the Department of Environmental Services. This is an at-will position serving at the pleasure of the Board of County Commissioners, under the day to day supervision of the county administrator.

In our discussion, we agreed that your initial rate of pay would be \$9,138 per month which is Step 6 for range 912. We also agreed that you could start work on Monday, May 6, 2013.

You will be entitled to participate in the county's benefit plans which will be explained to you at a new employee orientation which is scheduled for May 16th from 8:00am to 12:30pm in PSC Room #679.

Please complete the W-4 and W-9 forms on your first day of employment while you are in the Human Resources office located on the 5th floor of the Clark County Public Service Center, 1300 Franklin Street. You are required to bring appropriate documentation to support your eligibility to work in the United State (see list on reverse of I-9 form).

Due to your unique position as an elected member of the Washington State Senate, we agreed that while you are away from the county on state business, you will take a leave of absence from your position as Director of Environmental Services. While on leave of absence you may take said leave on a paid time off (PTO) basis or not at your discretion and the availability of accrued time off. Please be advised that your benefits may be impacted should to take unpaid leave of absence, a summary of the impact to your benefits is attached.

It is understood that any county equipment issued to you is for the conduct of county business only.

I welcome you to Clark County and I look forward to working with you. To confirm your acceptance of the position, please sign both the enclosed originals and return one to me. If you have any questions, please feel free to call me.

Sincerely,

Bill Barron
County Administrator

1 Attachment
- Benefit Impact Form

c: Francine Reis, Human Resources Director

Accepted

Date

5/6/13

300 Franklin Street • P.O. Box 5000 • Vancouver, WA 98666 • 5000 • tel: (360) 397-2232 • fax: (360) 397-6058 • www.clark.wa.gov