



TO: Development of NWSA/Port of Tacoma Employee Handbook

SUBJECT: RFP NO. 071853

ADDENDUM NUMBER # 01

This addendum is issued to add, remove, clarify, and amend the following:

List of current HR policies

Policy/Procedure
Diversity and Inclusion
Non-Discrimination and Sexual Harassment Prevention
Educational Assistance Program for Academic Degrees
Leave PROCEDURE; policy not posted
Flexible Work Program- Policy & Procedure
Return to Work – Limited Capacity
Gambling Policy
Shared Leave
Compensation & Internal Staffing
Disciplinary Policy
Attendance
Substance Abuse
Substance Abuse Policy & Supplemental
Employee Personnel Records and Privacy Policy and Procedure
Whistleblower Policy and Procedure
Conflict of Interest
Rewards and Recognition
Auto Allowance Policy
NWSA Paid Parental Leave
POT Paid Parental Leave
WA State Paid Sick Leave
Compensation for Travel Time
HIPPA Policy & Procedure