

OLYMPIC REGION CLEAN AIR AGENCY  
2940 LIMITED LANE NW  
OLYMPIA WA 98502

Regular Meeting

January 9, 2019  
10:00 am

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***Be courteous – Please silence all cell phones***

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA** (*action item*)  
(Ask for any corrections, additions/omissions)
3. **CHAIR REPORT**
4. **PUBLIC COMMENT**
5. **CONSENT AGENDA** (*action item*)
  1. Minutes of Regular Meeting, November 14, 2018
  2. Expenditures and Disbursements – November 7, 2018 – January 2, 2019
6. **OLD BUSINESS**
  1. Personnel Policy Manual updates (*action item*)
7. **DIRECTOR'S REPORT**
  1. Compliance Program Update (*Robert Moody, Compliance Manager*)
  2. Engineering Program Update (*Mark Goodin, Engineering Manager*)
  3. Air Quality Program Update (*Odelle Hadley, Senior Air Monitoring Technician*)
  4. Education and Outreach (*Dan Nelson, Public Information Officer*)
  5. Financial Update (*Lynn Harding, Administrative Services Manager*)
  6. Executive Director's Report (*Fran McNair, Executive Director*)
8. **GOOD OF THE ORDER**
9. **EXECUTIVE SESSION**  
To discuss any matter suitable for Executive Session under RCW 42.30.110
10. **ADJOURN**

OLYMPIC REGION CLEAN AIR AGENCY  
2940 Limited Lane NW  
Olympia, Washington 98502

**BOARD OF DIRECTORS MEETING**

November 14, 2018

Members present: Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Joan Cathey, City of Tumwater  
Mary Ellen Winborn in for Randy Johnson, Clallam County  
Wes Cormier, Grays Harbor County

Members absent: Lisa Ayers, Pacific County  
Terri Drexler, Mason County  
John Hutchings, Thurston County  
Kate Dean, Jefferson County

Legal Counsel: Jeff Myers and Julie Carignan of Law, Lyman, Daniel, Kamerrer and Bogdanovich

Staff Present: Fran McNair, Executive Director; Robert Moody, Compliance Manager; Mark Goodin, Engineering Manager; Odelle Hadley, Air Monitoring Supervisor; Dan Nelson, Public Information Officer; Lynn Harding, Administrative Services; and Debbie Moody, Office Manager/Recorder

Cooper called the meeting to order at 10:04 a.m. Cooper stated he would like to have the Chair Report moved to the end of the Agenda. Pratt moved approval of the Agenda with the minor amendment. The motion was seconded and carried unanimously.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT AGENDA**

Cooper asked for approval of the Consent Agenda. Cormier moved approval of the Consent Agenda. The motion was seconded and carried unanimously.

**UNFINISHED BUSINESS**

Update on Gas Station Rule

R. Moody let the Board know we are moving forward and have a tentative workshop scheduled for January 16. Postcards will be mailed out to all our gas stations and we will update the Board after the workshop.

Review Penalty Worksheets – Asbestos and Demolition

As in previous months, R. Moody explained he would like to go through the worksheets for Asbestos and Demolition. These are the final worksheets. R. Moody went over the changes on the

Asbestos worksheet. Cathey asked for clarification on residential notifications. R. Moody explained it must be a single-family dwelling for it to fall under residential notifications and can be done by the homeowner. Duplexes, Fourplexes, apartments, etc. must be done by a contractor. We added the same language regarding whether the violator had been informed of the rules prior to the violation. This was also added to the Demolition worksheet. R. Moody did note the minimum and maximum penalty amount did not change on the Asbestos worksheet.

R. Moody moved on to the Demolition worksheet. It was noted question 3 is a new question. Many of the violations dealt with people not following the procedures and we weren't capturing that aspect previously. R. Moody noted we changed the title of our Demolition worksheet to include Renovation. In practice, a demolition and renovation can look similar, however demolition includes the removal of a load bearing structure while a renovation means you can do anything but remove a load bearing structure. Frequently asbestos is found on texturing (i.e. popcorn ceiling) during a renovation. Cormier questioned the change from \$5,000 to \$10,000 for the top penalty amount. R. Moody explained we don't typically hit the high numbers, however if it is an egregious violation, we would like the penalty amount to fit the violation. Cooper asked how it compares to other agencies. R. Moody noted we would be on par with several of the others, it would be much lower than Puget Sound as their penalty is over \$19,000.

Cooper asked if there is a motion to approve the Asbestos and Demolition worksheets. Cathey moved approval. The motion was seconded and carried unanimously.

#### 10-year look – Employee Changes

McNair stated Cooper had requested this report. The graph shows staffing changes over a ten-year look. The cost per FTE and turnover is shown in the lower portion of the report. McNair did point out the increases in salary that occurred after are last salary survey. McNair noted we also had a couple of people who have been promoted, and there are still several staff receiving step increases. McNair noted staff changes and hiring time affect the salary changes as well. Retirement (benefits) is also a factor in the increases for our salaries.

McNair explained we did our salary survey a few years ago. Spokane, Southwest and Northwest are all doing surveys this year and we are waiting to look at their data. We expect Northwest to be higher than us. Spokane will be low, and Southwest will be close to us. McNair stated she doesn't want to be at the top or bottom but feels most comfortable in the middle.

Cormier asked how many FTEs are needed to be a fully functioning ORCAA. McNair stated we have 16 FTEs budgeted. Cooper stated he felt they need 22. We have decided to have everyone based out of Olympia, McNair continued. It would be nice to have someone stationed in the northern areas, however it is hard on the staff not being part of the every day organization.

Cathey asked why McNair felt salaries should be in the middle. McNair explained we need salaries high enough to keep staff. We also need to keep our budget whole and maintain some reserves, McNair stated, it works for us and we can keep staff. Cooper asked if we set a frequency for a salary schedule. McNair noted we discussed doing one every 5 years. Cooper noted the green line (cost) is not sustainable because our revenue is not matching. It is important that the Board stay on top of it. The only way we can fix it, Cooper noted, is to cut staff or raise assessments and fees. Cooper added even a \$5 burn permit fee would help this situation. Pratt, noting the age group on the report, stated we need to keep in mind upcoming retirees. Cooper did agree we need to stay on top of upcoming transitions. Cormier noted, if we are to raise revenues, my preference would be through assessments to the cities and counties.

McNair did note our fees are tied to the CPI each year, we prefer to do increases in the smaller increments because the large jumps are harder for people to deal with. Cormier noted you need big assessments to remind the cities and counties ORCAA is still here.

## **NEW BUSINESS**

### Federal Regulation – Adopt by Reference

R. Moody explained each year we must change the date in our Regulations with regards to the Federal Rules we are going to enforce. We do check on the changes that occur at the federal level and currently, there were no new rules that affect us. Staff recommends we change the date of the federal adoption to July 1, 2018. Cormier motioned for staff to move forward with the change. The motion was seconded and carried unanimously. R. Moody stated the next step is to file with the Code Reviser's office. We will have a public hearing in February.

### Resolution 2018-277 – Small Public Works Roster & Consultants

Harding explained we were in a contract with Thurston County to utilize their Small Works Roster. Thurston County will be moving over to MRSC and we have decided that is our best option as well. The resolution authorizes ORCAA to contract with MRSC and for the director to sign the contract. Cooper noted there were additional pages that appear to be out of the Policy Manual. Harding stated the changes are removing Thurston County and replacing them with MRSC and some minor grammatical changes.

Cooper asked if we need 2 separate motions; one for the resolution and one for the policy. McNair stated that would be easiest.

Pratt moved approval of Resolution 2018-277. The motion was seconded and carried.

Winborn did note she appreciated the simpler language in the proposed policy changes. Harding said there are a lot of different examples and after reviewing them all, and having our attorneys also review, is important. There are a lot of different scenarios. D. Moody noted staff went through a class to learn 'plain talk' and it has pushed us to move in that direction. McNair stated we will be bringing the full policy manual to the Board in the future.

Cormier moved approval of the purchasing policy. The motion was seconded and carried.

## **DIRECTORS REPORT**

### Compliance Program Update

R. Moody shared we have hired a new inspector. She is from this area, although she did spend 2 years in the Peace Corps in Malawi Africa. R. Moody noted she was not available to introduce, as she was attending some training. We do still have one vacancy and hope to have another person hired by January. R. Moody asked if there were any questions or comments regarding the report.

McNair did want to note we had very few complaints over the summer with regards to Ocean Protein. They did add a new fan and it appears it has helped disburse the odors better, resulting in less complaints.

### Engineering Program Update

Goodin wanted to mention BHP Billinton Canada Inc, which is a proposed potash facility in Grays Harbor. It is a large transport facility. The plan being the company will transport the potash to Grays Harbor for storage. It will then be transferred to ships and barges, Goodin explained. The facility will have baghouses and other air pollution controls and with the estimation, emissions are just over 10 tons per year of PM10. From an air pollution standpoint, it looks like they have a good application.

We have still not received an application on McKinley in Port Angeles. We are in contact with them and they are aware of the need for permit. We have gotten word they plan on being a 100% recycle facility. They will not be refining their own chips, using recycled corrugated cardboard, recycling it and making stock.

Cathey asked how the potash is delivered. Goodin stated it comes in by train. He was unsure if it is in an enclosed car or not and would have to check. Cooper assumes it is enclosed as the potash is pretty fine. Goodin noted we do not have authority to have the trains covered, we can suggest it, but that is all. We are only looking at what happens on site, with regards to the dust, etc. Cormier did note the public comment period is still open on that case and you can contact Department of Ecology. Cooper asked if staff make SEPA comments. Goodin stated we have made comments; Ocean Protein is a good case. They were looking at sites and we commented they should locate in Westport.

Cooper did request staff send comments, regarding the trains going through the neighborhoods. Pratt noted, if it is enclosed, there is no reason to comment. Goodin agreed.

### Air Quality Program Update

Hadley stated October is typically the start of air quality degradation for the winter months. She noted we did have a few moderate days in Lacey, Port Angeles and Shelton. We had some issues at Cheeka Peak due to power outages and it took a few days to restore the power. Ozone season is over; however, we are still running the site in Lacey for our Community Toxics Study. We are still meeting with our students regarding the Community Toxics Study. They will be attending a conference in the spring. We conducted a site audit with Ecology at Cheeka Peak for the 6-month check and everything went well. Hadley stated she did go to Port Angeles to present the Ultrafine Particle Study results to the Clallam County joint meeting of Commissioners and Port Commissioners. Grant continues working on the quality checks for all our monitoring sites. He has been spending time on the Mason County Saturation Study; however, we have had some issues with our data loggers and Grant has been working on solving that problem as well.

Hadley noted she was asked to serve in an advisory capacity for the Puget Sound Vital Signs group. They have been focused on water quality in Puget Sound but have decided to add air quality as well.

Hadley added the air quality is a bit degraded and we are assuming that is coming from California.

### Education and Outreach

Nelson noted the woodstove change-out program continues and we have been getting more applications recently. We are seeing less outdoor burn permits (Thurston County Residential). We are definitely getting fewer ineligible applications, so our education in the 'no burn areas' is working. Nelson stated he attended a few fire/smoke/health meetings over the past couple of weeks. Also

working with the Northwest Communicators group on better coordination of efforts regarding wildfires and air quality events.

Nelson stated we had a bit of an issue with our social media during the summer while he was away from the office. Due to that, Nelson explained, he has been working on our website and has now coded it in such a way that when we post to our website (and categorize it correctly) it will send out direct emails, the press release list and post to social media.

Nelson also noted he has been working on putting together the quarterly report for the strategic plan. He did state the quarterly reports will be used to complete our annual report at the end of our fiscal year. Cooper stated he appreciated the work done of the strategic plan report.

Cooper noted part of his plan for the Strategic Plan was to have the Board be more of an ambassador for ORCAA. Cooper requested Nelson send an email regarding 'a board member's guide to helping promote ORCAA' it would be helpful.

#### Finance/Administrative Update

Harding explained our State Auditors will be coming to start an audit in December. We will contact the Board when the entrance meeting is scheduled. We typically have a few local board members in attendance.

We will have our large upstairs room available for rent come January, Harding stated.

#### Executive Director's Report

McNair explained at the Air Director's meeting they discussed raising the fee on woodstoves. It has been \$30 for years and Ecology has never changed it. We have been asking them to look at increasing it and they are finally looking at it. It appears they are putting through a piece of legislation that will raise the fee to \$50, as well as an inflation factor.

In terms of the VW money, McNair continued, there are three categories; buses/trucks, marine (ferries) and EV chargers. Unfortunately, none of the money will go to 101, it is all going on the I-5 corridor.

McNair stated she has not heard of any marijuana legislation; however, anything marijuana related went before the Commerce Committee and they now are hoping it will go before the Natural Resources Committee rather than Commerce. There is a potential piece of legislation regarding odors, McNair noted. It was initiated due to odors from an asphalt plant in King County. The legislation has to do with odor complaints and they are hoping to broaden the authority to regulate. Currently, odors must impact the use and enjoyment of your property. The new legislation is looking at the use and enjoyment of public areas (walking trails, etc.).

#### **CHAIR REPORT**

Cooper noted we must meet 10 times per year and we have met that obligation as of this month. If the Board is okay with it, we'd like to cancel the December meeting. Cormier moved we cancel the December meeting. The motion was seconded and carried unanimously.

Cooper also wanted to note a couple of changes to the Board. Lisa Ayers, Pacific County and Terry Drexler, Mason County, are both leaving their commissions. Cooper noted we should take a picture of the cake and let them know we were thinking of them. Another change, Cooper continued, is our

attorney Julie Carignan will be moving on to the Attorney General's office. Carignan stated she will start at the AG's office on December 5. She did note she will finish up with ORCAA on November 30<sup>th</sup> with a hearing before the PCHB. Carignan noted Myers will continue to be ORCAA's attorney. Carignan stated she really enjoyed working with ORCAA and it was a highlight of her career. The Board and staff thanked Carignan.

## **ADJOURNMENT**

There was nothing further from the Board.

The meeting adjourned at 11:36 a.m.

## **CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on November 14, 2018, in Olympia, Washington.

ATTEST:

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Francea L. McNair, Executive Director  
Olympic Region Clean Air Agency

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Jim Cooper, Chair  
ORCAA Board of Directors

DATED: \_\_\_\_\_

OLYMPIC REGION CLEAN AIR AGENCY

2940 Limited Lane NW, Olympia WA 98502-6503

**Board Approval of Expenditures, Disbursements, and Wire Transfers**

SUBMITTED FOR THE PERIOD

**November 7, 2018 through January 2, 2019**

<i><b>Fund:</b></i>	<i><b>Warrant #'s:</b></i>	<i><b>Scheduled Payment Date:</b></i>	<i><b>Issue Amount</b></i>
6471			
	63007443 - 63007458	November 15	\$35,620.58
	63007459 - 63007481	November 27	\$14,298.73
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$540.76
	3062034, 517480-517496	November - Payroll	\$113,725.42
	7634, 7638, 7641	November - Benefits	\$37,578.07
	Interfund Transfer-Debt Service	December 1 - T.C. Treasurer's Office	\$41,914.53
	63007482 - 63007496	December 13	\$12,618.04
	63007497 - 63007500	December 13	\$7,300.00
	63007501 - 63007515	December 27	\$21,563.28
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$540.76
	519877 - 519893	December-Payroll	\$112,377.04
	7655, 7659, 7662	December-Benefits	\$38,436.49
<i><b>Total Expenditures This Period:</b></i>			<u><u><b>\$436,513.70</b></u></u>

**Included with Consent Agenda for Monthly Board of Directors Meeting.**



**OLYMPIC REGION CLEAN AIR AGENCY**

2940 Limited Lane NW, Olympia WA 98502-6503

Check Register of Expenditures, Disbursements, and Wire Transfers

SUBMITTED FOR THE PERIOD

November 7, 2018 through January 2, 2019

Check #	Date	Payee	Cash Account	Amount
63007443	11/15/18	Capital Business Machines	10200	105.11
63007444	11/15/18	Comcast Cable Com., Inc.	10200	110.40
63007445	11/15/18	Anthony Cutler	10200	50.69
63007446	11/15/18	Enduris Washington	10200	28,374.00
63007447	11/15/18	Fed Ex	10200	5.20
63007448	11/15/18	Law, Lyman, Daniel,	10200	2,345.17
63007449	11/15/18	MRSC Rosters	10200	135.00
63007450	11/15/18	Office Depot	10200	-35.15
63007451	11/15/18	Office Depot	10200	247.94
63007452	11/15/18	Olympia Fireplace Supply Inc.	10200	1,200.00
63007453	11/15/18	LeMay Inc-Pacific Disposal	10200	62.55
63007454	11/15/18	Puget Sound Energy	10200	698.05
63007455	11/15/18	Lucille Reese	10200	1,484.83
63007456	11/15/18	Ruth Schumaker	10200	47.96
63007457	11/15/18	Sunrise Pest Management, Inc.	10200	78.68
63007458	11/15/18	Yakima Region Clean Air Agency	10200	675.00
63007450V	11/15/18	Office Depot	10200	35.15
63007459	11/27/18	Bank of America	10200	4,126.48
63007460	11/27/18	Eastern Research Group, Inc.	10200	6,333.00
63007461	11/27/18	Tony Gibson	10200	36.00
63007462	11/27/18	Intermedia.net, Inc.	10200	308.06
63007463	11/27/18	Mountain Mist Water	10200	23.74
63007475	11/27/18	Dan Nelson	10200	50.50
63007476	11/27/18	C&C Clean Sweep	10200	1,200.00
63007477	11/27/18	Pacific County Department	10200	200.00
63007478	11/27/18	PUD #1 of Clallam County	10200	195.80
63007479	11/27/18	Sunset Air Incorporated	10200	1,200.00
63007480	11/27/18	Lauren Whybrew	10200	492.17
63007481	11/27/18	Mary Ellen Winborn	10200	132.98
Auto Transfer	11/30/18	Thurston County Treasurer's Office	10200	540.76
517480-517496	11/30/18	Salaries & Benefits	10200	151,303.49
Interfund Transfer	12/1/18	Thurston County Treasurer's Office	10200	41,914.53
63007482	12/13/18	Capital Business Machines	10200	101.09
63007483	12/13/18	Comcast Cable Com., Inc.	10200	315.76
63007484	12/13/18	Comcast Cable Com., Inc.	10200	110.40
63007485	12/13/18	Anthony Cutler	10200	41.97
63007486	12/13/18	Department of Ecology	10200	2,703.10
63007487	12/13/18	Fed Ex	10200	24.42
63007488	12/13/18	Allie Feidt	10200	183.00
63007489	12/13/18	Intermedia.net, Inc.	10200	301.46
63007490	12/13/18	Law, Lyman, Daniel,	10200	7,339.00
63007491	12/13/18	Mountain Mist Water	10200	16.66
63007492	12/13/18	Office Depot	10200	200.47
63007493	12/13/18	Pacific County Department	10200	200.00
63007494	12/13/18	Puget Sound Energy	10200	867.05
63007495	12/13/18	Ruth Schumaker	10200	38.15
63007496	12/13/18	Verizon Wireless, Bellevue	10200	175.51
63007497	12/13/18	Capital City Stove	10200	2,500.00
63007498	12/13/18	Capital Heating & Cooling Inc.	10200	1,200.00
63007499	12/13/18	Olympia Fireplace Supply Inc.	10200	2,400.00
63007500	12/13/18	Sunset Air Incorporated	10200	1,200.00
63007501	12/27/18	Association of Washington Cities	10200	1,693.68
63007502	12/27/18	Bank of America	10200	6,048.67
63007503	12/27/18	City of Olympia	10200	627.22
63007504	12/27/18	Eastern Research Group, Inc.	10200	5,855.00
63007505	12/27/18	Francea L. McNair	10200	48.26
63007506	12/27/18	Mike Meinberg	10200	11.99
63007507	12/27/18	MinuteMan Press	10200	1,569.00
63007508	12/27/18	Mountain Mist Water	10200	30.81
63007509	12/27/18	C&C Clean Sweep	10200	1,200.00
63007510	12/27/18	LeMay Inc-Pacific Disposal	10200	62.55
63007511	12/27/18	Praxair Distributing, Inc.	10200	586.38
63007512	12/27/18	PUD #1 of Clallam County	10200	209.84
63007513	12/27/18	Washington State Auditor's Office	10200	1,141.20
63007514	12/27/18	Sunrise Pest Management, Inc.	10200	78.68
63007515	12/27/18	Sunset Air Incorporated	10200	2,400.00
Auto Transfer	12/31/18	Thurston County Treasurer's Office	10200	540.76
519877-519893	12/31/18	Salaries & Benefits	10200	150,813.53
<b>Total</b>				<b>\$436,513.70</b>



## **OLYMPIC REGION CLEAN AIR AGENCY**

### **Policies & Procedures Manual**

**Approved by the Board of Directors**  
**~~November 14, 2018~~ NEW DATE HERE**



# OLYMPIC REGION CLEAN AIR AGENCY

## Policies & Procedures Manual

### Table of Contents

<b>I.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
	A. STATEMENTS.....	1
	B. PURPOSE OF EMPLOYEE HANDBOOK.....	1
<b>II.</b>	<b>GENERAL PROVISIONS .....</b>	<b>3</b>
	A. EQUAL OPPORTUNITY EMPLOYER.....	3
	B. HARASSMENT and DISCRIMINATION .....	3
	C. SUBSTANCE ABUSE .....	4
	D. CODE OF ETHICS.....	5
	E. NON-SOLICITATION.....	7
	F. WORKING HOURS AND SCHEDULE .....	7
	G. WORK STANDARDS .....	8
	H. CONDUCT .....	8
	I. APPEARANCE .....	9
	J. ATTENDANCE.....	9
	K. POLITICAL ACTIVITY .....	10
	L. SAFETY AND WORKER’S COMPENSATION.....	10
	M. FIRST AID.....	10
	N. NEPOTISM - EMPLOYMENT OF RELATIVES .....	10
	O. REHIRE OF FORMER EMPLOYEES .....	11
	P. EMPLOYEE INDEMNIFICATION .....	11
	Q. SMOKE FREE WORKPLACE.....	11
	R. TRAVEL AND REIMBURSEMENT.....	11
	S. BUSINESS EXPENSES .....	<u>1413</u>
	T. AGENCY OWNED VEHICLES.....	14
	U. FIREARMS.....	<u>1514</u>
<b>III.</b>	<b>PERSONNEL ADMINISTRATION.....</b>	<b><u>1615</u></b>
	A. RECORDS .....	<u>1615</u>
	B. CONFIDENTIALITY OF PERSONNEL RECORDS .....	<u>1615</u>
	C. BACKGROUND CHECKS.....	<u>1615</u>
	D. IMMIGRATION COMPLIANCE.....	<u>1716</u>
<b>IV.</b>	<b>EMPLOYMENT CLASSIFICATIONS .....</b>	<b><u>1817</u></b>
<b>V.</b>	<b>JOB DESCRIPTIONS AND CLASSIFICATIONS.....</b>	<b><u>2019</u></b>
	A. JOB DESCRIPTIONS AND CLASSIFICATIONS .....	<u>2019</u>
	B. MAINTENANCE AND MODIFICATIONS .....	<u>2019</u>
<b>VI.</b>	<b>COMPENSATION AND BENEFITS .....</b>	<b><u>2221</u></b>
	A. EMPLOYEE PAY .....	<u>2221</u>
	B. PAYROLL ADMINISTRATION .....	<u>2221</u>
	C. OVERTIME.....	<u>2221</u>

	D. COMPENSATORY TIME .....	2322
	E. TIME ACCOUNTING .....	2322
	F. SPECIAL PROGRAMS .....	2322
	G. INSURANCE.....	2423
	H. DEFERRED COMPENSATION.....	2423
	I. RETIREMENT BENEFITS.....	2423
	J. WORKERS COMPENSATION.....	2524
<b>VII.</b>	<b>LEAVE .....</b>	<b>2625</b>
	A. HOLIDAYS .....	2625
	B. UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE .....	2625
	C. VACATION LEAVE.....	2726
	D. PERSONAL HOLIDAY.....	2827
	E. SICK LEAVE .....	2927
	F. FAMILY CARE ACT.....	3029
	G. COMPENSATION OF SICK LEAVE .....	3129
	H. LEAVES OF ABSENCE.....	3129
	1. MEDICAL LEAVE OF ABSENCE.....	3130
	2. MATERNITY LEAVE.....	3230
	3. PERSONAL LEAVE OF ABSENCE .....	3230
	4. MILITARY DUTY LEAVE OF ABSENCE .....	3231
	5. JURY DUTY .....	3332
	6. CIVIC DUTY.....	3432
	7. BEREAVEMENT LEAVE OF ABSENCE .....	3432
	8. FAMILY MEDICAL LEAVE ACT .....	3432
	I. INCLEMENT WEATHER.....	3433
	J. GIFTS OF ANNUAL OR SICK LEAVE.....	3533
<b>VIII.</b>	<b>EMPLOYEE DEVELOPMENT .....</b>	<b>3836</b>
	A. CAREER OPPORTUNITIES .....	3836
	B. PERFORMANCE EVALUATIONS.....	3836
	C. EDUCATION AND TRAINING .....	3836
	D. TUITION REIMBURSEMENT .....	3936
<b>IX.</b>	<b>DISCIPLINE .....</b>	<b>4240</b>
	A. GRIEVANCE/DISPUTE RESOLUTION.....	4240
	B. COMPLAINTS BY THE PUBLIC .....	4240
<b>X.</b>	<b>TERMINATION AND SEPARATION FROM ORCAA.....</b>	<b>4442</b>
	A. VOLUNTARY TERMINATION.....	4442
	B. RETIREMENT .....	4442
	C. REFERENCES .....	4442
	D. CONTINUED GROUP MEDICAL INSURANCE COVERAGE (COBRA) .....	4442
<b>XI.</b>	<b>ACCOMMODATIONS .....</b>	<b>4644</b>
	A. AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA) .....	4644
	B. LIFE THREATENING DISEASES .....	4644
<b>XII.</b>	<b>WHISTLEBLOWER PROVISIONS.....</b>	<b>4846</b>
	A. IMPROPER GOVERNMENTAL ACTION .....	4846

B.	REPORTING IMPROPER GOVERNMENTAL ACTION.....	<u>4846</u>
C.	NO RETALIATION .....	<u>4947</u>
D.	REPORTING RETALIATION .....	<u>4947</u>
<b>XIII.</b>	<b>PURCHASING .....</b>	<b><u>5048</u></b>
A.	NON-TRAVEL RELATED CREDIT CARD USE .....	<u>5048</u>
B.	SUPPLIES, GOODS AND SERVICES .....	<u>5149</u>
<b>XIV.</b>	<b>AGENCY FACILITIES AND PROPERTY .....</b>	<b><u>5452</u></b>
A.	DRUG FREE WORKPLACE.....	<u>5452</u>
B.	FRAGRANCE FREE WORKPLACE.....	<u>5452</u>
C.	VIOLENCE IN THE WORKPLACE.....	<u>5452</u>
D.	DOMESTIC VIOLENCE IN THE WORKPLACE .....	<u>5553</u>
E.	USE OF EQUIPMENT .....	<u>5553</u>
F.	USE OF TECHNOLOGY.....	<u>5654</u>
G.	SOCIAL MEDIA GUIDELINES .....	<u>5856</u>
H.	BREAK ROOM .....	<u>6158</u>
I.	ERGONOMIC WORK STATION .....	<u>6159</u>
J.	SALE AND DISPOSAL OF SURPLUS .....	<u>6159</u>
	<b>APPENDIX .....</b>	<b><u>6360</u></b>
	CODE OF ETHICS AGREEMENT .....	<u>6562</u>
	CREDIT CARD USER AGREEMENT.....	<u>6964</u>
	PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT.....	<u>7166</u>



# I. INTRODUCTION

## A. STATEMENTS

Vision: All individuals in Olympic Region Clean Air Agency's (ORCAA) jurisdiction—especially children and the elderly—can live, work, and play in a healthful and clean environment, free from harmful and destructive effects of air pollution.

Mission: We promote air quality and take actions that protect the health and welfare of people and the natural environment in ORCAA's jurisdiction.

We strive to be an agency where a diverse range of employees can work to fulfill their potential. We expect our staff to respect each other and respect the people we serve, understanding differences in values of individuals.

## B. PURPOSE OF EMPLOYEE HANDBOOK

Welcome to ORCAA. We are delighted that you have chosen to join our organization. To acquaint you with our philosophies, values, and personnel policies we are providing you with a Personnel Policy and Procedures Manual that will explain what you can expect from us and what we will expect from you.

We must be able to respond flexibly to changing circumstances as they arise. **Because of this, our policies are not ~~promises-promising~~ of specific treatment in specific situations.** ORCAA may, in its sole discretion, change, ~~delete~~remove, suspend or discontinue any part or parts of the policies in this manual at any time with or without prior notice or reason. This applies to all terms and conditions of employment at ORCAA whether formal or informal. Nothing in this manual is intended to establish a contract limiting ORCAA's discretion to act, as it deems appropriate in any given situation.

ORCAA does not utilize written or verbal employment contracts or agreements for any employee, other than the Executive Director. Employees are considered "at will," meaning that each is free to leave, for any reason, with or without notice, at any time. This also means that we may terminate employment with or without notice, with or without cause, at any time ~~as long as~~ if it is not discriminatory. Nothing in this manual shall limit the right to terminate employment at will or should be construed as a contract or guarantee of continued employment.

This policy of at will employment is the sole and entire agreement between you and ORCAA as to the duration of employment and the circumstances under which employment may be terminated.

Examples of the types of terms and conditions of employment that are within our sole discretion include, but are not limited to, the following:

- Promotion, demotion, transfers;
- hiring decisions;
- compensation and benefits;
- qualifications;
- discipline, layoff or recall;
- rules;
- hours, schedules, work assignments, job duties and responsibilities;
- subcontracting;
- reduction, cessation, or expansion of operations;
- determinations concerning the use of equipment, methods, or facilities;



- Or any other terms and conditions that we may determine to be necessary for the safe, efficient, and economic operation of the Agency.

The personnel policies and procedures in this manual apply to all employees. It does not apply to members of the Board of Directors, professional consultants and/or contractors. These policies supersede and replace ~~any and all previous~~ earlier personnel policies and procedures including any existing or prior oral or written agreements or representations on the subjects covered. No ORCAA employee, except for the Executive Director or Chairman of the Board, has authority to grant exceptions to these policies. Further, any amendments or alterations must be reviewed and approved by the Board of Directors.

Employees are required to read and understand this personnel policy manual in its entirety and to sign and return the Acknowledgment, Credit Card Agreement, and the Code of Ethics found in the Appendix. If you have any questions about any of these personnel policies or procedures, please contact the Executive Director.

## II. GENERAL PROVISIONS

### A. EQUAL OPPORTUNITY EMPLOYER

ORCAA is an equal opportunity employer (EOE) and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, gender, color, creed, religion, sex, age, citizenship status, national origin, marital status, veteran status, sexual orientation, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws. Our equal opportunity policy applies to all conditions of employment including, but not limited to, recruitment, hiring, training, compensation, benefits, discipline, promotion, transfer, leave of absence, layoff or termination. We make all decisions based solely on job-related criteria, such as skills and attributes required for accomplishing ORCAA's mission. These ~~generally~~ include relevant experience, performance, required education or training, technical and interpersonal skills, initiative, reliability, and other such criteria. We comply with all applicable federal, state and local laws that prohibit employment discrimination.

Applicants or employees who have EOE related questions or complaints are encouraged to communicate these promptly to the Executive Director.

### B. HARASSMENT and DISCRIMINATION

ORCAA maintains a strict policy prohibiting all types of harassment. This includes sexual harassment and harassment because of race, gender, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age or any other basis protected by federal, state or local law, ordinance or regulation. Conduct that ~~demonstrates~~shows mutual respect is expected of all employees in the workplace. Retaliation against any person who complains of harassment or discrimination ~~in good faith~~, or who ~~participates~~takes part in an investigation in good faith, is also prohibited.

**Sexual harassment is one form of unlawful harassment. Sexual harassment can be, but does not have to be, "sexual" in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed.** Federal and state law also defines sexual harassment as unwelcome sexual advances, requests for sexual favors, or visual, verbal or physical conduct of sexual nature when:

- Submission to such conduct is made a term or condition of employment or promotion; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

The following is a partial list of examples of inappropriate behavior:

- Physical assaults on another employee including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
- Intentional physical conduct that is sexual in nature including, but not limited to, touching, pinching, patting, or brushing up against another employee;
- Unwanted sexual advances, propositions or sexual comments including making sexual gestures, jokes or comments made in the presence of any employee;
- Posting or displaying pictures, posters, calendars, graffiti, objects or other materials that are sexual in nature or pornographic;
- Offering employment benefits in exchange for sexual favors;

- Displaying, accessing or circulating in the workplace (including via Internet or e-mail) sexually suggestive photographs, cartoons, graffiti, jokes and the like;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.

Harassment based on race, gender, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, or any other protected basis is equally unlawful. Unlawful harassment on these bases includes ~~behavior similar to sexual harassment~~ such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching or blocking normal movement;
- Retaliation for making harassment reports or threatening to report harassment.

An individual who believes he/she has been subjected to unlawful harassment or discrimination is encouraged to tell the harasser to stop the unwanted conduct. If an employee is subjected to or becomes aware of harassing or discriminatory conduct towards an ORCAA employee, the employee should immediately report that information to the Executive Director.

ORCAA will investigate all reported incidents of harassment or discrimination. Because investigations are done on a case-by-case basis, they may be unique in nature; however, all investigations will be thoroughly documented and under the direction of the Executive Director.

When the investigation is completed, we will make a ~~determination decision regarding the allegations~~ and when appropriate, the employee will be informed that remedial action has been taken but may not be told information that ORCAA deems to be confidential. If we determine that a violation of this policy has occurred, ~~appropriate~~ corrective action will be taken promptly.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment. The employee may also be held personally liable for monetary damages. We do not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties.

Accordingly, to the extent ~~permitted~~allowed by law, we reserve the right not to provide a defense or pay damages assessed against an employee for conduct in violation of this policy.

Any employee who *intentionally* files a wrongful or fraudulent complaint of harassment is also subject to disciplinary action up to and including termination.

### C. SUBSTANCE ABUSE

We recognize drug and/or alcohol dependency is an illness and a major health problem. We also recognize that drug and/or alcohol abuse is a potential safety and security problem. Employees who need help in dealing with such problems are encouraged to use area drug counseling agencies and/or our health insurance plan(s), or the Employee Assistance Program (EAP), ~~as appropriate~~. Conscientious efforts to seek such help will not jeopardize an employee's job.

While at work, each ORCAA employee has a responsibility to coworkers and to the ~~general~~ public, to perform his or her work in a safe and conscientious manner. ORCAA expects employees to be able to work in an environment free from the effects of alcohol and/or other job impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if the medications

impair the employee's ability to do the essential functions of his or her position with or without an accommodation that does not create an undue hardship for ORCAA.

Employees in safety-sensitive jobs ~~are responsible for~~must notify~~ing~~ their supervisor and the Executive Director if they are taking medications which may interfere with their ability to do their jobs safely. In addition, the unauthorized use, sale or possession, by an employee, of alcohol, controlled substances, drugs not medically authorized and used in the manner prescribed, or other substances which may impair job performance or pose a hazard to the safety and welfare of the individual employee, the public, or other employees, is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

On December 6, 2012, the recreational use of marijuana in small amounts was enacted into law in Washington State. However, under federal law, marijuana remains a controlled substance, and possession or use of the drug constitutes a crime. The federal and state governments have not yet determined how to resolve this conflict between state and federal law. However, employees who are impaired at work ~~as a result~~because of marijuana use will be subject to disciplinary action, up to and including termination of employment.

#### **D. CODE OF ETHICS**

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the agency. ORCAA requires that the transactions employees ~~participate~~take part in are ethical and within the law, both in letter and spirit. ORCAA is committed to maintaining a reputation of integrity in our field and community. We ~~value the responsibility we have to~~must protect air quality now and into the future ~~and we value that responsibility~~. As an ORCAA employee, you are expected to make this Code of Ethics an integral part of every personal and/or professional interaction that may reflect on us. As a condition of employment, employees must sign a Code of Ethics Agreement and abide by the following rules ~~at all times~~. **Failure to do so may result in disciplinary action up to and including termination.**

**Confidentiality.** The protection of confidential information is vital to ORCAA's interest and success. Information about ORCAA, its employees, customers, suppliers, and vendors, is to be kept confidential and divulged only to individuals within ORCAA with both a need to receive, and authorization to receive, the information. If in doubt as to whether information should be divulged, err in favor of not divulging the information and discuss the situation with the Executive Director.

Many records and files maintained by ORCAA are confidential and remain the property of ORCAA. Confidential records and files are not to be disclosed to any outside party without the express permission of your immediate supervisor, the Executive Director, or the Agency attorney. Confidential information includes, but is not limited to the following:

- Processes or methods of production unique to an owner or operator or that are likely to adversely affect the competitive position of such owner or operator if released to the public or to a competitor.
- Company technology, formulas, inventions, processes, and proprietary information.
- Personnel records ~~regarding~~of current and former employees.
- The identity of, contact information for and any other account information on customers, vendors, and suppliers.

**Confidential information may not be removed from ORCAA's premises without express authorization.** Confidential information obtained during or through employment with ORCAA may not be used by any employee for the purpose of furthering current or future outside employment or activities, or for obtaining personal gain or profit. ORCAA reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages

incurred ~~as a result~~because of the impermissible use of confidential information. Confidential information is the property of ORCAA.

**Conflicts of Interest.** No employees should represent ORCAA in any transaction where he or she has a material or financial interest. For instance, transactions with relatives or close personal friends or where our employee is a partner or investor in a business in our jurisdiction (the Washington counties of Clallam, Grays Harbor, Jefferson, Mason, Pacific and Thurston) are examples of circumstances where an employee has a material and financial interest.

When there is or may be a potential conflict of interest the employee should bring the matter to the attention of the Executive Director so that another ORCAA representative can be selected to handle the matter.

**Outside Activities.** Employees of ORCAA must obtain approval, in writing, from the Executive Director prior to accepting any outside employment with employers within our jurisdiction. The Executive Director, in considering approval of such requests, will consider whether employment with an particular employer in our jurisdiction may constitute a conflict of interest.

Additionally, while employed at ORCAA, employees may not do any of the following:

- Provide air pollution-related consulting, planning or engineering services.
- Use or allow the use of employer equipment, supplies or facilities for outside employment purposes.
- Conduct outside employment during regular working schedule ~~whether or not on ORCAA property.~~
- Prepare or assist in the preparation of any documents, materials, or proposals to be presented to ORCAA or to our governing board by an outside entity.
- An outside job must not affect the employee's ability to properly perform all assigned ORCAA duties.

**Gifts, Fees, Commissions, Loans.** No employee of ORCAA should accept a loan from a business in the jurisdiction of ORCAA or a supplier to ORCAA. Loans from financial institutions are an exception to this requirement. No employee should receive any gift, fee, gratuity or anything of value for performing the duties of his/her job. This prohibition does not apply to incidental advertising or promotional materials of nominal value, awards or recognition items for community service. If an employee has questions regarding the acceptance of a gift or determining what constitutes "nominal" value, he/she should see the Executive Director.

No employee should accept a discount, rebate or special pricing from a business in our jurisdiction unless such is also available to other routine customers of the business offering such consideration.

In addition, an employee may not permit an indirect violation of these principles to take place. It is just as inappropriate to allow an immediate family member to accept a gift or special consideration from a business in our jurisdiction as it is for our employee to do so.

Employees are encouraged to seek assistance from their supervisors with any ethical concerns. However, ORCAA realizes this may not always be possible. As a result, employees may contact the Executive Director to report any ethical concern they cannot discuss with their supervisor. Employees should refer to the reporting procedures under the Harassment and Discrimination policy for reporting unlawful harassment or discrimination.

All complaints will be investigated and ORCAA will make reasonable attempts to protect the confidentiality of the person making the complaint to the extent possible while conducting the

investigation. Because investigations are done on a case-by-case basis, they may be unique in nature; however, all investigations will be thoroughly documented and under the direction of the Executive Director.

**No Retaliation.** ORCAA ~~strictly prohibits~~prohibits retaliation against any person for reporting an ~~possible~~ ethics violation, using this complaint procedure, or assisting or participating in any manner in any investigation, proceeding or hearing. Retaliatory action means any adverse change in terms and conditions of an employee's employment including:

- denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or
- hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official.

## **E. ~~NON~~-NON-SOLICITATION**

To avoid disruption to our work, we do not allow employees to approach fellow employees in the workplace, or any individual doing business with ORCAA, ~~regarding~~about activities, organizations, or causes regardless of how worthwhile, important or benevolent the cause may be. Therefore, we have developed the following rules ~~regarding~~about solicitation and distribution of written material during working time and entry onto our premises and work areas.

- No employee shall ~~solicit~~task for or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed.
- Under no circumstances will non-employees be ~~permitted~~allowed to solicit or to distribute written material for any purpose on ORCAA property.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for ORCAA. It does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for ORCAA.

Employees are instructed to direct any non-employees, acting contrary to our non-solicitation policy, off our premises and/or contact local law enforcement officials, ~~as if necessary~~appropriate.

ORCAA will provide one bulletin board, for use by staff, to post items for other staff to view during non-work times. These can include any organization fund raising forms and other activities ~~as long as if~~ they are ~~not~~ inappropriate, ~~and not~~ of a sexual nature, or in direct conflict with ORCAA's mission.

## **F. WORKING HOURS AND SCHEDULE**

We are open for business Monday through Friday from 8:00 a.m. to 4:30 p.m., unless closed in observance of a holiday or special all-staff trainings.

The standard workweek at ORCAA is 40 hours. The standard workday is 8 hours for non-exempt employees. Workday lengths for exempt employees are determined primarily by their current workloads. Full-time employees ~~generally~~ work schedules that correspond with our operating hours, 8:00 a.m. to 4:30 p.m., unless otherwise approved by their Supervisor and the Executive Director. Our regular workweek begins on Monday and concludes on the next following Sunday.



The ~~Executive Director and the~~ employee's Supervisor generally determines an employee's work hours and schedules. Employees will be informed ~~in a timely manner~~promptly of the hours they are scheduled to work. An employee who wants to permanently change ~~his or her~~their work schedule must consult with, and receive written approval from, ~~his or her~~their Supervisor and the Executive Director.

All non-exempt ~~E~~employees working ~~in excess of more than~~ five (5) hours during the regular workday are entitled to a lunch/meal period of thirty (30) minutes. This meal period should ~~generally~~ occur halfway through one's workday. Lunch time/meal periods are unpaid and shall be recorded on the employee's timekeeping record. ~~Employees are allowed a 15 minute break for each 4 hours of work.~~

All non-exempt salaried or hourly ~~Employees-employees~~ who work eight (8) hours during the regular workday receive two, 15-minute rest breaks. Employees working at least four (4) hours receive one 15-minute break. Breaks will be scheduled unless, due to the nature of the job, they can be taken on an informal basis throughout the day. Breaks will be considered time worked for pay purposes and are recorded on our timesheets as Non-Specific, General/Other.

Breaks may not be taken immediately preceding or following the meal break or the beginning or end of the workday.

Employees ~~are required to~~must take their ~~allotted~~ rest and meal breaks. ~~Generally, u~~Under no circumstances should an employee work through his or her rest/meal break. Any employee who ~~anticipates~~ gets into an unforeseen situation and needs to work through a lunch or rest break should contact his or her immediate supervisor or the Executive Director before doing so.

## **G. WORK STANDARDS**

ORCAA employees are expected to routinely perform their job responsibilities at a superior level, and to conduct themselves in a manner which contributes to superior performance, for the employee and for the Agency as a whole.

Ongoing failure to meet this performance standard will lead to termination of employment.

## **H. CONDUCT**

Employees are expected to interact with coworkers in a courteous and respectful manner. Collegiality is our objective.

Dishonesty, violence, or abusive conduct is always prohibited during working hours and at or near any location where the employee is working. An all-inclusive list of prohibited conduct is impossible, and the following are simply examples-:

- Insubordination, either verbal or through conduct, including but not limited to failure or refusal to obey the orders or instructions of any supervisor or member of management, or the use of abusive or threatening language toward any supervisor or member of management.
- Falsification of employment records, employment information, or other records.
- Failing to accurately and completely record time at work—including breaks and lunch periods daily.
- Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's. (The Timesheet Administrator is given limited allowances for updating employee timesheets with employee permission)

- Misuse of Sick Leave.
- Theft or the deliberate or careless damage of any ORCAA property or the property of any employee or client.
- Unauthorized use of ORCAA equipment, time, materials, or facilities.
- Texting or using a cell phone while driving an agency vehicle or personal vehicle while on agency business.
- Possessing, distributing, selling, transferring, or using--or being under the influence of—alcohol, marijuana or illegal drugs in the workplace, which includes ORCAA buildings, vehicles and external worksites.
- Provoking a fight or fighting during working hours or on premises owned or occupied by ORCAA.
- Engaging in criminal conduct ~~whether or not related to job performance.~~
- Using profane or abusive language at any time during working hours or while on premises owned or occupied by ORCAA.
- Failure to follow the leave notification procedures listed in this policy manual.
- Failing to observe working schedules, including rest and lunch periods.
- ~~Abusing paid sick leave.~~
- Failing to provide a physician's certificate when requested or required to do so.
- Making or accepting personal telephone calls that interfere with agency business.
- Refusing to work assigned overtime.
- Violating any ORCAA safety, health, or security policy, rule, or procedure including the policy and procedure manual.
- Committing a fraudulent act or a breach of trust in any circumstances.
- Engaging in dangerous horseplay.

## I. APPEARANCE

ORCAA's image is directly impacted by the appearance and behavior of our employees. Employees are expected to use good judgment in selecting clothing and accessories for the day, and in their grooming. ~~Generally, e~~Employees are expected and required to dress in a manner appropriate to the work they are performing.

## J. ATTENDANCE

At ORCAA each person is an important member of our team. Any one person's absence directly impacts the productivity of several other members of our team and, ~~ultimately,~~ our ability to perform our duties. Unexplained absences, excessive tardiness, or leaving early without permission will not be tolerated. ORCAA may require employees to provide medical certification from a health care provider for absences due to illness or injury after 3 days of absence.

Promptness is not only a professional courtesy to one's co-workers, it is necessary to a productive work environment. Employees should be at their workstations and ready to begin their workday at the time ~~designated~~chosen by their Supervisor, ~~or the Executive Director.~~

If an employee must miss work, or if you need to arrive to work late or leave earlier than your normally scheduled work day, you ~~are required to~~must notify your supervisor, a manager, or the Executive Director prior to the start of your scheduled shift, and as far in advance as possible. Leave slips shall be completed prior to leaving work, or immediately upon arrival to work.

Chronic absenteeism, particularly where it disrupts productivity and negatively ~~impacts~~affects other employees and the Agency's ability to fulfill our purpose, could result in corrective action up to and including termination of employment.



## K. POLITICAL ACTIVITY

Under this policy, political activity by ORCAA employees, such as campaigning, canvassing, soliciting or otherwise encouraging the support, financial or otherwise, of a political candidate or cause is not allowed on ORCAA premises or during ORCAA business hours. Any employee who feels pressured to participate in or who observes political activity on Agency premises or during Agency operating hours ~~is shall encouraged to~~ report such conduct immediately to the Executive Director and/or the Chairman of the Board. Testimony, before an elective body, regarding ORCAA related issues, may be appropriate but must be approved by the Executive Director.

## L. SAFETY AND WORKER'S COMPENSATION

Employees who experience an on-the-job accident or injury should immediately report the incident to their immediate supervisor and the Executive Director regardless of how minor the injury, illness, or accident may seem.

The Executive Director or the direct supervisor will arrange for medical attention or first aid if necessary, and will ensure that any necessary accident/injury/illness report and investigation is conducted. If medical treatment is required, the employee, ~~supervisor, and/or~~ Executive Director should inform medical personnel that this is a work-related illness/injury and have the required Department of Labor & Industries documentation completed and submitted.

Depending on the circumstances surrounding the accident or injury, the Executive Director may ~~initiate~~ start an investigation to determine the cause of the accident or injury and, if appropriate, employee discipline up to and including termination may result. Employees who fail to report workplace accidents or injuries are also subject to the appropriate corrective action, up to and including termination.

Employees should also report anything that needs repair or appears to be a safety hazard.

## M. FIRST AID

As a condition of employment, employees, depending on their position, must pass ~~an initial~~ First Aid and CPR course within the first year of being hired. Currently, these employees include:

- All Inspectors (Air Quality Specialists);
- Monitoring Technician;
- Any other field staff; and
- One or more of ~~an Office Manager, Secretary, Administrative Services Manager, or Executive Director.~~ the administrative staff.

The Executive Director will inform you if your position requires that you pass First Aid and CPR training. After the initial class, employees in the above-designated positions must watch a First Aid/CPR Review video annually. If any ~~of the above~~ employees desire to enroll in the First Aid/CPR Certification course to maintain official certification status rather than watch a refresher video, he or she may do so. Employees who do not fall within the designated positions but who would like to take a First Aid and CPR course should consult with the Executive Director.

## N. NEPOTISM - EMPLOYMENT OF RELATIVES

ORCAA does not discriminate based on ~~the basis of~~ marital status and ~~generally~~ permits the employment of spouses or relatives of current employees except where such employment would place one or both ~~of the~~ employees in a situation of actual or foreseeable conflict between their interests and ours. This may occur where one spouse or relative would have the authority or practical power to supervise, appoint, remove or discipline the other, or one would ~~be responsible for~~ auditing

the work of the other. For the purposes of this policy, 'relatives' are defined as: parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepbrother, stepsister, stepparents, step-grandparent, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage.

In the event two employees in a direct reporting relationship or auditing responsibility become relatives (as defined by this policy), one employee may will need to either transfer to another area or department (if an acceptable position is available) or leave ORCAA. ~~Generally, the~~The employee with the least seniority will be asked to transfer or exit if we determine that a conflict of interest exists. ~~If it is deemed by~~ the Executive Director determines ~~that~~ there is no conflict, both employees may be allowed to continue in their current positions.

## **O. REHIRE OF FORMER EMPLOYEES**

ORCAA may consider for rehire all employees who left ORCAA voluntarily and who were in good standing when they left. ORCAA does not automatically rehire former employees. When considering a former employee for re-employment, we look at several factors, including the circumstances under which the employee left, the work records of the former employee, and the qualifications ~~required~~needed for the available opening. All re-hire decisions will be considered and approved by the Executive Director. To be considered for re-hire, an employee must have given, at the least, a 2-week notice prior to leaving the agency.

## **P. EMPLOYEE INDEMNIFICATION**

ORCAA will defend and indemnify all current and past employees against any claim which is based on an alleged act, error or omission taken or made in good faith and within the scope of the person's duties as an ORCAA employee.

ORCAA may elect not to provide defense and indemnity for acts which were not undertaken in good faith, for acts of misconduct, for the defense of the right to hold office, or if the employee ~~fails to~~does not fully cooperate with the defense of such action. If the Board of Directors is considering such an election not to provide defense and indemnity, the employee will be notified and will be given an opportunity to meet with the Board prior to a final decision.

ORCAA will designate the legal counsel it chooses pursuant to this section.

## **Q. SMOKE FREE WORKPLACE**

We ~~comply with~~follow state law, which prohibits smoking indoors. We also prohibit employees from smoking in Agency-owned vehicles. Each ORCAA facility makes available a designated area, outside the building, where employees ~~are permitted~~can to smoke tobacco and e-cigarettes during their rest or lunch breaks, however employees are not allowed to smoke marijuana.

## **R. TRAVEL AND REIMBURSEMENT**

Employees who travel on approved Agency business are reimbursed for their transportation, meals, lodging and certain miscellaneous expenses while away from home. All employees who travel are responsible for understanding ORCAA's travel and reimbursement policy, and specifically for understanding which expenses are reimbursable and which are not. ~~As a general rule, all~~All travel costs must be work-related, obtained at the most economical price, and necessary for Agency business.

Occasionally, overnight travel is necessary to accomplish Agency business. All overnight travel must be approved in advance by the employee's Supervisor and the Executive Director. Employees are encouraged to consider alternate methods of attendance, such as conference calls or video

conferencing, in lieu of travel when feasible. Employees are also reminded to safeguard all Agency assets such as vehicles, car keys, credit cards, and equipment when traveling.

**1. Use of ORCAA's VISA Card.** ~~As a general rule, e~~Employees may use their Agency issued VISA card after proper approval by a ~~s~~ Supervisor or the Executive Director for the following expenses:

- Lodging for overnight travel ~~during the course of~~while on business. Under certain circumstances, when an employee's lodging costs exceed the allowable rate, the ~~Agency Executive Director~~ may authorize reimbursement of actual lodging expenses, including internet fees. ~~Only the Executive Director may authorize these exceptions.~~
- Automobile rentals ~~approved by the Executive Director~~. ORCAA's insurance carrier provides collision damage insurance. Employees should not ~~purchase~~buy insurance offered by the rental car agency.
- Air Line Tickets ~~with prior approval by the Executive Director.~~
- Parking ~~(requires a receipt).~~
- Fuel for ORCAA vehicles (requires a receipt). Do not use agency credit card to fuel personal vehicles.
- Meals ~~(requires a receipt)~~. Employees will have the choice of using the Agency credit card or requesting Per Diem reimbursement for meals (see Per Diem policy below). ~~Employees who use the Agency credit card must submit a receipt for all expenses.~~ The meal allowance includes the basic cost of the meal, any applicable sales tax and any customary tip or gratuity. The meal should not exceed the Per Diem rate without prior authorization ~~from the Executive Director~~. You may be liable for the meal when no receipt is ~~furnished~~given with the monthly credit card reconciliation process. Neither alcoholic beverages, nor marijuana products will be reimbursed or allowed on the ORCAA credit card.

Employees who use the agency credit card must submit receipts for the above expenses.

**2. Per Diem.** Meals are reimbursed at a flat "allowance" per meal, rather than actual expenses. Receipts are not ~~required~~needed when using Per Diem. **Do not use the Agency credit card for meals that you will request reimbursement under the Per Diem process.** Instead, meals will be reimbursed using the Per Diem schedule. For Per Diem rates we will refer to General Services Administration website.

Employees are reimbursed for meals during the official travel period. This means that employees may receive only a partial day meal reimbursement. The meal allowance accounts for the basic cost of the meal, any applicable sales tax and any customary tip or gratuity.

Reimbursement for meal expenses is not authorized when meals are included; e.g. at a conference or training where lunch is provided.

The Executive Director may grant exceptions to meal reimbursements.

**3. Overnight Traveling.** Prior to traveling, employees must get approval from their Supervisor and the Executive Director. An employee is usually eligible for reimbursement of meal expenses whenever they are on overnight travel status, from the time of departure from his or her residence or workstation until the time of return to the workstation or residence.

**4. Traveling During the Day.** An employee may be eligible for meal expenses when the Agency ~~requires~~needs the employee to attend a meeting, conference or ~~business~~business-related activity. An employee is eligible for meals after he/she is in travel status for three hours beyond

their regularly scheduled working hours for any one-day or on a weekend. The three hours may consist of hours occurring before, after, or a combination of both before and after the employee's regularly scheduled workday. For example, if an employee travels to a conference on Monday and is in travel from 6 a.m. to 7 a.m. and 5 p.m. to 7 p.m., the employee is entitled to meal reimbursement. The Executive Director may grant exceptions on a case-specific basis (e.g., Public Meetings, Hearings).

If travel to a destination for the employee's own convenience is in advance of the necessary time for arrival, no reimbursement for ~~additional~~ meals or lodging costs shall be paid to the employee for extra field time incurred.

We recognize there may be instances when traveling a day in advance is necessary (i.e. Travel is more than 3 hours and scheduled training is early AM) and overnight lodging and meals would be necessary for these situations. Employees should discuss these situations with their supervisor prior to submitting travel requests.

5. **Travel Advances.** Travel advances may be requested by an employee in cases of hardship and must be approved by the Executive Director.
6. **Other Reimbursable Expenses.** Use of ~~Privately-Privately~~-Owned Vehicles. ~~Prior approval by the Executive Director is required to~~ prior approval must be received from the Executive Director. To use a personal vehicle for Agency-related business. When a ~~privately-privately~~-owned vehicle is used, the employee will be reimbursed at the current rate in effect with the Agency (see the Administrative Service Manager or Executive Director for current rate). If an agency owned vehicle is available for the employee's use, and the employee chooses not to use it, no reimbursement will be approved for using employee owned vehicle. If driving to the office to get an agency vehicle is in opposite direction of destination, use of private vehicle may be used and reimbursed with Executive Director's approval. Please note that the employee is responsible for out-of-pocket expenses such as parking tickets and moving violations while using an agency vehicle. Employees ~~are responsible for handle~~ parking tickets, moving violations, damages and any deductible if they use a ~~privately-privately~~-owned vehicle.
7. **Expenses that Cannot Be Reimbursed.** Certain travel expenses are considered personal and not essential to ORCAA business. Such non-reimbursable expenses include, but are not limited to: valet services, entertainment expenses, radio or television rental and other items of a similar nature, beauty parlor or barber, liquor, theft, loss, or damage to personal property, personal postage, reading materials and personal toiletry articles.
8. **Travel Authorization and Vouchers.** Employees ~~are required to~~ must properly complete travel vouchers and submit them on a timely basis. Vouchers must include the following:
  - The purpose or accomplishments of the trip are to be ~~indicated shown~~ in sufficient enough detail to document that the travel was essential to carry out the necessary work of the Agency. The employee's supervisor or the Executive Director will review the justification for adequacy.
  - Exact date(s) of travel should be ~~indicated shown~~ on the Travel Form.
  - Receipts, a copy of the agenda from the event, and any other required information needed to support the Travel Expense Voucher. Reimbursement for lodging must be supported by a valid receipt from the commercial lodging facility. Receipts for other allowable expenditures (other than per diem) need to be attached to the Travel Expense Voucher form. If a receipt is not available, the employee must document the expense.

- Overtime status during all travel is based on the time of departure from residence or workstation until the time of return to their workstation or residence. Prior to traveling, employees must get approval from their Supervisor or the Executive Director.

Note: Whenever possible, ORCAA should be billed directly for registration fees or meeting room rentals for official business, rather than being paid by the employee using the Agency credit card.

## S. BUSINESS EXPENSES

Employees may incur business expenses while employed at ORCAA. Employees will be reimbursed for pre-approved business expenses after the employee ~~submit~~sends a completed expense report with supporting documentation to the Executive Director. Documentation ~~generally~~ includes receipts, mileage records, etc. For allowable travel expenses, see the policy on travel and reimbursement, discussed above.

All employees should make reasonable efforts to select moderately priced accommodations and use moderately priced ground and air transportation, and, if available use mass transit. Meals, to be reimbursed, shall occur during the employee's on-duty time and should be moderately priced. ~~In accordance with~~Per our Drug Free Workplace policy, alcoholic beverages and marijuana shall not be consumed while on business; therefore, reimbursement for such is not appropriate.

Approved work-related mileage expenses while ~~operating~~using one's own vehicle are reimbursed per Internal Revenue Service guidelines, and are subject to change.

~~Additional~~Questions regarding business expenses and reimbursement should be directed to the Executive Director.

## T. AGENCY OWNED VEHICLES

ORCAA has agency-owned vehicles available for employees to use when performing their duties. These vehicles are available for ORCAA business only, and only ORCAA employees ~~are authorized to~~may drive these vehicles.

If an employee is assigned an Agency-owned vehicle, he or she ~~is responsible to obtain~~is responsible for handling obtaining routine maintenance to keep the vehicle in good working condition. Routine maintenance should be performed while an employee is on duty; this time should be properly recorded as hours worked. Costs for routine maintenance are paid and/or reimbursed by the Agency. Reasonable wear ~~and tear~~ is acceptable. However, each employee should take precautions to prevent damage to the interior and exterior of their assigned vehicle.

Generally, Agency-owned vehicles are not used for the commute between the employee's home and our office. Exceptions to this policy require the written consent of the Executive Director and may have income tax consequences.

The Executive Director will review a new employee's driving record prior to allowing a new employee to drive an Agency-owned vehicle. ~~In the event of~~In case of an accident and/or traffic violation while ~~operating~~using our vehicle, the employee is to immediately report the incident to the Executive Director. Employees ~~are responsible for~~must paying for traffic infractions they receive. Employees are directed to cooperate with law enforcement officials, obtain all relevant information connected with the accident, refrain from extraneous comment ~~regarding~~about fault, and complete all required accident reports and paperwork. Employees who ~~fail to~~do not report traffic accidents or infractions while driving Agency-owned vehicles may be subject to appropriate corrective action up to and including termination.

## **U. FIREARMS**

The display and/or use of firearms by any ORCAA employee on ORCAA premises or when carrying out official ORCA business is prohibited. An employee who has a valid concealed weapons permit may carry a firearm on ORCAA premises or when carrying out official ORCAA business only with the Executive Director's advance approval. The Executive Director has discretion to approve or disapprove the request to carry a weapon depending on all circumstances including the reason for the request and the potential effects on Agency operations and safety of everyone involved.



### III. PERSONNEL ADMINISTRATION

#### A. RECORDS

Employee personnel records ~~contain~~have employees' application materials, recruitment and selection records, salary and benefit histories, and training and development records.

Significant changes in employee status, including appointment, transfer, termination, promotion, demotion, discharge, leave of absence, change of salary rate and other temporary or permanent change must be recorded in the employee's personnel record. Employees must ~~advise~~tell the Agency of changes to their current contact information.

#### B. CONFIDENTIALITY OF PERSONNEL RECORDS

An employee's personnel records are confidential and are the property of ORCAA. Information in personnel files are restricted and only the employee, his or her immediate supervisor, and the Executive Director, or other personnel authorized by the Executive Director may examine the employee's personnel records. Other individuals who may be granted access on a need-to-know basis include those in a supervisory capacity who may be considering an employee for transfer or promotion. Employees have the right to examine the contents of their personnel file in the presence of the Executive Director. An employee may copy information found in his/her personnel file and may place explanatory or rebuttal information in the file. An employee may ~~request~~ask, in writing, for the removal of information they deem irrelevant, erroneous, or out of date.

Personnel records and information will not be released to anyone outside the Agency except with the written consent of the employee and the Executive Director or in response to legal process like a subpoena, court order or a lawful request or demand from a government agency.

Unless the employee has given written authorization for the release of further information, the Agency will release the following information in response to inquiries about current or former employees:

1. Dates of employment;
2. Job title currently or at the time of termination;
3. Verification of salary information

All requests for personnel information ~~regarding~~about past or present Agency employees must be directed to the Executive Director or the immediate supervisor of the employee. Only the Executive Director, ~~Administrative Services Manager~~ or the immediate supervisor may respond to these requests.

#### C. BACKGROUND CHECKS

ORCAA recognizes the importance of ~~maintaining~~keeping a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their co-workers or others. For purposes of furthering these concerns and interests, ORCAA reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is ~~reasonably available~~available to ORCAA. ORCAA may review an employee's driving record, credit report and criminal background. ~~In the event that~~If a background check is conducted, ORCAA will ~~comply with~~follow the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or employee with any required notices and forms. Consistent with these practices, job applicants or employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, ORCAA reserves the right to require job applicants or employees to sign the forms as requested as a condition of employment.

## **D. IMMIGRATION COMPLIANCE**

We are committed to hiring only those individuals who ~~are authorized to~~can legally work in the United States, and will ~~comply with~~follow applicable immigration laws including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, newly hired employees must complete an I-9 within three days of their start date and must provide documentation to verify their identity and employment eligibility. The most common forms of identification are a driver's license and social security card; however, other documents can be used. If you have any questions ~~regarding~~about this process, you should contact the Executive Director.



## IV. EMPLOYMENT CLASSIFICATIONS

Employees at ORCAA ~~generally~~ fall into one of four categories depending on the nature of the employee's job. These categories include regular full-time employees, regular part-time employees, temporary full-time employees, and temporary part-time employees. In addition to these categories, each employee is designated as exempt or non-exempt from overtime compensation per the overtime provisions of state and federal laws.

**Regular Full-Time Employee.** Regular full-time employees are those who work on average at least 30 hours per week and who maintain continuous regular employment. These employees are eligible for all employee benefits, which may include: annual leave, personal holidays, holidays, sick time (all prorated if less than 40 hours per week), medical, dental, vision and life insurance.

**Regular Part-Time Employee.** Regular part-time employees are those who work at least 20 hours but less than 30 hours per week and who maintain continuous regular employment. These employees are eligible for some employee benefits, which may include annual leave, personal holidays, holidays, and sick leave at a prorated amount based on hours worked. Employees should discuss medical, dental, vision and life insurance benefits with the Administrative Services Manager. Regular part-time employees who work less than 20 hours per week and who maintain continuous regular employment, are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. Employees who work less than 20 hours per week are not eligible for any other benefits.

**Temporary Full-Time Employee.** Temporary full-time employees are those whose service is intended to be of limited duration (including, but not limited to, vacation or leave of absence relief), and is not expected to establish a continuity of service. These employees typically work between 30 and 40 hours per workweek. Temporary full-time employees are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. They are not eligible for any other benefits.

**Temporary Part-Time Employee.** Temporary part-time employees are those whose service is intended to be of a limited duration (including, but not limited to, vacation or leave of absence relief), and is not expected to establish a continuity of service. These employees typically work fewer than 30 hours per workweek. Temporary part-time employees are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. They are not eligible for any other benefits.



## V. JOB DESCRIPTIONS AND CLASSIFICATIONS

### A. JOB DESCRIPTIONS AND CLASSIFICATIONS

The Executive Director or Supervisor will provide employees with a job description. Each job description will identify essential functions of the position, minimum qualifications, unique requirements, and whether the position is overtime exempt or non-exempt.

The Executive Director may, ~~but is not required to~~, reclassify positions for which the duties and responsibilities have changed significantly from an assigned job description, or that have been structurally affected by organizational changes. Proposals to reclassify a position may be initiated by individual employees or by management. All such proposals should be substantiated in writing and should include specific details ~~regarding about~~ how duties and responsibilities have changed, what circumstances caused the changes, and how long the circumstances have existed. The assumption by an employee of duties and responsibilities greater than those required may not, ~~in itself~~, be ~~sufficient enough~~ justification for reclassification.

If the Executive Director reclassifies a position, the Executive Director will determine whether the incumbent employee meets the qualification requirements of the new position. If so, the employee may be ~~allocated moved~~ to the new position. If not, the Executive Director will determine the proper disposition of the employee and the method and means of filling the new position.

### B. MAINTENANCE AND MODIFICATIONS

Job descriptions and classification will ~~require need~~ occasional adjustment as the nature and organization of work changes within ORCAA. The development of new classifications, review of new positions to determine classification, and the analysis of positions for the reclassification are responsibilities of the Executive Director. The Executive Director has the discretion to determine whether a ~~particular~~ job classification is full or part-time.

Formal review of job descriptions and classifications will occur from time to time. The Executive Director, following analysis, will recommend the ~~appropriate class proper class~~ and any necessary specifications. Establishment of a new classification ~~requires needs~~ approval of the Board. The Executive Director determines placement of individual employees within authorized classifications.

Incumbents in positions which have been reclassified will usually be placed at a salary step in the new classification range with is closest to their current salaries.

ORCAA endeavors to complete a competitive salary survey every 5 years. The results of the survey will be considered for determining any change to the established salary schedule and will be incorporated into the annual budget.



## VI. COMPENSATION AND BENEFITS

### A. EMPLOYEE PAY

ORCAA attempts to pay employees a competitive rate that reflects the employee's job position, experience, responsibilities and job performance. ~~ORCAA endeavors to review an employee's wages and salaries on an annual basis though we may conduct reviews more or less frequently as we see fit.~~ If warranted, we may increase an employee's pay (~~step increases~~) on an annual basis. However, the Executive Director retains the ultimate discretion to determine whether an increase in pay is ~~warranted~~ justified ~~called for~~ in a particular situation. There may be circumstances such as budget guidelines and/or job performance considerations that prevent us from increasing pay.

Employees may be eligible for a step increase, yearly, based upon meeting performance criteria. Employees are ~~generally~~ eligible for a cost-of-living increase (COLA), as approved by the Board of Directors; or a promotion (where the rate of pay for the new position is higher than that currently being paid to the employee). However, ORCAA retains the ultimate discretion to grant a pay increase.

ORCAA endeavors to pay employees a competitive salary. Salary surveys will be done periodically, or as directed by the ORCAA Board.

### B. PAYROLL ADMINISTRATION

**Paydays.** Payday is scheduled for the last working day of the month. If a scheduled payday falls on the weekend or an observed holiday, paychecks or deposit confirmations are distributed on the preceding business day. (E.g. June salary is paid on last working day in June.)

**Direct Deposit.** Employees may, if they choose, elect to have their pay automatically deposited directly to their checking and/or savings accounts. Employees choosing the convenience of direct deposit receive a deposit confirmation on payday, rather than a paycheck.

**Timekeeping.** Accurate timekeeping records are necessary to provide accurate and timely payroll and to comply with state and federal timekeeping requirements. Therefore, employees must accurately record all hours worked in the timesheet database ~~on a daily basis~~. The employee's supervisor and the Executive Director will approve all timesheets prior to submission to payroll. Falsification of a time record, whether that of the employee or on behalf of another employee, is a serious breach of trust and could result in actions up to and including termination of employment.

**Lag in Pay.** Hourly and Overtime pay will be included in the following months' paycheck. There is no lag on salaried positions.

### C. OVERTIME

Employees should ~~generally~~ be able to perform their jobs within 40 hours per week. However, there may be occasions on which an employee is asked to work overtime. On such an occasion, the Executive Director will provide advance notice if possible.

All non-exempt employees working more than 40 hours per week in a regular workweek are eligible for overtime pay equal to one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 per week. When computing overtime, only hours ~~actually~~ worked are included. Thus, hours paid but not worked (e.g. holidays, sick days or vacation) do not count as hours worked.

Employees who believe they need to work overtime to complete a job task or assignment must get advance approval from their supervisor and the Executive Director. ORCAA ~~provides~~ supplies Overtime Request slips that are to be filled out in advance of the overtime worked. The slips should

be detailed to show the actual time expected to work (i.e. 4:30 p.m. – 5:45 p.m. woodstove complaint) beyond their scheduled work hours. One request per incident is preferred for accurate record keeping. All employees must ~~submit~~send Overtime Requests to their supervisor and the Executive Director. The supervisor and Executive Director must approve overtime requests.

We recognize there are times when overtime is unplanned and unavoidable. If an employee must work overtime without the ability to receive written pre-approval, oral approval is allowed and can be approved up to the next working day. An overtime request slip must be filled out and approved by the next working day. We reserve the right to take ~~appropriate corrective~~corrective and/or disciplinary action, up to and including termination, against any employee who works overtime without the knowledge or prior approval from their Supervisor or the Executive Director.

#### **D. COMPENSATORY TIME**

Full-time, non-exempt employees may choose ~~to accrue~~ compensatory time in lieu of overtime pay for all hours over 40 worked ~~in excess of 40~~ per week. Employees who choose compensatory time shall accrue one and one-half hours for each hour worked over 40 in the regular workweek. Non-exempt employee shall not be required to ~~forfeit~~give up overtime pay in lieu of compensatory time.

While full-time, exempt employees are not eligible for overtime, they may also accrue exempt time off at a rate of one hour for each hour worked over 40 in the regular workweek. Employees who believe they need to work ~~in excess of~~ more than 40 hours to complete a job task or assignment must get advance approval from their supervisor and the Executive Director.

Employees may accrue up to 40 hours compensatory or exempt time. Except for exempt employees, overtime worked ~~that will~~ resulting in ~~the~~ accrual of compensatory time ~~in excess of more than~~ 40 hours will be converted to overtime pay. The Executive Director may grant an exception under certain circumstances.

#### **E. TIME ACCOUNTING**

All employees ~~are required to~~must account for hours worked by program, function, and description by inputting workload data into ORCAA's timesheet database. Employees ~~are required to~~must enter their workload data for the current month, ~~generally on a daily basis~~, into ORCAA's timesheet database. The database serves as the tool for assimilating and storing workload data that is also used for invoicing billable hours for certain programs.

ORCAA time codes include program categories (Registration, Air Operating Permits, etc.), and functional categories (Enforcement, Inspections, Complaint Response, etc.). Program categories ~~represent~~are distinct ORCAA programs, which require separate accounting. Grants and contracts are included as ~~additional~~other program categories and vary annually. Functional categories ~~represent~~are distinct tasks that are common to most programs. All employees are responsible for inputting time correctly per the instructions which can be found under the Common drive, Administration, Time. Any questions ~~regarding~~about time codes or program categories should be directed to their immediate supervisor, the Office Manager, or the Executive Director.

Employees ~~are required to~~must accurately record all hours worked, including meals and rest breaks. Employees who ~~intentionally fail to~~ fail to do this will be subject to corrective and/or disciplinary action up to and including termination. Timesheets, and ~~appropriate~~ leave, overtime, or training forms, are due within two (2) business days from the end of each month.

#### **F. SPECIAL PROGRAMS**

ORCAA occasionally administers special programs. Please check with the section supervisor or the Executive Director to determine time accounting procedures if you are working in a special program.

## G. INSURANCE

We acknowledge the value of a comprehensive, equitable and responsive employee group insurance program. Within budgetary guidelines, we strive to provide competitive plans that meet the needs of our eligible regular full-time and part-time employees and their dependents. ~~Generally, eligible~~ Eligible employees are those persons in budgeted positions that work 20 hours or more ~~in a given in each~~ workweek. Insurance programs may include group health, dental, life, vision and employee assistance program coverage. However, these programs may change from time to time. This policy describes our current insurance benefits and contribution. It ~~does not constitute~~ is not a promise or agreement to provide any specific insurance program or benefit. Moreover, we retain the right to change our policy at our discretion.

**Premium Contribution.** For regular employees who work 30 or more hours a week, ORCAA currently pays the entire cost of the premium for the employee and ~~a portion a part~~ of the premium cost for dependent coverage elected by the employee, if any. For regular employees, working less than 30 hours a week, ORCAA will pay ~~a portion a part~~ of the premium cost based on the employee's FTE status and a portion of the premium cost for dependent care coverage elected by the employee, if any. For example, for an employee working 20 hours, ORCAA will pay 50% of the premium cost for the employee and 50% of the established ORCAA contribution for dependent care. Employees who elect coverage for dependents will pay their share of the premium cost via payroll ~~deduction,~~ and deduction and are required to authorize payroll deduction in writing in advance.

**Effective Date.** Employees who start work on the first day of the calendar month are eligible to participate in ORCAA's health insurance program on their first day of employment. Employees who do not start on the 1<sup>st</sup> must wait one (1) month for eligibility. This waiting period also applies where an employee becomes eligible to ~~participate take part~~ because of a schedule or status change. In such a case, the employee is ~~generally covered~~ covered by our plan on the first day of the month after the status or schedule change.

Employees with questions ~~regarding about~~ the details of our group insurance program or cost of dependent care should consult with the Administrative Services Manager or the Executive Director. Summary descriptions of our employee benefit plans are available from the Administrative Services Manager, or can be accessed online. The terms and conditions of our benefit plans are governed by the plan documents.

**Changes ~~i~~n Benefits.** This policy ~~generally describes~~ describes the current benefits we offer. ORCAA reserves the right to ~~terminate end~~ or modify the benefits we provide at any time, at our discretion, with or without ~~advance~~ notice. Any changes in benefits will not affect rights that have vested under the terms of any written benefit plan, as determined by law.

Any change in name, address, telephone number, marital status or number of dependents an employee is claiming must be reported to the Administrative Services Manager. It is the employee's sole responsibility to notify the Administrative Services Manager of the necessary changes for tax and benefit purposes.

## H. DEFERRED COMPENSATION

All regular employees are eligible to ~~participate take part~~ in the 457 Deferred Compensation plan implemented by ORCAA. Employees should consult the Administrative Services Manager or the Executive Director for the details of the plan.

## I. RETIREMENT BENEFITS

ORCAA participates in the Washington State Public Employees Retirement System (PERS). All regular employees in eligible positions ~~are required to~~ must participate in PERS. Employees are

encouraged to direct specific questions regarding retirement benefits under PERS to the Plan Administrator, the Executive Director, or the Administrative Services Manager. The Administrative Services Manager will inform Regular-regular part-time employees ~~will be informed by the Administrative Service Manager~~ of the ~~minimum~~ hours needed to work, per month, to receive full service credit toward retirement.

## **J. WORKERS COMPENSATION**

Any employee sustaining an on-the-job injury is immediately required to report the injury or illness to their supervisor or the Executive Director and an accident report must be completed as soon as practical under the circumstances. Employees disabled from working due to a compensable illness or injury connected with employment by ORCAA are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves.

If the injury necessitates time off work or a restriction in duties, the employee shall present a certificate to his or her supervisor or the Executive Director signed by a physician certifying the following: (1) the employee's inability to perform the regular job duties; (2) whether the employee is capable of performing restricted work duties; and (3) the date the disability commenced and the date the employee is expected to be released to full or restricted duty.

Any employee who is unable to work because of a compensable on-the-job injury shall at all times always have on file with the Agency a current certificate from his or her designated treating physician verifying the employee's inability to return to work and the expected date of return.

Employees shall immediately notify the Executive Director upon being released for full or restricted duty. Upon release to return to work following a medically related leave, a physician's release statement must be submitted to the Executive Director. Upon submission of a medical certification satisfactory to ORCAA, the employee will be reinstated ~~in accordance with~~ following applicable law.

Medical leave is unpaid~~;~~; however, employees ~~upon may request~~ task may utilize to use accrued vacation or other accrued paid time off during the leave. ORCAA will coordinate payments with any wage reimbursement benefit the employee may be entitled to (i.e., state disability, workers' compensation payments, disability insurance). The total combined compensation from all sources shall not exceed the employee's regular pay.



## VII. LEAVE

### A. HOLIDAYS

The following holidays will ~~generally be~~ observed as paid holidays for ORCAA's regular employees:

#### Observed Holidays

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

#### State Statute Designation of Holidays

##### RCW 1.16.050

First Day of January  
Third Monday in January  
Third Monday in February  
Last Monday in May  
July 4  
First Monday in September  
November 11  
Fourth Thursday in November  
Day Immediately following Thanksgiving  
December 25

All full-time employees are eligible for holiday pay when hired. Part-time regular employees are eligible for holiday pay on a pro-rated basis determined by the number of hours ~~actually~~ worked by a part-time employee per week. For details ~~regarding about~~ how holiday pay is pro-rated for part-time employees, please see the Executive Director.

If a holiday falls on a Saturday, we will be closed on Friday; if a holiday falls on a Sunday, we will be closed on Monday.

If an observed holiday occurs while an eligible employee is out on paid leave (e.g., vacation or sick leave, etc.) the holiday time will be ~~designated used, as such~~ and the employee will not be charged vacation or sick leave. However, if the eligible employee is on an unpaid leave of absence, he or she is not eligible for holiday pay during the unpaid leave.

Regular part-time employees who normally receive holiday pay equal to their part time status shall be given time off with pay for each recognized holiday, either on the day the holiday is observed or within the workweek in which the holiday falls, if they are on paid status during the holiday week. This does not apply if "leave without pay" is requested within the same workweek.

If an eligible *non-exempt* employee, whether full-time or part-time, must work on an observed holiday by his/her supervisor, he or she will be compensated at one and one-half times his/her regular rate of pay for those hours ~~actually~~ worked on the holiday.

Except for any holidays mandated by state or federal law, ORCAA holidays are subject to change at the sole discretion of the agency.

### B. UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which he or she ~~desires wants~~ to take the two unpaid holidays after consultation with his or her supervisor and/or the Executive Director. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations,

impose an undue hardship, or the employee is necessary to ~~maintain~~support public safety. The term “undue hardship” has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should ~~submit~~send a written ~~requires request~~ for an unpaid holiday ~~provided for by this section~~ to the employee’s supervisor and the Executive Director a minimum of seven days prior to the requested day. Approval of the unpaid holiday shall not be ~~deemed~~considered approved unless it has been authorized in writing by the employee’s supervisor and the Executive Director. The employee’s supervisor shall evaluate requests by considering the desires of the employee, scheduled work, ~~anticipated~~expected ~~peak~~ workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of Finance Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next. (WAC 85-56-010)

### **C. VACATION LEAVE**

We believe that our employees benefit from time away from the office to rest, relax and refresh themselves. Full-time and part-time employees are currently eligible for vacation time each year as described below.

A vacation day is eight hours for regular full-time employees and is pro-rated based on the number of hours worked each week for regular part-time employees.

Regular full-time employees are eligible for 12 days (96 hours) paid vacation leave time for each consecutive year of active service. Accrual begins with the first month of active service and may be prorated for start date other than the 1<sup>st</sup> day of a month. Accruals are administered at the end of each month and are eligible for use the first day of the following month.

Regular part-time employees are eligible for vacation leave on a pro-rated based on the number of actual hours worked per week. For example, if a part-time employee regularly works 20 hours per week, the employee will accrue half the paid vacation leave that a full-time employee would accrue.

Bonus days of vacation leave are currently accrued on the last day of the employee’s anniversary month per the following schedule:

Number of Consecutive Years of Employment	Days Added	Total Days Per Year
2	1	13
3, 4	2	14
5	3	15
6	4	16
7, 8, 9	5	17
10	6	18
11, 12	7	19
13	8	20
14, 15	9	21
16	10	22
17, 18, 19	11	23
20+	12	24

Employees may begin using vacation leave as soon as it is accrued. Employees must ~~submit~~send a Leave Request to their supervisor. The supervisor and Executive Director must approve vacation requests in advance. Requests for extended vacation of two weeks or more should be ~~submitted~~given to the supervisor and Executive Director at least one month in advance. Exceptions to this policy may be granted at the discretion of the Executive Director.

Unused accrued vacation leave may accumulate up to a maximum of 30 days (240 hours). When the maximum accrual amount is reached, no additional vacation will be earned until previously accrued vacation time is used. You will not be given retroactive credit for any period ~~of time~~ in which you did not accrue vacation because you were at the maximum. At the end of each 12 months of employment, the employee's unused vacation at or below the maximum accrual amount will carry over to the next year.

Upon separation from ORCAA the employee (or his/her estate, ~~in the event of death~~) is eligible to receive pay for all unused accrued vacation leave time through the termination date and/or in the event of death, retirement, layoff or discharge. Employees discharged for misconduct are not eligible to receive pay for unused accrued vacation.

#### **D. COMMUTE TRIP REDUCTION INCENTIVE PROGRAM**

ORCAA participates in the voluntary State Commute Trip Reduction Incentive Program (CTRIP) and encourages staff to use alternative commute options other than single occupant vehicles (SOV) to get to work. ORCAA encourages staff to carpool, walk, ride your bike, or take the bus.

By choosing a non-SOV commute option a minimum number of times per month staff can earn additional vacation time. All regular-status employees are eligible. The amount of vacation time earned varies depending on how many days staff participates during the month.

4-6 days = 0.25 hrs.

7-8 days = 0.50 hrs.

9-10 days = 0.75 hrs.

11-12 days = 1.00 hr.

13+ days = 2.00 hrs.

To participate, staff need to complete the enrollment form. The Executive Director must receive the enrollment form before you are eligible for the program.

Once enrolled, staff must track their CTRIP days on the CTRIP calendar and must indicate mode of transportation. Earned hours will be added to your vacation time on the accrual sheet at the end of each month. Eligible commutes include round trips to and from work.

#### **DE. PERSONAL HOLIDAY**

Regular full-time and part-time employees are currently eligible for two personal (floating) holidays with pay annually. Personal holidays are available to employees ~~immediately~~at once upon hire. Personal Holidays do not accumulate and must be used by the employee's next anniversary date. Personal Holidays may not be taken in increments less than a regularly scheduled workday (8 hours for Regular full-time employees and 1 working day, prorated, for Regular part-time employees). Employees will not receive compensation for unused personal holidays upon separation. An eligible employee is free to use these days ~~as they see appropriate~~however they wish. When scheduling a personal holiday, employees should consult with their supervisor or the Executive Director. Employees must ~~submit~~send a Leave Request, indicating they wish to use their Personal Holiday, to their supervisor. The supervisor and Executive Director must approve the requests in advance.

## **EF. SICK LEAVE**

We recognize that our employees may, from time to time, need time off for illness and medical appointments. Therefore, we provide paid sick leave to all eligible employees for periods of absence due to illness, injury, and medical appointments.

Regular full-time employees accrue sick leave at a rate of eight hours for each month of active service up to 96 hours per ~~year, and year and~~ may be prorated for start date other than the 1<sup>st</sup> day of a month.

Regular part-time employees, who work at least 20 hours but less than 30 hours per week, accrue sick leave on a pro-rated basis. Those that work less than 20 hours per week and who maintain continuous regular employment, accrue paid sick leave at a rate of one hour for every 40 hours worked.

Temporary full-time employees are not eligible for benefits, other than paid sick leave at a rate of one hour for every 40 hours worked.

Temporary part-time employees are not eligible for benefits, other than paid sick leave at a rate of one hour for every 40 hours worked.

Sick leave cannot be used until it has accrued. Unused sick leave will accumulate with no maximum and can be carried over to the following year. Accruals are administered at the end of each month and are eligible for use the first day of the following month.

Employees may use paid sick leave for their own illness and/or the illness of family member (parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, stepgrandparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage) where the employee's presence and care are necessary. Employees who wish to use their accrued sick leave to care for a family member should also refer to the Family Care Act policy described below for details.

Authorized uses of paid sick leave include:

1. An employee's mental or physical illness, injury or health condition;
2. Preventative care such as medical, dental or optical appointments and/or treatments;
3. Care of a family member with an illness, injury, health condition and/or preventive care such as medical, dental or optical appointment;
4. Closure of employee's place of business or child's school or place of care by order of a public official for any health-related reasons;
5. If the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking.

Authorized uses of paid sick leave for domestic violence, sexual assault or stalking includes:

1. Seeking legal or law enforcement assistance or remedies to ensure the health and safety of the employees and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
2. Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
3. Attending health care treatment for a victim who is the employee's family member;
4. Obtaining, or ~~assisting~~helping the employee's family member(s) in obtaining, services from; a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.;

5. To obtain, or assist/help a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or employee's family member was a victim;
6. Participating, for the employee or the employee's family member(s) in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault or stalking.

Additionally, accrued but unused sick time may be used in the event of extended illness or injury or during an employee's leave of absence. For further information regarding/about leaves of absence please refer to the leave of absence policy.

Whenever possible, sick leave used for appointments must be approved in advance by your supervisor and the Executive Director. If you are not able to get advanced approval due to an emergency, you must notify your supervisor or the Executive Director as soon as practicable/practical. Employees must submit a Leave Request, indicating the hours used under Sick Leave, to their supervisor. ORCAA may, ~~at its sole discretion, require~~ ask employees to provide medical documentation from a health care provider for absences, exceeding three days, due to illness or injury. If requested, verification must be provided to the employer within a reasonable time during or after the leave. ORCAA's requirement for verification will not result in an unreasonable burden or expense to the employee and it will not exceed privacy or verification requirements otherwise established by law.

When there is a separation from employment and the employee is rehired within 12 months of separation, previously accrued unused paid sick leave shall be reinstated.

Other than retirement from ORCAA sick leave is not paid out upon separation from the agency. ORCAA will pay retiring employees 50% of their accrued sick leave up to a maximum of 120 hours of accumulated sick leave, whichever is less. To be eligible, employees will need to have worked for the agency for at least 5 years.

## **FG. FAMILY CARE ACT**

Employees may use their choice of earned sick leave or other earned paid time off (other than short-term or long-term disability plans) to care for: parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage.

A **health condition that requires treatment or supervision** (for which an employee may use paid leave to care for his or her child) includes any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child's safety or recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive healthcare when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive healthcare.

A **serious health condition** (for which an employee may use paid leave to care for a non-child family member) means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

An **emergency condition** (for which an employee may use paid leave to care for a non-child family member) means a health condition that is a sudden, ~~generally~~ unexpected occurrence or set of circumstances related to one's health demanding immediate action and is typically very short term in nature.

## **GH. COMPENSATION OF SICK LEAVE**

An employee may request to convert unused sick leave to vacation leave, providing the employee retains a sick leave balance of at least 240 hours. Employees may convert three (3) unused sick leave days for one (1) vacation day; up to a maximum of nine (9) sick days for three (3) vacation days. The days must be converted in whole day increments: 3:1, 6:2, or 9:3. A request can be made once per anniversary year. The converted sick leave will be deducted from the employee's accrued sick leave balance and placed in the vacation leave. A Compensation of Sick Leave form must be ~~submitted~~sent to the Office Manager for approval.

## **HI. LEAVES OF ABSENCE**

We recognize that our employees may need extended time away from work to deal with personal matters. Our leaves of absence policies describe the circumstances in which employees may take time off for such reasons as medical problems, pregnancy disability, family care, jury duty and military service. In most cases these leaves are unpaid, unless you have applicable paid time off available.

If possible, when requesting a leave of absence, we ask that you provide your immediate supervisor and the Executive Director with 30 days advance written notice of your request. Depending on the duration of the unpaid leave an employee's anniversary date (and any accruals or pay increases associated with that date) may be revised by the amount of time the employee is on unpaid leave. (e.g. if an employee is on unpaid leave for 1 full month, and their original anniversary date is March 1, the new anniversary date will be April 1.)

### **1. MEDICAL LEAVE OF ABSENCE**

In situations where paid sick leave is not available, we may allow a regular full-time employee to take an unpaid medical leave of absence ~~in the event of~~in case of illness or disability. Employees with accrued vacation or compensatory time may choose to use accrued leave at the *beginning* of the medical leave of absence. If an employee is on paid time on the first of the month, benefits are paid for by ORCAA for that month. Once eligible accrued paid time is exhausted, the medical leave will be unpaid. Benefits will ~~terminate~~end unless the employee pays employee benefits during the unpaid leave.

We ~~generally~~ limit total medical leave (including paid leave) to 12 weeks in any 12-month period. In the case of disabilities that qualify for protection under federal, state or local disability discrimination laws, however, we will provide greater periods of leave if we conclude that doing so is legally required as a reasonable accommodation. We ~~generally~~ will not allow employees to take indefinite leaves of absence unless required to do so by law.

Employees who wish to take an unpaid medical leave ~~are required to~~must submit a physician's statement in addition to ORCAA's designated leave of absence form. We may require a second or third opinion at our expense if we determine that the documentation ~~submitted~~sent by the employee's physician is insufficient to substantiate the need for medical leave. During medical leave, employees should keep their supervisor, or the Executive Director apprised of the status of their condition (unless the employee has been given a fixed period of leave) and any changes in their ~~anticipated~~expected date of return.

Medical leave automatically ends when the employee is physically able to return to work, per a physician's release. We may ~~require~~need a physician's statement before you return to work if we have



reason to believe your ability to perform your job remains impaired and/or that you will pose a direct threat to the safety of yourself or others. We will ~~attempt~~try to reinstate employees in their same position prior to medical leave. If unable to do so, we will ~~attempt~~try to provide employees with a comparable position and salary. However, we cannot guarantee reinstatement to the *same* position or salary.

## 2. MATERNITY LEAVE

As part of our medical leave policy, we provide maternity leave to all female employees for the time they are sick or temporarily disabled because of pregnancy or childbirth. Maternity leave is treated the same as medical leave for any other short-term disability, except that we will always grant leave for the entire period of temporary pregnancy or childbirth disability. Maternity leave is for the period of disability only and not for child rearing after the disability ends.

Maternity leave is unpaid, but an employee may ~~elect~~choose to use ~~all~~ accrued vacation, sick, personal, or compensatory leave. Benefits will ~~terminate~~end unless the employee pays employee benefits during the unpaid portion of their leave.

The request for maternity leave should be made in writing to the employee's supervisor and the Executive Director ~~at the earliest~~as soon as possible ~~date~~.

Employees returning to work after childbirth who wish to express breast milk will be provided a reasonable break time in a private, secure location other than a bathroom in which to do so ~~pursuant~~to~~following~~ the provisions of the Fair Labor Standards Act. Employees should discuss this benefit with their supervisor and the Executive Director.

## 3. PERSONAL LEAVE OF ABSENCE

Unpaid personal time is a privilege that will be considered on a case-by-case basis. Regular full-time employees who have been on our payroll for 12 months are eligible for unpaid personal leave of absence up to 30 calendar days annually. Factors that may ~~impact~~affect our ability to grant a personal leave of absence include, but are not limited to, the employee's attendance record, the reason for the leave and the impact the employee's absence will have on the productivity of the Agency. Requests for personal leave of absence should be ~~submitted~~sent to an employee's supervisor and the Executive Director.

Employees may use any currently accrued personal holidays and/or accrued sick, vacation, or compensatory time at the *beginning* of the personal leave of absence. Once eligible accrued paid time is exhausted, the personal leave will be unpaid. During periods of unpaid leaves of absence employees will not accrue vacation or sick leave. The accrual will be prorated to time worked or paid via sick/vacation/compensatory time during that month.

We cannot guarantee that an employee will be returned to the same position upon return from a personal leave. In the event an employee's position cannot be held open for the duration of the leave, reasonable efforts will be made to return the employee to a position of comparable status, pay and seniority.

## 4. MILITARY DUTY LEAVE OF ABSENCE

We provide military leaves of absence to all employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state law. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty.

Employees serving in the uniformed services are eligible for 15 days paid military leave per calendar year. Employees may also elect to use accrued vacation leave but are not required to do so. Once eligible accrued paid time is exhausted, the military leave will be unpaid. Health plan coverage continuance can be arranged for up to 24 months during military leave if required premium payments are made by the employee.

Total military leave time may not exceed five years during employment, except under special circumstances. ~~Advance n~~Notice of leave is required. Please inform the Executive Director of anticipated military leave time as far in advance as possible.

Employees returning from military leave must report or ~~submit~~send applications for reemployment within specified time limits, except in some circumstances.

- Employees returning from a leave of fewer than 31 days must report to work at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service (or fitness examination), return travel time, and eight hours.
- Employees returning from a military leave of more than 30 but fewer than 181 days must ~~submit an application~~apply for reemployment within 14 days of completion of service.
- Employees returning from a military leave of more than 180 days must ~~submit an application~~apply for reemployment within 90 days of completion of service.

Temporary employees may not be eligible for reinstatement following military leave and reinstatement may not be ~~required~~needed for other employees in some circumstances. Contact the Executive Director

Employees who provide ~~appropriate notice~~notice of his or her military leave obligation, served for a period not exceeding five years, and reapplied for employment within the appropriate time frame are eligible for reinstatement. Employees will be promptly returned to the position pay step the employee would have ~~attained~~reached had they not gone on military leave. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

## 5. JURY DUTY

Employees are encouraged to be active citizens and to ~~participate~~take part in our justice system. Employees called for jury duty should notify the Executive Director and their Supervisor as soon as possible and submit the jury summons or subpoena. We may also ask an employee to provide written verification from the court clerk from the court served. An employee summoned for jury duty will be excused from work for the duration of such duty.

Employees called for jury duty are eligible for two weeks, a maximum of 10 workdays, paid leave. When called for jury or other civil duty that may *exceed* two weeks, regular employees are eligible for a leave of absence for the duration of the jury obligation. However, such employees are free to use accrued vacation time during jury duty. When an employee desires to continue working during jury duty, we may in our discretion provide the employee with an alternative work schedule upon request.

During jury duty on workdays for which the court does not require appearance in court for jury duty, the employee must report for work unless excused by his or her immediate supervisor or the Executive Director. Employees shall also report to work on any partial days unless excused by a supervisor or the Executive Director. Upon release from jury duty, the employee must report for work on his or her next regularly scheduled workday.



## 6. CIVIC DUTY

Our employees may also be called as a witness on ORCAA's behalf. When this happens, employees are eligible to receive paid time for hours ~~required~~needed to fulfill a witness obligation. To receive pay, employees must ~~submit~~give the subpoena, summons, or court order to the Executive Director.

If an employee ~~is required to~~must attend court or otherwise ~~participate~~take part in a legal proceeding other than ~~participating~~taking part on behalf of ORCAA, the employee may use accrued vacation/annual leave, or may take time without pay.

## 7. BEREAVEMENT LEAVE OF ABSENCE

We recognize that our regular employees may need time off to deal with the loss of a family member. In the event of the death of a family member (e.g. parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, ~~step~~grandparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage, guardian of an employee or a person residing with or legally dependent upon our employee at the time of death) employees are eligible for up to three (3) paid days off. ~~Additional~~More time may be requested, and individual consideration will be given to each situation. Employees requesting bereavement leave shall notify and receive approval from the Executive Director.

Time away ~~in the event of~~in case of the death of a non-immediate family member or friend is without pay or the employee may ~~charge the time away to~~use accrued vacation/annual leave time.

Bereavement leave is available to employees ~~immediately~~ upon hire.

## 8. FAMILY MEDICAL LEAVE ACT

While ORCAA is an employer covered by the federal Family Medical Leave Act, because ORCAA does not employ 50 persons within a 75-mile radius, ORCAA employees are not eligible for leave under the FMLA. If you wish to take a medical leave of absence, please review the leave policies discussed above, or consult with the Executive Director.

## 1J. INCLEMENT WEATHER

Employees who cannot report to work as scheduled because of inclement weather or other natural disaster should contact the Executive Director if ORCAA is open for business that day. While each employee's presence is necessary to our smooth operation and the fulfillment of our mission, we do not want any employee to take unwise risks during inclement weather or a natural disaster. If we are open for business, a non-exempt employee who is delayed or cannot come to work because of weather conditions may use his/her accrued annual leave, accrued compensatory time, or take time without pay to cover the absence. Likewise, exempt employees who are absent for a full day can either use accrued annual leave, accrued exempt time off, or take time without pay to cover the full day absence.

If our offices close for a full or partial business day due to weather or other hazardous conditions, the Executive Director or his designee will ~~attempt to~~ notify employees of the office closure ~~in a timely manner~~promptly. For this reason, it is important that each employee keep the Executive Director informed of any changes to a home address and/or home telephone number.

ORCAA retains flexibility and discretion to determine when and under what circumstances it will pay employees when inclement weather or natural disaster has caused ORCAA to close or delay opening.

## **JK. GIFTS OF ANNUAL OR SICK LEAVE**

ORCAA may allow employees to give accrued sick or vacation leave to other employees under certain circumstances; however, ORCAA retains the sole discretion to determine whether a gift of leave is appropriate in a ~~particular~~ situation. ~~Generally, t~~The following rules apply to approved gifts of leave. Employees who wish to make a gift of sick leave must have at least 160 hours of accrued sick leave. Employees who wish to make a gift of vacation leave do not need a minimum number of accrued hours to do so.

The recipient employee may be eligible for gifted leave if:

- The employee has an illness, injury or impairment, which is severe or life-threatening;
- The employee's annual leave, personal holiday, compensatory leave and sick leave balances are inadequate to cover the expected period of disability;
- The employee is ineligible for coverage under state industrial insurance for illness, injury or impairment; and
- The employee has completed six months of continuous employment with ORCAA before receiving any gifted leave.

The employee must exhaust all accrued time prior to using donated leave.

Employees who believe they may be eligible for gifted leave shall make a request for gifted leave first to the employee's supervisor and then to the Executive Director.

The Executive Director and/or the supervisor may ~~require-need~~ additional-more relevant information from an employee before making an eligibility determination. Such ~~additional~~ information may include, but is not limited to, medical evaluations or certifications.

Once an employee has been approved as a gifted leave recipient, employees may make a gift. The donating employee shall make the gift in writing, ~~utilizing-using~~ a form prescribed by the Executive Director. In making the gift, the donating employee shall acknowledge that the gift is nonrefundable while the affected employee is using the donated time and shall certify that he or she has received no compensation for the gift. ORCAA will keep all gifts confidential, although donating employees are not required to do so.

The maximum number of hours an employee can donate is 32 hours of sick leave and 32 hours of vacation leave, for a total of 64 hours per donating employee, per year. The maximum number of hours an employee can receive is 240 hours per calendar year. Donations and use of leave are on an hour-for-hour basis. The donated hours received are not eligible for retirement benefits. (Per Department of Retirement Systems Handbook.)

The receiving employee's leave balance will be increased by the number of hours received from the donor on the first pay period following the donation. The donor's leave balance will be decreased at the same time.

Approval of shared leave for eligible employees will be made in the order of receipt of requests. Employees receiving transfers of shared leave for a complete calendar month will not accrue ~~additional~~ vacation or sick leave when using shared leave. The employee receiving the leave may not bank donated time. Any remaining time will be returned to the donor(s) based on order of receipt. ORCAA retains the sole discretion to ~~terminateend~~ this policy at any time and for any reason, including during the time that an employee is using gifted leave. This policy does not establish any right, entitlement, or interest of any kind or nature whatsoever in any employee to use gifted leave or continue to use gifted leave. ORCAA makes no warranties or promises by establishing this policy that

any individual employee will have the right, entitlement or ability to use gifted leave or to continue to use gifted leave.



## VIII. EMPLOYEE DEVELOPMENT

### A. CAREER OPPORTUNITIES

It is our policy to promote the most qualified employee who applies for and who meets ORCAA's needs for an open position. Because we want our employees to meet their career goals, and endeavor to promote from within, ORCAA may announce all available job openings. Employees in good standing are ~~generally~~ eligible to apply for any posted position. We encourage employees to apply for open positions for which they are qualified. The Executive Director can provide up-to-date information about the opening and a current job application.

Jobs posted internally are ~~generally~~ available for application for seven working days. If there are no internal candidates, or an internal candidate is not selected, we may then select an external candidate. ORCAA retains the right to determine which employee best meets our needs for a ~~particular~~ position. In this regard, in selecting a candidate, we may consider a variety of factors including job performance, ~~previous earlier job job~~-related experience, and length of service with ORCAA.

### B. PERFORMANCE EVALUATIONS

We encourage our employees to grow professionally, to learn the technical and regulatory aspects of our industry, and to provide outstanding service to the community. Thus, we believe that objective performance evaluations are a key ingredient to continued professional growth. Supervisors and employees are encouraged to discuss job performance and goal accomplishment on a regular basis. Evaluations may be either written or verbal, however any disciplinary findings must be made in writing. Employees are evaluated continually on their job performance by their supervisors, therefore, we conclude these evaluations during the anniversary month of the employee. The frequency of evaluations may vary depending upon, among other things, length of service, job position, past performance, changes in job duties or recurring performance problems. When, in the opinion of management, there arises a marked change in an employee's performance, an unscheduled evaluation may be completed.

### C. EDUCATION AND TRAINING

Our constituents and colleagues in the air quality world rely on our employees for up-to-date information and knowledge in all aspects of our professional ~~capacity~~ability. Therefore, we encourage all employees to continually improve their job skills and knowledge to better perform their job duties and to prepare for promotional opportunities that may arise within the Agency.

We may pay for job-related courses, classes, seminars, workshops, webinars or other educational offerings at enrollment and any required work materials, textbooks or tools if the ~~particular educational endeavor is approved by the Executive Director~~ Executive Director approves the request. Employees must discuss job relatedness, course content and time constraints with the Executive Director prior to enrolling in ~~a class or seminar~~ any trainings.

Because continued education and trainings require our employees to spend time away from their normal duties, all classes and trainings, including training webinars, must be pre-approved. Training request forms must be filled out and approved by the supervisor prior to the training. Failure to do so could result in actions up to and including termination of employment.

Unless specifically approved, employees ~~participating taking part~~ in employer-paid educational opportunities ~~are required must to~~ earn at least a passing grade, when grades are awarded. Employees who ~~fail to do not~~ earn a passing grade (whether due to dropping the class, low test

scores, etc.) for reasons within their control must reimburse ORCAA for the cost associated with the class.

## D. TUITION REIMBURSEMENT

**Eligible Programs.** Educational opportunities, which increase the ability of employees to effectively perform their work and prepare them to take on greater responsibility within ORCAA, ~~benefit~~ help both the employee and ORCAA. It is our policy to encourage employees to seek ~~additional~~ other educational opportunities on their own initiative by reimbursing them for tuition expenses, subject to availability of funds. This policy ~~provides for~~ supports tuition reimbursement where courses are taken at an accredited college, university or vocational education institution and may ~~reasonably~~ be applied to the completion of a degree or certification program. Courses required by ORCAA, which are taken for the sole purpose of updating and/or ~~maintaining~~ supporting skills ~~required~~ needed ~~by for~~ the employee's current job, will not be reimbursed by this program but may be reimbursed through ORCAA training programs.

**Employee Eligibility.** All regular employees who are meeting and/or exceeding acceptable performance standards for their position may be eligible for tuition reimbursement, if funding is available. The supervisor and/or Executive Director may deny an employee the opportunity to ~~participate~~ take part in this program ~~on the basis of~~ based on an employee's job performance deficiencies.

**Funding Priorities.** The course or degree program must be related to the employee's current position or reasonable career opportunity within ORCAA. If limited funds are available, preference will be given first to courses directly related to the employee's current job, second to courses applicable to a degree program directly related to the employee's current employment and third to courses related to career opportunities ~~reasonably~~ available to the employee within ORCAA.

**Tuition Only.** Educational ~~assistance~~ aid is for tuition reimbursement only. ORCAA will not reimburse the following:

- books,
- lab fees,
- travel expenses,
- material costs, or other expenses.

Moreover, reimbursement will be limited to a pre-established ~~maximum~~ annual amount per individual. It is expected that employees will select educational opportunities at the least possible expense. Accordingly, ORCAA will pay tuition costs for courses at state of Washington supported institutions if funds are available.

Tuition at more expensive private institutions may also be covered. Reimbursement for courses at a private institution will be based on the average state rate per credit hour. The average rate per credit hour will be determined each year by averaging the rate of state supported institutions in the immediate area (South Puget Sound Community College, The Evergreen State College, University of Washington extension).

Tuition expenses will not be reimbursed if the employee is receiving tuition reimbursement or educational incentive from any other source.

**Approval Criteria.** Reimbursement will be made ~~on the basis of~~ based on date of request, compliance with the above criteria, and Executive Director's approval. Requests for reimbursement, which have not been approved in advance, are ~~generally~~ considered on a first come, first served basis according to the priorities established, after all prior commitments have been met.

**Completion Requirements.** The employee must successfully complete the course obtaining a C grade or better or a Pass in a Pass/Fail system or as required to retain status in the program if the school imposes a higher standard. (For educational institutions that do not offer ~~the option of~~ grades, alternative arrangements to gauge successful completion must be agreed upon by the Agency and the employee prior to the beginning of the school period.)

**Time Off.** Courses which are offered only during regular working hours may be approved by the Executive Director, provided time off can be arranged conveniently and reasonable. Arrangements can be made to make-up time off by using accrued vacation and/or leave without pay if granted. Employees may also be eligible for a flexible work schedule with approval from their Supervisor and the Executive Director.

**Noncompensable Hours.** Hours spent in courses reimbursable by this program, are not considered compensable hours.

We may notify all eligible employees of the availability of the program annually. Notification may include the annual allowable maximum and the credit hour rate for private institution reimbursement.

Employees must complete the Request for Educational Assistance form and ~~submit~~ give it to their supervisor and/or Executive Director prior to course registration. Upon approval, ORCAA will pay the specified amount for reimbursement at the end of the school period. Reimbursement will be made when the employee ~~submits~~ gives documentation showing successful completion of the course. Documentation may include a grade report, receipt for payment of the course, and/or other documentation, which may be required by the ~~Administrative Services Manager and~~ Executive Director. If the requested class(es) is not approved, the employee will be notified ~~immediately~~ at once.

If funds are limited during any part of the year, the Executive Director will notify employees of this fact in ~~sufficient~~ enough time to make alternate funding arrangements or postpone the class.





## IX. DISCIPLINE

ORCAA, in its sole discretion, may take disciplinary action up to and including the termination of an employee's employment. Employees' misconduct or other concerns by ORCAA may result in an oral warning, a written warning, a probationary period, immediate suspension with or without pay, demotion, termination or any other discipline ORCAA, in its sole discretion ~~deems-believes~~ appropriate. ORCAA has the ~~option-choice~~ to skip one or all ~~of~~ the previously mentioned steps.

### A. GRIEVANCE/DISPUTE RESOLUTION

ORCAA is an excellent place to work and we continually strive to ~~maintain-support~~ a work atmosphere of mutual respect, professionalism, safety and integrity. We recognize that employees may have suggestions for improving our Agency. We also recognize that employees may have occasional complaints ~~regarding-about~~ a ~~job-job~~-related problem or experience. Employees should share their concerns, seek information, provide input, and resolve work-related issues by professionally discussing them with their supervisor and/or the Executive Director.

The ORCAA Board is not involved in the day-to-day personnel matters and ~~accordinglyso~~, employees must ~~attempt-try~~ to resolve the issue in the above manner. If resolution has not been reached the employee may bring the matter to the Board Chair. The Board Chair has discretion to consider the employee complaint. Any decision by the Board Chair shall be final.

If an employee has concerns ~~regarding-about~~ harassment and/or discrimination, ORCAA has set up procedures to report and address those issues. See the Harassment and Discrimination policy. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

### B. COMPLAINTS BY THE PUBLIC

If ORCAA receives a complaint from outside the Agency about an employee's performance or attitude, the employee's immediate supervisor will investigate the circumstances, request a response from the employee, and write a report detailing the results of the investigation. ~~If the complaint is substantiated, Discipline-discipline~~ or other remedial action will occur, ~~if appropriate~~, and the complaint and investigation report may be ~~retained-kept~~ in the employee's personnel file for consideration in future evaluations and disciplinary action. Positive reports may also become a part of the employee's record.



## **X. TERMINATION AND SEPARATION FROM ORCAA**

### **A. VOLUNTARY TERMINATION**

If you decide to leave your employment with ORCAA, we encourage you to provide the Executive Director with one month's written notice of your resignation. This will give us the opportunity to make the necessary adjustments in our operation. We also ask that your written letter of resignation: (1) clearly ~~state-say~~ that you are resigning; (2) ~~state-say~~ the reason for your resignation; (3) give the effective date of your resignation; (4) show the current date; and (5) contain your signature. Please return all property owned by ORCAA (e.g., vehicles, tools, computers, keys, credit cards etc.) prior to your departure. Employees who provide us with two weeks' notice are eligible for rehire.

### **B. RETIREMENT**

We realize that the transition to retirement is a major change for most employees. If you are planning to retire, we ask that you provide the Executive Director with three months' written notice if possible. We will make every effort to ~~assist~~help our employees in making the transition to retirement. Employees who are not eligible for Medicare may be eligible for COBRA and will, therefore, receive a COBRA notice. For discussion ~~regardingabout~~ retirement benefits, please see the policy entitled Retirement Plan herein.

### **C. REFERENCES**

All reference requests should be directed to the ~~employee's supervisor or the~~ Executive Director, ~~Administrative Services Manager or the supervisor of the employee. Generally, n~~No other employee is authorized to may release references for a current or former employee. ~~Except in special circumstances, i~~n response to a reference request we will release the employee's position, job duties, dates of employment, whether the employee was in good standing when he or she left ORCAA, and whether the employee's separation from the Agency was voluntary or involuntary. If you would like ORCAA to release ~~additionalmore~~ information ~~regardingabout~~ your employment with us, please contact the Executive Director.

### **D. CONTINUED GROUP MEDICAL INSURANCE COVERAGE (COBRA)**

Upon termination of employment, accidental death, or dismemberment, disability insurance and life insurance will end on the last day worked. An employee's group medical insurance coverage will end on the last day of the last month in which the employee worked. Departing employees will be given the option to continue medical coverage for themselves and their dependents after their employment ends. Employees ~~are required to must~~ pay the full cost of the monthly premium. For information ~~regardingabout~~ continuation of medical coverage, see the Administrative Service Manager.



## **XI. ACCOMMODATIONS**

### **A. AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)**

ORCAA is committed to providing employment opportunities to all qualified individuals. Therefore, we ~~endeavor~~try to make reasonable accommodations that will enable qualified applicants and employees to become or remain part of our team.

It is ORCAA's policy to ~~comply with~~follow all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commissions (EEOC).

The employee should ~~advise~~let their Supervisor, or the Executive Director know of any accommodations he or she believes are medically necessary in order to perform the job. ORCAA may request medical certification from the employee's health care provider and ORCAA will ~~determine~~decide what, if any, reasonable accommodation ~~may be appropriate that~~ will allow ~~you~~the employee to perform the essential functions of ~~your~~their job. ORCAA may take other action ~~regarding~~on employee accommodation, as appropriate, in accordance with state, federal, or local laws.

### **B. LIFE THREATENING DISEASES**

ORCAA recognizes that life threatening diseases pose significant and delicate issues for ORCAA. We are committed to maintaining a healthy, safe and compassionate work environment. Employees with life threatening diseases who may need a reasonable accommodation to perform their job duties should consult with the Executive Director. As with all employee medical information, we shall make every reasonable effort to protect an employee's confidential medical information.



## XII. WHISTLEBLOWER PROVISIONS

### A. IMPROPER GOVERNMENTAL ACTION

Improper governmental action means any action by an Agency employee or official that:

- Is undertaken in the performance of the employee's or official's official duties, whether ~~or not~~ the action is within the scope of the employee's employment; and
- Is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or ~~safety, or~~ safety or is a gross waste of public funds.

Improper governmental action does not include personnel actions including:

- employee grievances,
- complaints,
- appointments,
- promotions,
- transfers,
- assignments,
- reassignments,
- reinstatements,
- restorations,
- re-employment,
- performance evaluations,
- reductions in pay,
- dismissals,
- suspensions,
- demotions,
- violations of local government collective bargaining and civil service laws, or
- alleged labor agreement violations or reprimands.

### B. REPORTING IMPROPER GOVERNMENTAL ACTION

Employees who become aware of improper governmental actions should raise the issue first with their supervisor or a manager. If the employee believes that the supervisor or a manager was involved in the improper action, he/she wishes to report, the employee may raise the issue with the Executive Director. If the employee believes that the Executive Director was involved in the improper action, he/she wishes to report, the employee may raise the issue with the Chair of the Agency Board of Directors. The employee may also notify the Agency Attorney. However, before notifying the Agency Attorney, an employee ~~is required to~~ must submit a written report stating in detail the basis for their belief an improper governmental action has occurred.

In the case of an emergency, where an employee believes in good faith that damage to persons or property may result if action is not taken ~~immediately~~ at once, the employee may report the improper governmental action directly to the ~~appropriate governmental~~ governmental ~~Agency~~ agency with responsibility for investigating the improper action.

ORCAA will ~~designate~~ appoint an individual to investigate any complaint of improper governmental action. ORCAA will keep complaints confidential to the extent possible under law unless the employee authorizes disclosure of his or her identity in writing. After the investigation has been completed, the employee reporting the improper governmental action will be ~~advised~~ told of a summary of the results. However, personnel actions taken ~~as a result of~~ because of the investigation may be kept confidential.

If the employee reporting the action believes that ~~an adequate investigation was not taken by the Agency~~ the Agency did not perform an adequate investigation to address the improper governmental action or believes ~~that for other reasons the~~ improper governmental action is likely to recur, the employee may contact the appropriate government ~~Agency~~ agency with responsibility for investigating the improper action.

Employees who ~~fail to do not~~ make a good-faith effort to follow the procedures contained in this manual to report improper governmental action will not receive the protections provided under state law protecting whistleblowers. Good faith means a deliberate and genuine action taken with confidence in its truth or correctness along with a lack of interest in taking any conscious advantage of another.

### C. NO RETALIATION

Agency officials and employees are prohibited from taking retaliatory action against an employee because he or she has in good faith reported an improper governmental action ~~in accordance with~~ per these policies and procedures. Retaliatory action means any adverse change in terms and conditions of an employee's employment including, but not limited to the following:

- denial of adequate staff to perform duties
- frequent staff changes
- frequent and undesirable office changes
- refusal to assign meaningful work
- unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action

### D. REPORTING RETALIATION

An employee who believes they have been retaliated against for reporting an improper governmental action should ~~advise~~ tell the Executive Director or the Board Chair, as soon as possible, but not later than 30 days after the retaliatory action. ORCAA will ~~designate~~ choose an individual to initiate an investigation and will respond within 30 days from receipt of the written complaint. The designated individual will communicate the results of the investigation to the reporting individual.

If the investigation does not satisfactorily resolve the complaint that the reporting employee has been retaliated against in violation of this policy, the employee may obtain protection under this policy and ~~pursuant to~~ state law by providing a written notice to the Chair of the Board of Directors that (a) specifies the alleged retaliatory action, and (b) specifies the relief requested.

Upon receipt of either the response from the Agency or after the last day upon which ORCAA could respond, the employee may request a hearing to ~~establish~~ show that a retaliatory action occurred and to obtain ~~appropriate relief~~ relief as defined in this section. The request for a hearing shall be delivered to the Executive Director within 15 days of delivery of the response from ORCAA, or within 15 days of the last day on which the ORCAA could respond.

Within five working days of receipt of the request for hearing, the Agency will apply to the Washington State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

A list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action is attached to this manual as Agencies List for Whistleblower Policy. PDF. Employees with questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Executive Director.



## **XIII. PURCHASING**

### **A. NON-TRAVEL RELATED CREDIT CARD USE**

**Policy Statement and Use.** An ORCAA credit card is typically used to obtain small dollar amount goods and services. The credit card is intended to promote buying efficiency, flexibility, and convenience. Purchases from vendors that accept credit cards, where ORCAA does not have an established account, may be charged to the credit card.

Limitations on the use of credit cards include the following:

- The credit card can only be used for goods and services for the agency. (\*See Below.)
- Each employee using their credit card must ensure purchases with the credit card follow all applicable laws, rules, and regulations.
- The aggregate limit for credit card purchases for each credit card holder is \$1,000. The Executive Director is the only one that can grant exceptions to this amount and usually on a temporary basis, such as new employee training.
- Avoid using the credit card where ORCAA has an established account with the vendor.
- The ORCAA employee, whose name is on the card, is the only person entitled to use the card.
- Improper use of the card can be considered misappropriation of agency funds, which may result in disciplinary action up to and including termination.
- Any personal charges on the card could be considered misappropriation of funds. If an agency card is accidentally used for personal purchase, the employee will be expected to provide payment, in full, by check, payable to the bank.

\*Examples of Allowable Goods and Services:

- Vehicle Fuel,
- Lodging,
- Auto Rentals,
- Agency Vehicle Maintenance,
- Meals; and,
- Training/Registration Fees
- Airfare, with prior approval from the Executive Director.

Any other use, for any other reason, would **require** prior approval from the director. **Office Supply** needs should be directed to ORCAA's designated staff person for supply ordering. **Computer** related purchases should be directed to the Network Administrator.

**Examples of Credit Card Restrictions.** The credit card may not be used to:

- Obtain cash advances.
- Make personal purchases.
- Purchase materials or services from any member of the ORCAA employee's immediate family.
- Purchase equipment, materials, or supplies restricted by policies, guidelines or contractual agreements.

**Safeguarding the Credit Card.** Credit cards and account numbers must be safeguarded against loss, theft, and unauthorized use. Cards should be kept by the ORCAA employee in a secure location.

**Payment of the Credit Card Bill.** ORCAA strives to make payments to our vendors promptly. To avoid a late payment, please make it a priority to review your monthly statements upon receipt.

ORCAA retains the right of any rebate received on purchases.

**Reconciling Credit Card Transactions.** The credit card provider will send each ORCAA employee a statement that displays detailed transactions made during the current billing cycle. Responsibility for reconciliation of the statement rests with the ORCAA employee. The ORCAA employee should secure and keep documentation (detailed receipt) supporting purchases charged to the credit card and submit with the reconciled statement on a monthly basis.

ORCAA employees should immediately notify the Administrative Services Manager of any items in dispute.

**Reporting Lost or Stolen Cards.** If a credit card is lost or stolen, employees should immediately notify the credit card provider at 1-888-449-2273 (24-hour line) and the Administrative Services Manager, and/or the Executive Director.

**Surrender of ORCAA Credit Card.** A cardholder must surrender his or her card upon termination of employment or continued misuse. At this point, no further use of the account is authorized.

All employees receiving a credit card will complete, sign and return ORCAA's Credit Card User Agreement found in the Appendix.

## **B. SUPPLIES, GOODS AND SERVICES**

It shall be the policy of ORCAA to buy supplies, equipment, materials, and services necessary for its operation at the least cost of public funds. When buying goods and services, staff will make reasonable efforts to find the most economic and cost-effective option available. For capital purchases not in the budget and not considered to be part of a budgeted line item, the Executive Director will bring the proposed expenditure to the ORCAA Board for their approval.

**Order to follow when making a purchase.** The hierarchy when purchasing is as follows:

- Have the **vendor bill us** or establish a new account with the vendor.
- ORCAA will provide the vendor with a Purchase Order. (See Administrative Service Manager).
- Use the agency credit card.

When possible, ORCAA shall utilize recyclable materials and purchase goods containing recycled materials. To make purchases in a systematic, uniform manner, the following guidelines shall be followed.

- The Agency shall enter into or use existing intergovernmental agreements when available to obtain greater economy and efficiency from larger procurement volume. ORCAA entered into an agreement with Municipal Research & Services Center (MRSC) in December 2018 for the purpose of accessing their Small Works and Consulting Roster due to our applicability to the Public Works Law as referenced in RCW 39.04.
- Single purchases of goods or services totaling less than \$500 (other than expendable office supplies) shall have prior approval from the employee's immediate supervisor.

- All single purchases (other than expendable office supplies) totaling \$500 or more shall have prior approval from the Executive Director.
- When intergovernmental purchasing agreements are not available, vendor choice shall be based on price, reliability, product, and service quality. If a capital purchase or service is determined to be available only through a sole source vendor, the normal bidding process is not required, but a negotiated price with the vendor is preferred. To assure that funds are spent in a cost-effective manner, the following procedures shall be followed:
  - Purchases of less than \$499—No price quotes or bids required.
  - Purchases of \$500 to \$2499—Two verbal price quotations required.
  - Purchases of \$2,500 to \$9,999—Three verbal price quotations required.
  - Purchases of \$10,000 to \$24,999—Three written price quotations required.
  - Purchases exceeding \$25,000—Formal bid procedures shall be followed. This may include public notice in local paper for invitation to bid. At a minimum, advertising will occur on ORCAA's website.

The above amounts refer to a single purchase of goods or services.

- Purchase orders shall be used when required by a vendor. The Executive Director will approve all purchase orders prior to ordering. A copy is sent to the vendor, all other copies shall be given to the Administrative Services Manager.

Occasions may arise when competition among potential vendors is not possible for a procurement. These situations may occur: a) when there is clearly and legitimately only one source capable of supplying the subject matter; b) when there are special facilities or market conditions that result in only one source; c) in the event of emergencies; and d) when there is only one source capable of supplying the subject matter in a timely fashion such that seeking competitive prices would be impractical.

Purchases may be made directly from a sole source vendor without soliciting other bids or quotes.

In the event the material, equipment, vehicles, supplies, or services are available from only one supplier, written documentation proving the appropriateness of sole source procurement should be given to and approved by the Executive Director. When the total expected cost exceeds fifty thousand (\$50,000) dollars, ORCAA's attorney will also be involved with sole source justifications. Except in the case of an emergency, the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after its award.

When the purchase exceeds seventy-five thousand (\$75,000) dollars, ORCAA's Board of Directors will determine, by resolution, that there is only one source and authorize the Executive Director to conduct negotiations as to price, delivery, and terms. The resolution will recite the factual basis for the exception for the competitive procurement. Such justification is subject to the review of ORCAA's attorney.



## **XIV.AGENCY FACILITIES AND PROPERTY**

### **A. DRUG FREE WORKPLACE**

We strive to ~~maintain~~support a drug free workplace ~~in an effort~~ to provide a safe and productive environment for our employees and those with whom we interact professionally. Therefore, we ~~strictly prohibit~~prohibit the following:

- The possession, use, or trafficking of illegal drugs at any time, on or off the job.
- Being under the influence of alcohol, marijuana, or drugs, legal or illegal, while on ORCAA's premises or time, or while representing ORCAA.
- The manufacture, distribution, dispensation, possession, or use of illegal drugs or abuse of prescription drugs, alcohol, or marijuana during working hours, on our premises, or while conducting business off our premises.

Employees who violate this policy are subject to corrective action up to and including termination. In addition, we will cooperate with law enforcement authorities investigating illegal activity on our premises.

The use of legal (over-the-counter or prescription) medication is not a violation of this policy. However, if you are taking medication that may affect your ability to safely perform the essential functions of your job, including use of ORCAA's vehicles or equipment, or that may cause you to pose a direct safety threat to yourself or your colleagues, you must notify and consult the Executive Director before beginning work. Consistent with business necessity and depending on the circumstances, ORCAA may ask your doctor to certify your ability to safely perform your job and to safely drive an ORCAA vehicle.

### **B. FRAGRANCE FREE WORKPLACE**

ORCAA's work environment is an important aspect of health. ORCAA strives to accommodate customers, visitors, and employees who are chemically sensitive. Chemicals used to stabilize fragrances for both cleaning and personal care products can cause minor physical discomfort or severe reactions in some people.

ORCAA may request a person minimize or refrain from using fragranced products (such as perfume, cologne, lotions, detergents, etc.).

### **C. VIOLENCE IN THE WORKPLACE**

We recognize that workplace violence is a growing nationwide problem, ORCAA has adopted a ~~zero tolerance~~zero-tolerance policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect ORCAA or occur on ORCAA property or an ORCAA jobsite, will not be tolerated.

This policy applies to all persons involved in ORCAA's operation including, but not limited to, employees, contract and temporary workers, and anyone else on ORCAA property or an ORCAA jobsite.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at ORCAA or to create a hostile, abusive, or intimidating work environment for one or several ORCAA employees, clients, or members of the public. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on ORCAA's premises, regardless of the relationship between ORCAA and the parties involved in the incident.

- Threats or acts of violence occurring on an ORCAA jobsite.
- Threats or acts of violence occurring off ORCAA's premises involving someone who is acting in the ~~capacity~~role of a representative of ORCAA.
- Threats or acts of violence occurring off ORCAA's premises involving an employee of ORCAA if the threats or acts affect the legitimate interests of ORCAA.
- Acts or threats resulting in the conviction of an employee or agent of ORCAA, or of any individual performing services for ORCAA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of ORCAA.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his or her family, friends, associates, or property with harm.
- Intentional destruction or threat of destruction of ORCAA property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- Suggesting or intimation that violence is appropriate.
- Illegal possession or inappropriate use of firearms or weapons.

Violations of this policy by any individual on ORCAA property, by any individual acting as a representative of ORCAA while on or off ORCAA property, or by any individual acting ~~off-off~~from ORCAA property when his or her actions affect ORCAA's business interests may lead to corrective and/or disciplinary action up to and including termination, and/or legal action as appropriate.

## **D. DOMESTIC VIOLENCE IN THE WORKPLACE**

ORCAA will not tolerate domestic violence toward any employee or other person while in ORCAA's facilities or on ORCAA's property, while using ORCAA's vehicles, or while conducting business for ORCAA. Any employee who perpetrates domestic violence at ORCAA or from the workplace using any ORCAA resources such as work time, workplace phones, FAX machines, mail, e-mail, or other means may be subject to corrective or disciplinary action, up to and including dismissal. Corrective or disciplinary action may also be taken against employees who otherwise perpetrate domestic violence when such action has a substantial relationship to or impact on the employee's duties for ORCAA or ORCAA's operations.

Domestic violence is defined as abusive behavior intended to establish and maintain control over a current or former spouse, intimate partner, family member (including step relations and persons who have a child in common regardless of whether they are married or have lived together), household member, or person with whom the perpetrator has or had a dating relationship. Domestic violence may include any act, threat, tactic or statement that results or may ~~reasonably result~~result in significant physical, emotional, economic harm, emotional distress, or significantly affect an employee's productivity.

**No employee will be penalized or disciplined for being a victim of domestic violence.**

## **E. USE OF EQUIPMENT**

All ORCAA property, including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, tools, protective gear, and vehicles must be used properly and ~~maintained~~kept in good working order. Employees who lose, steal, or misuse ORCAA property may be personally liable for replacing or fixing the item, and may be subject to discipline, up to and including termination.

ORCAA reserves the right, ~~at all times~~always and without prior notice, to inspect and search any and all its property for the purpose of determining whether this policy or any other policy of ORCAA has been violated or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted before, during, or after business hours and in the presence or absence of the employee.

## F. USE OF TECHNOLOGY

This policy applies to all technical resources that are owned, leased or ~~utilized~~used by ORCAA for daily business. This policy also applies to all activities using any ORCAA-paid accounts and subscriptions, ~~whether or not~~whether the activities are conducted from ORCAA premises.

Technical resources include the following, but are not limited to, portable storage media, desktop computers, servers, LAN/WAN, cellular phones, printers, web cams (including security cameras), software, ~~cloud-based~~cloud-based services, databases, firewalls, switches, speakers, telephones, voice mail, GPS, software and disk drives.

**Acceptable Uses.** ORCAA's computers and other Information Technology (IT) must be used in a manner consistent with ORCAA's status a local government agency, and so, for example cannot be used for the benefit of personal businesses or other organizations.

Employees may be ~~permitted~~allowed to use ORCAA's technical resources for occasional, non-work purposes with permission from the Executive Director. Nevertheless, employees have no right of privacy as to any information or file ~~maintained~~kept in or on ORCAA's property or transmitted or stored through ORCAA's computer, voicemail, or telephone systems.

**Unacceptable Uses.** ORCAA's technical resources should not be used for personal gain or the advancement of individual views. Solicitation for any non-ORCAA business or activities using ORCAA resources is ~~strictly prohibited~~prohibited. Your use of ORCAA's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of ORCAA's technical resources.

**Offensive Material.** Sending, saving, or viewing offensive material is prohibited. Messages stored, viewed and/or transmitted by computer, voicemail, or telephone systems must not ~~contain~~have content that may ~~reasonably be~~be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, as well as any other category protected by applicable federal, state, or local laws. Any use of ORCAA's technical resources to harass or discriminate is unlawful and ~~strictly prohibited~~prohibited by ORCAA. Violators will be subject to corrective action up to and including discipline and/or termination.

ORCAA does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, ORCAA reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

**Access to Information.** ORCAA respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of ORCAA's ~~s-~~provided technical resources or supplies.

ORCAA's computer, voicemail, or telephone systems and the data stored on them ~~are and remain at all times~~are always and remain the property of ORCAA. As a result, computer data, voicemail

messages, and other data are readily available to ~~numerous~~many persons. If, ~~during the course of~~during your employment, you perform or transmit work on the ORCAA's computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy. Use of personal software equipment for ORCAA work is discouraged and is subject to public disclosure.

Destruction, alteration, or disclosure without authorization of data, programs, or other content that belongs to others but that is accessed through ORCAA's technical resources is also prohibited. ORCAA may block an individual or group's access to its technical resources to protect the information contained in them.

All information that is created, sent, or retrieved over ORCAA's technical resources is the property of ORCAA. Employees have no right to privacy as to any information or file transmitted or stored through ORCAA's computer network, computer, voicemail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed at any time. ORCAA reserves the right to ~~monitor~~check your use of its technical resources at any time. All information including text and images may be ~~disclosed~~shown to law enforcement or to other third parties without prior consent of the sender or the receiver.

**Portable Devices.** Laptops must be physically secure if left in the office overnight. When using the laptop outside the office, the device ~~should be secure at all times~~should always be secure.

Agency phones, storage media and tablets, should never be left in an unattended vehicle. Portable storage devices (thumb drives, etc.) should be used sparingly. ORCAA has ~~sufficient~~enough cloud resources for offsite document transfer.

Agency cell phones and tablets shall be password or PIN protected to prevent unauthorized use. Personal, private, sensitive or confidential information should not be stored on ORCAA owned portable devices.

**VPN (Remote Access).** ORCAA ~~provides~~supplies a Request for Remote Access Form that must be filled out for each employee who will use remote access and be approved by the Network Administrator and the employee's Supervisor, or the Executive Director. The Network Administrator may disapprove access based on employee history of compliance with applicable policies. Approval of remote access does not constitute approval for telecommuting – please see your supervisor or the Executive Director to setup a telecommuting agreement.

Employees must ~~comply with~~follow ORCAA policies governing use of technology resources and all other applicable policies and rules while they are connected to the ORCAA network, whether they are in ORCAA's office or using remote access. Employees will access information or use ORCAA computer systems only in a manner consistent with their job duties.

Each employee covered by this policy ~~is responsible for~~ must:

- ~~Practicing~~Practice sound logon/password management
- ~~Securing~~Secure data based on the sensitivity of the data
- ~~Prohibiting~~ unauthorized access to the network without approval of the Network Administrator

ORCAA does not pay for employee internet access, data charges, printer cartridges, paper, etc. and is not responsible for the ergonomic equipment of personal home workstations.

Notification of changes in an employee's status, such as leaving the agency, being placed on extended leave, or suspension/termination of access to other ORCAA resources must be



communicated to the Network Administrator as soon as it is known; preferably 7-14 days prior to the change occurring.

Disciplinary action includes, but is not limited to, disconnection from or denied access to ORCAA systems.

**Security of Information.** Although you may have passwords to access computer and voicemail systems, these technical resources belong to ORCAA, ~~are to be accessible at all times~~ are to always be accessible by ~~ORCAA, and ORCAA and~~ are subject to inspections by ORCAA with or without notice. ORCAA may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. Passwords are not to be shared. Memorize your passwords or keep them in a secure location.

**Your Responsibilities.** Each employee is responsible for the content of all data they place or send over ORCAA's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

All ORCAA documents and files should be placed on the ORCAA network for accessibility of staff. At no time should employees maintain ORCAA records on their local desktop computer or laptop. Files on the server network may be accessed via shortcuts placed on employee computers. Business files, backups or other ORCAA data shall not be stored at personal residences.

Violations of any guidelines in this policy may result in disciplinary action, up to and including termination. In addition, ORCAA may ~~advise~~ tell appropriate legal officials of any illegal violations.

## G. SOCIAL MEDIA GUIDELINES

**Definition:** Social media is defined as an online tool that allows users to engage in peer-to-peer conversations and may include such services as YouTube, Twitter, Facebook, Instagram, blogs, forums, and other electronic based formats.

**Purpose:** To address the fast-changing landscape of the Internet and the way citizens communicate and obtain information online, ORCAA may consider using social media tools to reach a broader audience. ORCAA encourages the use of social media to further its goals and missions where appropriate.

The ~~best, most appropriate ORCAA proper~~ proper uses of social media tools for ORCAA fall ~~generally~~ into two categories:

1. As channels for ~~disseminating~~ sending time-sensitive information as quickly as possible (example: burn ban information).
2. As marketing/promotional channels that increase ORCAA's ability to broadcast its messages to the widest possible audience.

ORCAA has an overriding interest and expectation in deciding what is "spoken" on behalf of ORCAA on social media sites. This policy ~~establishes~~ sets up guidelines for the use of social media.

**General Provisions:** Web links and associated language contained within comments, articles or other ORCAA-sponsored content shall not endorse, seek to slander, or otherwise violate any of the stated language guidelines within this document.

- Social media accounts used by ORCAA will be subject to approval by ORCAA's Public Information Officer and the Executive Director.
- ORCAA's websites (including, but not limited to: [www.orcaa.org](http://www.orcaa.org), [data.orcaa.org](http://data.orcaa.org), and [news.orcaa.org](http://news.orcaa.org)) will remain ORCAA's primary and predominant Internet presences.

- Accounts used by ORCAA shall not constitute an acceptable means of legal or official comment, complaint, notice or other contact, either to or from ORCAA.
- Whenever possible, content posted to social media accounts used by ORCAA will first be made available on ORCAA's website(s) or through other published channels.
- ORCAA's logo will be displayed on social media sites and accounts used by ORCAA.
- Social media site account information, including usernames and passwords shall be registered with Executive Director and the Public Information Officer
- Whenever possible, content posted to social media accounts used by ORCAA should contain links directing users back to ORCAA's official website(s) for in-depth information, forms, documents or online services necessary to conduct business with ORCAA.
- Social media accounts used by ORCAA are subject to State of Washington public records laws. Any content ~~maintained~~kept in a social media format that is related to ORCAA business, including a list of subscribers and posted communication, is a public record. ORCAA is responsible for responding completely and accurately to any public records request for public records regarding social media. Content related to ORCAA business shall be ~~maintained~~kept in an accessible format so that it can be produced in response to such request. Whenever possible, such sites shall clearly ~~indicates~~show that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to ORCAA's Public Disclosure Officer.
- Washington state law and ORCAA rules ~~regarding~~about record retention schedules apply to social media formats and social media content. ORCAA shall preserve records ~~required~~needed to be maintained according to a relevant records retention schedule. The records will be held for the required retention period in an easily accessible format that preserves the integrity of the original record.
- ORCAA shall notify users and visitors to ORCAA's social media accounts that the intended purpose of the site is to serve as a mechanism for communication between ORCAA and members of the public. Articles or comments, from ORCAA staff or members of the public. posted to ORCAA social media accounts must not ~~contain~~have any of the following:
  - Comments not topically related to the ~~particular~~ social medium article being commented upon;
  - Comments in support of or opposition to political campaigns or ballot measures;
  - Profane language or content;
  - Content that promotes, fosters, or perpetuates discrimination ~~on the basis of~~based on ethnicity, creed, color, age, religion, gender, marital status, status ~~with~~regarding to public assistance, national origin, physical or mental disability or sexual orientation;
  - Sexual content or links to sexual content;
  - Solicitations of commerce;
  - Conduct or encouragement of illegal activity;
  - Information that may tend to compromise the safety or security of the public or public systems; or
  - Content that violates a legal ownership interest of any other party.

**ORCAA reserves the right to restrict or remove any content that is ~~deemed~~considered in violation of this social media policy or any applicable law.**

This policy must be displayed to users or made available by hyperlink. Any content removed based on

this policy must be ~~retained~~kept, including the time, date and identity of the poster when available.

- ORCAA will approach the use of social media tools as consistently as possible, agency wide.
- All new social media tools proposed for ORCAA use will be approved by the Executive Director and the Public Information Officer.

**Administration of Social Media Sites:** The Public Information Officer will ~~maintain~~keep a list of social media tools approved for use by ORCAA departments and staff.

The Public Information Officer will ~~maintain~~keep a list of all social media accounts used by ORCAA, including login and password information. The Public Information Officer will inform the Executive Director of any new social media sites or administrative changes to existing sites.

**Archive:** ORCAA's public information officer shall ~~be responsible for~~handle archiving posts. ORCAA archives will not be visible to the ~~public, but~~public but will be accessible pursuant to State of Washington public record laws.

ORCAA's Public Information Officer shall be responsive to citizens who communicate via social media sites as allowed and ~~warranted~~called for within these guidelines. Communication with followers will be ~~timely~~prompt and consistent with existing protocols.

When applicable, ORCAA's social media account bios shall include language ~~indicating~~showing that all lists of followers, friends or registered users as well as all comments posted/linked to the ORCAA accounts are subject to public disclosure (RCW 42.56). The following will be added to all ORCAA bios and profile descriptions when available: *This site is not monitored. Call 911 for emergencies.*

**Public Interaction with ORCAA via Social Media:** Social media tools ~~provide~~provides a method of communication used by the public to interact and participate with ORCAA. Consistent with ORCAA's Personnel and Policy Manual and at the direction of the Executive Director, ORCAA has the right to remove comments that violate the guidelines set forth below without notice:

- Comments or language that are vulgar, threatening, harassing, off-topic, racial, offensive, politically charged, contain advertisements or endorsements, racially charged, content that may tend to compromise the safety or security of the public or public systems, or are otherwise objectionable, will be removed.
- Off-topic comments shall be removed.
- Comments made on social media applications do not constitute an official or approved method of commenting on ORCAA related business matters. Formal comment, complaint, or other submissions must be conducted via an approved online form, within the ORCAA web site ([www.orcaa.org](http://www.orcaa.org)), during and official public workshop or session, or submitted in writing at the following address:

ORCAA  
2940 Limited Lane NW  
Olympia, WA 98502

- ORCAA does not endorse or guarantee the content or quality of external links.
- Reference to any commercial link does not constitute endorsement or recommendation.
- Any personal information posted to ORCAA's social media sites will be removed.

Any comments made to ORCAA social media applications are subject to State of Washington public record laws.

## H. BREAK ROOM

Break rooms are provided to the benefit of the employees. This policy establishes a uniform policy for use of the employee break room. Compliance with this policy is the responsibility of all ORCAA employees.

The employee break room provides a place for employees to take their breaks and meal periods, free from assigned duties. The employee break room is for employee use only – ~~non-employees must be accompanied by an employee~~an employee must accompany non-employees. The employee is responsible for the conduct of non-employees in the break room. The employee break room will be available to employees during regular business hours. Because we share this space, we must be respectful of one another by keeping noise to a minimum and maintaining a tidy area.

## I. ERGONOMIC WORK STATION

ORCAA is committed to providing employees with workstations which are free from known or potential hazards and which will allow employees to be both productive and comfortable. ORCAA also recognizes and appreciates that ~~in order to~~to be effective employees may, at times, need differently configured workstations.

~~In order for~~For ORCAA to best determine whether an employee's workstation is appropriate or if the workstations arrangement needs to be modified, employees can have an ergonomic evaluation of their workstation by Labor and Industries or a healthcare provider.

## J. SALE AND DISPOSAL OF SURPLUS

Except as set forth in this policy, ORCAA employees shall not directly or indirectly use, take, or dispose of ORCAA property other than in their official duties.

As a special purpose district, ORCAA is regulated under the Washington State Clean Air Act. Under RCW 70.94.081,

*An activated authority shall be deemed a municipal corporation; have right to perpetual succession; adopt and use a seal; may sue and be sued in the name of the authority in all courts and in all proceedings; and, may revise, account for, and disburse funds, employ personnel, and acquire or dispose of any interest in real or personal property within or without the authority in the furtherance of its purposes.*

Based on this authority, ORCAA may dispose of surplus property in any commercially reasonable manner, provided it receives fair market value for the property. The procedures for the disposition of property, other than real estate, is to designate the property as "surplus". "Surplus" is defined, for purposes of this policy to mean any tangible, personal property owned by ORCAA that is not needed at present or in the foreseeable future or that is no longer of value or use to ORCAA.

The Executive Director must approve the sale or disposal of surplus property and follow the procedures set forth in Resolution 258 "A Resolution of the Olympic Region Clean Air Agency Establishing an Asset Disposal Policy," which was approved by the ORCAA Board in 2014.

Board members and any ORCAA employee who is involved in declaring items as surplus, administering the sale of surplus property, or whose department would benefit from the sale are prohibited from purchasing surplus property from ORCAA. The spouse or child of a person prohibited from purchasing the surplus property under this policy is also prohibited from purchasing the property.

Employees who are not prohibited from purchasing surplus property, including capital or fixed assets and non-capital assets, may do so if the purchase is at fair market value and the property has been

first advertised for sale to the public for thirty (30) days. Employees who are eligible to purchase surplus property under this policy will not be given preferential treatment in the disposal or sale of ORCAA property.

Any property not sold, after reasonable efforts, may be scrapped or otherwise disposed of.

**APPENDIX**  
**TO**  
**ORCAA POLICES & PROCEDURES MANUAL**



## CODE OF ETHICS AGREEMENT

My signature below confirms that I have received a copy of the Code of Ethics of ORCAA and that I have read it in its entirety and any questions I may have had, have been answered to my satisfaction.

| By signing this agreement, I am stating that I understand and will abide by the Code of Ethics of ORCAA.

My signature also confirms that I am not now engaged in any outside employment, do not hold position (as director, officer, partner, etc.) with any business in the jurisdiction of ORCAA, or are not otherwise engaged in any activity that could represent a conflict of interest or be contrary to the Code of Ethics of ORCAA.

---

Signature

---

Date





**COMMUTE TRIP REDUCTION INCENTIVE PROGRAM**

**ENROLLMENT FORM**

Name: \_\_\_\_\_ Enrollment Effective Date: \_\_\_\_\_

Select mode(s) you anticipate using:

\_\_\_\_\_ Carpool \_\_\_\_\_ Bus \_\_\_\_\_ Bicycle

\_\_\_\_\_ Vanpool \_\_\_\_\_ Walk \_\_\_\_\_ Other ( \_\_\_\_\_ )

Number of miles to work (one way) \_\_\_\_\_

Circle estimated frequency of non-SOV commutes per month (roundtrip):

4-6 days      7-8 days      9-10 days      11-12 days      13+ days

Has this program created an incentive for you to use a non-SOV mode more frequently than you have before?

☐ Yes

☐ No

I understand that in order to continue receiving the incentive, I may be required to renew my enrollment to the program on an “as needed” basis as determined by the Executive Director. My signature below also indicates that I have read the Agency’s Commute Trip Reduction Program policy and agree to the terms.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date



## CREDIT CARD USER AGREEMENT

I, \_\_\_\_\_ as an employee of Olympic Region Clean Air Agency accept personal responsibility for the safeguard and proper use of the Agency credit card which has been assigned to me for use in the performance of my job in accordance with the terms outlined in these policies and procedures.

I understand the Executive Director will disallow my use of an ORCAA credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use or authorize the use thereof that I am adhering to the following statement:

*I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.*

I understand I will be held personally liable for any inappropriate charges, made by me, with the Agency credit card and payment for any such inappropriate charges will be correct via direct payment to the bank. I further understand that all purchases approved for use will have back-up documentation (i.e. detailed receipts) for each expenditure.

My signature confirms I have read and understand the credit card policies and procedures and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT

ORCAA's Personnel Policies and Procedures Manual is a guide intended to help you become acquainted with its policies and procedures. ORCAA has provided me with a copy, for my use while in their employ. I understand that these policies and procedures are not conditions of employment and do not constitute a contract for employment or a promise of specific treatment in specific situations.

**I understand that my employment with ORCAA is at will, meaning that I am free to leave for any reason, at any time, with or without notice and that ORCAA may ~~terminate~~end my employment with or without notice.**

My signature confirms that I understand that ORCAA may, in its sole discretion, change, delete, suspend or discontinue or deviate from any part or parts of the policies in this manual at any time with or without prior notice or reason. Any such changes made by ORCAA will immediately supersede and replace any and all previous personnel policies.

I understand that no employee of ORCAA, other than the Executive Director or Chairman of the Board of Directors, has the authority to grant exceptions to these policies or procedures.

My signature below indicates that I have read and understood this statement and have received a copy of ORCAA's Policies and Procedures Manual. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

---

Signature

---

Printed Name

---

Date



## **OLYMPIC REGION CLEAN AIR AGENCY**

### **Policies & Procedures Manual**

**Approved by the Board of Directors**  
**{DATE OF APPROVAL}**





# OLYMPIC REGION CLEAN AIR AGENCY

## Policies & Procedures Manual

### Table of Contents

<b>I.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
A.	STATEMENTS.....	1
B.	PURPOSE OF EMPLOYEE HANDBOOK.....	1
<b>II.</b>	<b>GENERAL PROVISIONS .....</b>	<b>3</b>
A.	EQUAL OPPORTUNITY EMPLOYER.....	3
B.	HARASSMENT and DISCRIMINATION .....	3
C.	SUBSTANCE ABUSE .....	4
D.	CODE OF ETHICS.....	5
E.	NON-SOLICITATION.....	7
F.	WORKING HOURS AND SCHEDULE .....	7
G.	WORK STANDARDS .....	8
H.	CONDUCT .....	8
I.	APPEARANCE .....	9
J.	ATTENDANCE.....	9
K.	POLITICAL ACTIVITY .....	9
L.	SAFETY AND WORKER’S COMPENSATION.....	10
M.	FIRST AID.....	10
N.	NEPOTISM - EMPLOYMENT OF RELATIVES .....	10
O.	REHIRE OF FORMER EMPLOYEES .....	11
P.	EMPLOYEE INDEMNIFICATION .....	11
Q.	SMOKE FREE WORKPLACE.....	11
R.	TRAVEL AND REIMBURSEMENT.....	11
S.	BUSINESS EXPENSES .....	13
T.	AGENCY OWNED VEHICLES.....	14
U.	FIREARMS.....	14
<b>III.</b>	<b>PERSONNEL ADMINISTRATION.....</b>	<b>15</b>
A.	RECORDS .....	15
B.	CONFIDENTIALITY OF PERSONNEL RECORDS .....	15
C.	BACKGROUND CHECKS.....	15
D.	IMMIGRATION COMPLIANCE.....	16
<b>IV.</b>	<b>EMPLOYMENT CLASSIFICATIONS .....</b>	<b>17</b>
<b>V.</b>	<b>JOB DESCRIPTIONS AND CLASSIFICATIONS.....</b>	<b>19</b>
A.	JOB DESCRIPTIONS AND CLASSIFICATIONS.....	19
B.	MAINTENANCE AND MODIFICATIONS .....	19
<b>VI.</b>	<b>COMPENSATION AND BENEFITS .....</b>	<b>21</b>
A.	EMPLOYEE PAY .....	21
B.	PAYROLL ADMINISTRATION .....	21
C.	OVERTIME.....	21

D.	COMPENSATORY TIME .....	22
E.	TIME ACCOUNTING .....	22
F.	SPECIAL PROGRAMS .....	22
G.	INSURANCE.....	23
H.	DEFERRED COMPENSATION.....	23
I.	RETIREMENT BENEFITS.....	23
J.	WORKERS COMPENSATION.....	24
<b>VII.</b>	<b>LEAVE .....</b>	<b>25</b>
A.	HOLIDAYS .....	25
B.	UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE .....	25
C.	VACATION LEAVE.....	26
D.	COMMUTE TRIP REDUCTION INCENTIVE PROGRAM .....	27
E.	PERSONAL HOLIDAY.....	27
F.	SICK LEAVE .....	28
G.	FAMILY CARE ACT.....	29
H.	COMPENSATION OF SICK LEAVE.....	30
I.	LEAVES OF ABSENCE.....	30
1.	MEDICAL LEAVE OF ABSENCE .....	30
2.	MATERNITY LEAVE.....	31
3.	PERSONAL LEAVE OF ABSENCE .....	31
4.	MILITARY DUTY LEAVE OF ABSENCE .....	31
5.	JURY DUTY .....	32
6.	CIVIC DUTY.....	32
7.	BEREAVEMENT LEAVE OF ABSENCE .....	33
8.	FAMILY MEDICAL LEAVE ACT .....	33
J.	INCLEMENT WEATHER.....	33
K.	GIFTS OF ANNUAL OR SICK LEAVE.....	33
<b>VIII.</b>	<b>EMPLOYEE DEVELOPMENT .....</b>	<b>35</b>
A.	CAREER OPPORTUNITIES.....	35
B.	PERFORMANCE EVALUATIONS .....	35
C.	EDUCATION AND TRAINING .....	35
D.	TUITION REIMBURSEMENT .....	36
<b>IX.</b>	<b>DISCIPLINE .....</b>	<b>39</b>
A.	GRIEVANCE/DISPUTE RESOLUTION.....	39
B.	COMPLAINTS BY THE PUBLIC .....	39
<b>X.</b>	<b>TERMINATION AND SEPARATION FROM ORCAA.....</b>	<b>41</b>
A.	VOLUNTARY TERMINATION.....	41
B.	RETIREMENT .....	41
C.	REFERENCES .....	41
D.	CONTINUED GROUP MEDICAL INSURANCE COVERAGE (COBRA) .....	41
<b>XI.</b>	<b>ACCOMMODATIONS .....</b>	<b>43</b>
A.	AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA) .....	43
B.	LIFE THREATENING DISEASES .....	43
<b>XII.</b>	<b>WHISTLEBLOWER PROVISIONS.....</b>	<b>45</b>

A.	IMPROPER GOVERNMENTAL ACTION .....	45
B.	REPORTING IMPROPER GOVERNMENTAL ACTION.....	45
C.	NO RETALIATION .....	46
D.	REPORTING RETALIATION .....	46
<b>XIII.</b>	<b>PURCHASING .....</b>	<b>47</b>
A.	NON-TRAVEL RELATED CREDIT CARD USE .....	47
B.	SUPPLIES, GOODS AND SERVICES .....	48
<b>XIV.</b>	<b>AGENCY FACILITIES AND PROPERTY .....</b>	<b>51</b>
A.	DRUG FREE WORKPLACE.....	51
B.	FRAGRANCE FREE WORKPLACE.....	51
C.	VIOLENCE IN THE WORKPLACE.....	51
D.	DOMESTIC VIOLENCE IN THE WORKPLACE .....	52
E.	USE OF EQUIPMENT .....	52
F.	USE OF TECHNOLOGY.....	53
G.	SOCIAL MEDIA GUIDELINES .....	55
H.	BREAK ROOM.....	57
I.	ERGONOMIC WORK STATION .....	58
J.	SALE AND DISPOSAL OF SURPLUS .....	58
<b>APPENDIX</b>	<b>.....</b>	<b>59</b>
	CODE OF ETHICS AGREEMENT .....	61
	COMMUTE TRIP REDUCTION INCENTIVE PRGORAM.....	63
	ENROLLMENT FORM.....	63
	Name: _____ Enrollment Effective Date:	
	_____	63
	CREDIT CARD USER AGREEMENT.....	65
	PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT .....	67



# I. INTRODUCTION

## A. STATEMENTS

Vision: All individuals in Olympic Region Clean Air Agency's (ORCAA) jurisdiction—especially children and the elderly—can live, work, and play in a healthful and clean environment, free from harmful and destructive effects of air pollution.

Mission: We promote air quality and take actions that protect the health and welfare of people and the natural environment in ORCAA's jurisdiction.

We strive to be an agency where a diverse range of employees can work to fulfill their potential. We expect our staff to respect each other and respect the people we serve, understanding differences in values of individuals.

## B. PURPOSE OF EMPLOYEE HANDBOOK

Welcome to ORCAA. We are delighted that you have chosen to join our organization. To acquaint you with our philosophies, values, and personnel policies we are providing you with a Personnel Policy and Procedures Manual that will explain what you can expect from us and what we will expect from you.

We must be able to respond flexibly to changing circumstances as they arise. **Because of this, our policies are not promising specific treatment in specific situations.** ORCAA may, in its sole discretion, change, remove, suspend or discontinue any part or parts of the policies in this manual at any time with or without prior notice or reason. This applies to all terms and conditions of employment at ORCAA whether formal or informal. Nothing in this manual is intended to establish a contract limiting ORCAA's discretion to act, as it deems appropriate in any given situation.

ORCAA does not utilize written or verbal employment contracts or agreements for any employee, other than the Executive Director. Employees are considered "at will," meaning that each is free to leave, for any reason, with or without notice, at any time. This also means that we may terminate employment with or without notice, with or without cause, at any time if it is not discriminatory. Nothing in this manual shall limit the right to terminate employment at will or should be construed as a contract or guarantee of continued employment.

This policy of at will employment is the sole and entire agreement between you and ORCAA as to the duration of employment and the circumstances under which employment may be terminated.

Examples of the types of terms and conditions of employment that are within our sole discretion include, but are not limited to, the following:

- Promotion, demotion, transfers;
- hiring decisions;
- compensation and benefits;
- qualifications;
- discipline, layoff or recall;
- rules;
- hours, schedules, work assignments, job duties and responsibilities;
- subcontracting;
- reduction, cessation, or expansion of operations;
- determinations concerning the use of equipment, methods, or facilities;

- Or any other terms and conditions that we may determine to be necessary for the safe, efficient, and economic operation of the Agency.

The personnel policies and procedures in this manual apply to all employees. It does not apply to members of the Board of Directors, professional consultants and/or contractors. These policies supersede and replace all earlier personnel policies and procedures including any existing or prior oral or written agreements or representations on the subjects covered. No ORCAA employee, except for the Executive Director or Chairman of the Board, has authority to grant exceptions to these policies. Further, any amendments or alterations must be reviewed and approved by the Board of Directors.

Employees are required to read and understand this personnel policy manual in its entirety and to sign and return the Acknowledgment, Credit Card Agreement, and the Code of Ethics found in the Appendix. If you have any questions about any of these personnel policies or procedures, please contact the Executive Director.

## II. GENERAL PROVISIONS

### A. EQUAL OPPORTUNITY EMPLOYER

ORCAA is an equal opportunity employer (EOE) and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, gender, color, creed, religion, sex, age, citizenship status, national origin, marital status, veteran status, sexual orientation, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws. Our equal opportunity policy applies to all conditions of employment including, but not limited to, recruitment, hiring, training, compensation, benefits, discipline, promotion, transfer, leave of absence, layoff or termination. We make all decisions based solely on job-related criteria, such as skills and attributes required for accomplishing ORCAA's mission. These include relevant experience, performance, required education or training, technical and interpersonal skills, initiative, reliability, and other such criteria. We comply with all applicable federal, state and local laws that prohibit employment discrimination.

Applicants or employees who have EOE related questions or complaints are encouraged to communicate these promptly to the Executive Director.

### B. HARASSMENT and DISCRIMINATION

ORCAA maintains a strict policy prohibiting all types of harassment. This includes sexual harassment and harassment because of race, gender, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age or any other basis protected by federal, state or local law, ordinance or regulation. Conduct that shows mutual respect is expected of all employees in the workplace. Retaliation against any person who complains of harassment or discrimination or who takes part in an investigation in good faith, is also prohibited.

**Sexual harassment is one form of unlawful harassment. Sexual harassment can be, but does not have to be, "sexual" in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed.** Federal and state law also defines sexual harassment as unwelcome sexual advances, requests for sexual favors, or visual, verbal or physical conduct of sexual nature when:

- Submission to such conduct is made a term or condition of employment or promotion; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

The following is a partial list of examples of inappropriate behavior:

- Physical assaults on another employee including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
- Intentional physical conduct that is sexual in nature including, but not limited to, touching, pinching, patting, or brushing up against another employee;
- Unwanted sexual advances, propositions or sexual comments including making sexual gestures, jokes or comments made in the presence of any employee;
- Posting or displaying pictures, posters, calendars, graffiti, objects or other materials that are sexual in nature or pornographic;
- Offering employment benefits in exchange for sexual favors;
- Displaying, accessing or circulating in the workplace (including via Internet or e-mail) sexually suggestive photographs, cartoons, graffiti, jokes and the like;

- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.

Harassment based on race, gender, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, or another protected basis is equally unlawful. Unlawful harassment on these bases includes:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching or blocking normal movement;
- Retaliation for making harassment reports or threatening to report harassment.

An individual who believes he/she has been subjected to unlawful harassment or discrimination is encouraged to tell the harasser to stop the unwanted conduct. If an employee is subjected to or becomes aware of harassing or discriminatory conduct towards an ORCAA employee, the employee should immediately report that information to the Executive Director.

ORCAA will investigate all reported incidents of harassment or discrimination. Because investigations are done on a case-by-case basis, they may be unique in nature; however, all investigations will be thoroughly documented and under the direction of the Executive Director.

When the investigation is completed, we will make a decision and when appropriate, the employee will be informed that remedial action has been taken but may not be told information that ORCAA deems to be confidential. If we determine that a violation of this policy has occurred, corrective action will be taken promptly.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment. The employee may also be held personally liable for monetary damages. We do not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent allowed by law, we reserve the right not to provide a defense or pay damages assessed against an employee for conduct in violation of this policy. Any employee who *intentionally* files a wrongful or fraudulent complaint of harassment is also subject to disciplinary action up to and including termination.

### **C. SUBSTANCE ABUSE**

We recognize drug and/or alcohol dependency is an illness and a major health problem. We also recognize that drug and/or alcohol abuse is a potential safety and security problem. Employees who need help in dealing with such problems are encouraged to use area drug counseling agencies and/or our health insurance plan(s), or the Employee Assistance Program (EAP). Conscientious efforts to seek such help will not jeopardize an employee's job.

While at work, each ORCAA employee has a responsibility to coworkers and to the public, to perform his or her work in a safe and conscientious manner. ORCAA expects employees to be able to work in an environment free from the effects of alcohol and/or other job impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if the medications impair the employee's ability to do the essential functions of his or her position with or without an accommodation that does not create an undue hardship for ORCAA.



Employees in safety-sensitive jobs must notify their supervisor and the Executive Director if they are taking medications which may interfere with their ability to do their jobs safely. In addition, the unauthorized use, sale or possession, by an employee, of alcohol, controlled substances, drugs not medically authorized and used in the manner prescribed, or other substances which may impair job performance or pose a hazard to the safety and welfare of the individual employee, the public, or other employees, is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

On December 6, 2012, the recreational use of marijuana in small amounts was enacted into law in Washington State. However, under federal law, marijuana remains a controlled substance, and possession or use of the drug constitutes a crime. The federal and state governments have not yet determined how to resolve this conflict between state and federal law. However, employees who are impaired at work because of marijuana use will be subject to disciplinary action, up to and including termination of employment.

#### **D. CODE OF ETHICS**

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the agency. ORCAA requires that the transactions employees take part in are ethical and within the law, both in letter and spirit. ORCAA is committed to maintaining a reputation of integrity in our field and community. We **must** protect air quality now and into the future and we value that responsibility. As an ORCAA employee, you are expected to make this Code of Ethics an integral part of every personal and/or professional interaction that may reflect on us. As a condition of employment, employees must sign a Code of Ethics Agreement and abide by the following rules. **Failure to do so may result in disciplinary action up to and including termination.**

**Confidentiality.** The protection of confidential information is vital to ORCAA's interest and success. Information about ORCAA, its employees, customers, suppliers, and vendors, is to be kept confidential and divulged only to individuals within ORCAA with both a need to receive, and authorization to receive, the information. If in doubt as to whether information should be divulged, err in favor of not divulging the information and discuss the situation with the Executive Director.

Many records and files maintained by ORCAA are confidential and remain the property of ORCAA. Confidential records and files are not to be disclosed to any outside party without the express permission of your immediate supervisor, the Executive Director, or the Agency attorney. Confidential information includes, but is not limited to the following:

- Processes or methods of production unique to an owner or operator or that are likely to adversely affect the competitive position of such owner or operator if released to the public or to a competitor.
- Company technology, formulas, inventions, processes, and proprietary information.
- Personnel records of current and former employees.
- The identity of, contact information for and any other account information on customers, vendors, and suppliers.

**Confidential information may not be removed from ORCAA's premises without express authorization.** Confidential information obtained during or through employment with ORCAA may not be used by any employee for the purpose of furthering current or future outside employment or activities, or for obtaining personal gain or profit. ORCAA reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred because of the impermissible use of confidential information. Confidential information is the property of ORCAA.

**Conflicts of Interest.** No employees should represent ORCAA in any transaction where he or she has a material or financial interest. For instance, transactions with relatives or close personal friends or where our employee is a partner or investor in a business in our jurisdiction (the Washington counties of Clallam, Grays Harbor, Jefferson, Mason, Pacific and Thurston) are examples of circumstances where an employee has a material and financial interest.

When there is or may be a potential conflict of interest the employee should bring the matter to the attention of the Executive Director so that another ORCAA representative can be selected to handle the matter.

**Outside Activities.** Employees of ORCAA must obtain approval, in writing, from the Executive Director prior to accepting any outside employment with employers within our jurisdiction. The Executive Director, in considering approval of such requests, will consider whether employment with an employer in our jurisdiction may constitute a conflict of interest.

Additionally, while employed at ORCAA, employees may not do any of the following:

- Provide air pollution-related consulting, planning or engineering services.
- Use or allow the use of employer equipment, supplies or facilities for outside employment purposes.
- Conduct outside employment during regular working schedule.
- Prepare or assist in the preparation of any documents, materials, or proposals to be presented to ORCAA or to our governing board by an outside entity.
- An outside job must not affect the employee's ability to properly perform all assigned ORCAA duties.

**Gifts, Fees, Commissions, Loans.** No employee of ORCAA should accept a loan from a business in the jurisdiction of ORCAA or a supplier to ORCAA. Loans from financial institutions are an exception to this requirement. No employee should receive any gift, fee, gratuity or anything of value for performing the duties of his/her job. This prohibition does not apply to incidental advertising or promotional materials of nominal value, awards or recognition items for community service. If an employee has questions regarding the acceptance of a gift or determining what constitutes "nominal" value, he/she should see the Executive Director.

No employee should accept a discount, rebate or special pricing from a business in our jurisdiction unless such is also available to other routine customers of the business offering such consideration.

In addition, an employee may not permit an indirect violation of these principles to take place. It is just as inappropriate to allow an immediate family member to accept a gift or special consideration from a business in our jurisdiction as it is for our employee to do so.

Employees are encouraged to seek assistance from their supervisors with any ethical concerns. However, ORCAA realizes this may not always be possible. As a result, employees may contact the Executive Director to report any ethical concern they cannot discuss with their supervisor. Employees should refer to the reporting procedures under the Harassment and Discrimination policy for reporting unlawful harassment or discrimination.

All complaints will be investigated and ORCAA will make reasonable attempts to protect the confidentiality of the person making the complaint to the extent possible while conducting the investigation. Because investigations are done on a case-by-case basis, they may be unique in nature; however, all investigations will be thoroughly documented and under the direction of the Executive Director.

**No Retaliation.** ORCAA prohibits retaliation against any person for reporting an ethics violation, using this complaint procedure, or assisting or participating in any manner in any investigation, proceeding or hearing. Retaliatory action means any adverse change in terms and conditions of an employee's employment including:

- denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or
- hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official.

## **E. NON-SOLICITATION**

To avoid disruption to our work, we do not allow employees to approach fellow employees in the workplace, or any individual doing business with ORCAA, about activities, organizations, or causes regardless of how worthwhile, important or benevolent the cause may be. Therefore, we have developed the following rules about solicitation and distribution of written material during working time and entry onto our premises and work areas.

- No employee shall ask for or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed.
- Under no circumstances will non-employees be allowed to solicit or to distribute written material for any purpose on ORCAA property.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for ORCAA. It does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for ORCAA.

Employees are instructed to direct any non-employees, acting contrary to our non-solicitation policy, off our premises and/or contact local law enforcement officials, if necessary.

ORCAA will provide one bulletin board, for use by staff, to post items for other staff to view during non-work times. These can include any organization fund raising forms and other activities if they are inappropriate, and not of a sexual nature or in direct conflict with ORCAA's mission.

## **F. WORKING HOURS AND SCHEDULE**

We are open for business Monday through Friday from 8:00 a.m. to 4:30 p.m., unless closed in observance of a holiday or special all-staff trainings.

The standard workweek at ORCAA is 40 hours. The standard workday is 8 hours for non-exempt employees. Workday lengths for exempt employees are determined primarily by their current workloads. Full-time employees work schedules that correspond with our operating hours, 8:00 a.m. to 4:30 p.m., unless otherwise approved by their Supervisor and the Executive Director. Our regular workweek begins on Monday and concludes on the next following Sunday.

The employee's Supervisor determines an employee's work hours and schedules. Employees will be informed promptly of the hours they are scheduled to work. An employee who wants to permanently

change their work schedule must consult with, and receive written approval from, their Supervisor and the Executive Director.

All non-exempt employees working more than five (5) hours during the regular workday are entitled to a lunch/meal period of thirty (30) minutes. This meal period should occur halfway through one's workday. Lunch time/meal periods are unpaid and shall be recorded on the employee's timekeeping record.

All non-exempt salaried or hourly employees who work eight (8) hours during the regular workday receive two, 15-minute rest breaks. Employees working at least four (4) hours receive one 15-minute break. Breaks will be scheduled unless, due to the nature of the job, they can be taken on an informal basis throughout the day. Breaks will be considered time worked for pay purposes and are recorded on our timesheets as Non-Specific, General/Other.

Breaks may not be taken immediately preceding or following the meal break or the beginning or end of the workday.

Employees must take their rest and meal breaks. Under no circumstances should an employee work through his or her rest/meal break. Any employee who gets into an unforeseen situation and needs to work through a lunch or rest break should contact his or her immediate supervisor or the Executive Director before doing so.

## **G. WORK STANDARDS**

ORCAA employees are expected to routinely perform their job responsibilities at a superior level, and to conduct themselves in a manner which contributes to superior performance, for the employee and for the Agency as a whole.

Ongoing failure to meet this performance standard will lead to termination of employment.

## **H. CONDUCT**

Employees are expected to interact with coworkers in a courteous and respectful manner. Collegiality is our objective.

Dishonesty, violence, or abusive conduct is always prohibited during working hours and at or near any location where the employee is working. An all-inclusive list of prohibited conduct is impossible, and the following are simply examples:

- Insubordination, either verbal or through conduct, including but not limited to failure or refusal to obey the orders or instructions of any supervisor or member of management, or the use of abusive or threatening language toward any supervisor or member of management.
- Falsification of employment records, employment information, or other records.
- Failing to accurately and completely record time at work—including breaks and lunch periods daily.
- Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's. (The Timesheet Administrator is given limited allowances for updating employee timesheets with employee permission)
- Misuse of Sick Leave.
- Theft or the deliberate or careless damage of any ORCAA property or the property of any employee or client.
- Unauthorized use of ORCAA equipment, time, materials, or facilities.

- Texting or using a cell phone while driving an agency vehicle or personal vehicle while on agency business.
- Possessing, distributing, selling, transferring, or using--or being under the influence of—alcohol, marijuana or illegal drugs in the workplace, which includes ORCAA buildings, vehicles and external worksites.
- Provoking a fight or fighting during working hours or on premises owned or occupied by ORCAA.
- Engaging in criminal conduct.
- Using profane or abusive language at any time during working hours or while on premises owned or occupied by ORCAA.
- Failure to follow the leave notification procedures listed in this policy manual.
- Failing to observe working schedules, including rest and lunch periods.
- .
- Failing to provide a physician's certificate when requested or required to do so.
- Making or accepting personal telephone calls that interfere with agency business.
- Refusing to work assigned overtime.
- Violating any ORCAA safety, health, or security policy, rule, or procedure including the policy and procedure manual.
- Committing a fraudulent act or a breach of trust in any circumstances.
- Engaging in dangerous horseplay.

## **I. APPEARANCE**

ORCAA's image is directly impacted by the appearance and behavior of our employees. Employees are expected to use good judgment in selecting clothing and accessories for the day, and in their grooming. Employees are expected and required to dress in a manner appropriate to the work they are performing.

## **J. ATTENDANCE**

At ORCAA each person is an important member of our team. Any one person's absence directly impacts the productivity of several other members of our team and, our ability to perform our duties. Unexplained absences, excessive tardiness, or leaving early without permission will not be tolerated. ORCAA may require employees to provide medical certification from a health care provider for absences due to illness or injury after 3 days of absence.

Promptness is not only a professional courtesy to one's co-workers, it is necessary to a productive work environment. Employees should be at their workstations and ready to begin their workday at the time chosen by their Supervisor.

If an employee must miss work, or if you need to arrive to work late or leave earlier than your normally scheduled work day, you must notify your supervisor, a manager, or the Executive Director prior to the start of your scheduled shift, and as far in advance as possible. Leave slips shall be completed prior to leaving work, or immediately upon arrival to work.

Chronic absenteeism, particularly where it disrupts productivity and negatively affects other employees and the Agency's ability to fulfill our purpose, could result in corrective action up to and including termination of employment.

## **K. POLITICAL ACTIVITY**

Under this policy, political activity by ORCAA employees, such as campaigning, canvassing, soliciting or otherwise encouraging the support, financial or otherwise, of a political candidate or cause is not allowed on ORCAA premises or during ORCAA business hours. Any employee who feels pressured

to participate in or who observes political activity on Agency premises or during Agency operating hours shall report such conduct immediately to the Executive Director and/or the Chairman of the Board. Testimony, before an elective body, regarding ORCAA related issues, may be appropriate but must be approved by the Executive Director.

## **L. SAFETY AND WORKER'S COMPENSATION**

Employees who experience an on-the-job accident or injury should immediately report the incident to their immediate supervisor and the Executive Director regardless of how minor the injury, illness, or accident may seem.

The Executive Director or the direct supervisor will arrange for medical attention or first aid if necessary and will ensure that any necessary accident/injury/illness report and investigation is conducted. If medical treatment is required, the employee, supervisor, or Executive Director should inform medical personnel that this is a work-related illness/injury and have the required Department of Labor & Industries documentation completed and submitted.

Depending on the circumstances surrounding the accident or injury, the Executive Director may start an investigation to determine the cause of the accident or injury and, if appropriate, employee discipline up to and including termination may result. Employees who fail to report workplace accidents or injuries are also subject to the appropriate corrective action, up to and including termination.

Employees should also report anything that needs repair or appears to be a safety hazard.

## **M. FIRST AID**

As a condition of employment, employees, depending on their position, must pass a First Aid and CPR course within the first year of being hired. Currently, these employees include:

- All Inspectors (Air Quality Specialists);
- Monitoring Technician;
- Any other field staff; and
- One or more of the administrative staff.

The Executive Director will inform you if your position requires that you pass First Aid and CPR training. After the initial class, employees in the above-designated positions must watch a First Aid/CPR Review video annually. If any employee desire to enroll in the First Aid/CPR Certification course to maintain official certification status rather than watch a refresher video, he or she may do so. Employees who do not fall within the designated positions but who would like to take a First Aid and CPR course should consult with the Executive Director.

## **N. NEPOTISM - EMPLOYMENT OF RELATIVES**

ORCAA does not discriminate based on marital status and permits the employment of spouses or relatives of current employees except where such employment would place one or both employees in a situation of actual or foreseeable conflict between their interests and ours. This may occur where one spouse or relative would have the authority or practical power to supervise, appoint, remove or discipline the other, or one would audit the work of the other. For the purposes of this policy, 'relatives' are defined as: parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepbrother, stepsister, stepparents, step-grandparent, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage.

In the event two employees in a direct reporting relationship or auditing responsibility become relatives (as defined by this policy), one employee will need to either transfer to another area or department (if an acceptable position is available) or leave ORCAA. The employee with the least seniority will be asked to transfer or exit if we determine that a conflict of interest exists. If the Executive Director determines there is no conflict, both employees may be allowed to continue in their current positions.

## **O. REHIRE OF FORMER EMPLOYEES**

ORCAA may consider for rehire all employees who left ORCAA voluntarily and who were in good standing when they left. ORCAA does not automatically rehire former employees. When considering a former employee for re-employment, we look at several factors, including the circumstances under which the employee left, the work records of the former employee, and the qualifications needed for the available opening. All re-hire decisions will be considered and approved by the Executive Director. To be considered for re-hire, an employee must have given, at the least, a 2-week notice prior to leaving the agency.

## **P. EMPLOYEE INDEMNIFICATION**

ORCAA will defend and indemnify all current and past employees against any claim which is based on an alleged act, error or omission taken or made in good faith and within the scope of the person's duties as an ORCAA employee.

ORCAA may elect not to provide defense and indemnity for acts which were not undertaken in good faith, for acts of misconduct, for the defense of the right to hold office, or if the employee does not fully cooperate with the defense of such action. If the Board of Directors is considering such an election not to provide defense and indemnity, the employee will be notified and will be given an opportunity to meet with the Board prior to a final decision.

ORCAA will designate the legal counsel it chooses pursuant to this section.

## **Q. SMOKE FREE WORKPLACE**

We follow state law, which prohibits smoking indoors. We also prohibit employees from smoking in Agency-owned vehicles. Each ORCAA facility makes available a designated area, outside the building, where employees can smoke tobacco and e-cigarettes during their rest or lunch breaks, however employees are not allowed to smoke marijuana.

## **R. TRAVEL AND REIMBURSEMENT**

Employees who travel on approved Agency business are reimbursed for their transportation, meals, lodging and certain miscellaneous expenses while away from home. All employees who travel are responsible for understanding ORCAA's travel and reimbursement policy, and specifically for understanding which expenses are reimbursable and which are not. All travel costs must be work-related, obtained at the most economical price, and necessary for Agency business.

Occasionally, overnight travel is necessary to accomplish Agency business. All overnight travel must be approved in advance by the employee's Supervisor and the Executive Director. Employees are encouraged to consider alternate methods of attendance, such as conference calls or video conferencing, in lieu of travel when feasible. Employees are also reminded to safeguard all Agency assets such as vehicles, car keys, credit cards, and equipment when traveling.

- 1. Use of ORCAA's VISA Card.** Employees may use their Agency issued VISA card after proper approval by a Supervisor or the Executive Director for the following expenses:

- Lodging for overnight travel while on business. Under certain circumstances, when an employee's lodging costs exceed the allowable rate, the Executive Director may authorize reimbursement of actual lodging expenses, including internet fees.
- Automobile rentals. ORCAA's insurance carrier provides collision damage insurance. Employees should not buy insurance offered by the rental car agency.
- Air Line Tickets.
- Parking.
- Fuel for ORCAA vehicles (requires a receipt). Do not use agency credit card to fuel personal vehicles.
- Meals. Employees will have the choice of using the Agency credit card or requesting Per Diem reimbursement for meals (see Per Diem policy below). The meal allowance includes the basic cost of the meal, any applicable sales tax and any customary tip or gratuity. The meal should not exceed the Per Diem rate without prior authorization. You may be liable for the meal when no receipt is given with the monthly credit card reconciliation process. Neither alcoholic beverages, nor marijuana products will be reimbursed or allowed on the ORCAA credit card.

Employees who use the agency credit card must submit receipts for the above expenses.

2. **Per Diem.** Meals are reimbursed at a flat "allowance" per meal, rather than actual expenses. Receipts are not needed when using Per Diem. **Do not use the Agency credit card for meals that you will request reimbursement under the Per Diem process.** Instead, meals will be reimbursed using the Per Diem schedule. For Per Diem rates we will refer to General Services Administration website.

Employees are reimbursed for meals during the official travel period. This means that employees may receive only a partial day meal reimbursement. The meal allowance accounts for the basic cost of the meal, any applicable sales tax and any customary tip or gratuity.

Reimbursement for meal expenses is not authorized when meals are included; e.g. at a conference or training where lunch is provided.

The Executive Director may grant exceptions to meal reimbursements.

3. **Overnight Traveling.** Prior to traveling, employees must get approval from their Supervisor and the Executive Director. An employee is usually eligible for reimbursement of meal expenses whenever they are on overnight travel status, from the time of departure from his or her residence or workstation until the time of return to the workstation or residence.
4. **Traveling During the Day.** An employee may be eligible for meal expenses when the Agency needs the employee to attend a meeting, conference or business-related activity. An employee is eligible for meals after he/she is in travel status for three hours beyond their regularly scheduled working hours for any one-day or on a weekend. The three hours may consist of hours occurring before, after, or a combination of both before and after the employee's regularly scheduled workday. For example, if an employee travels to a conference on Monday and is in travel from 6 a.m. to 7 a.m. and 5 p.m. to 7 p.m., the employee is entitled to meal reimbursement. The Executive Director may grant exceptions on a case-specific basis (e.g., Public Meetings, Hearings).

If travel to a destination for the employee's own convenience is in advance of the necessary time for arrival, no reimbursement for meals or lodging costs shall be paid to the employee for extra field time incurred.



We recognize there may be instances when traveling a day in advance is necessary (i.e. Travel is more than 3 hours and scheduled training is early AM) and overnight lodging and meals would be necessary for these situations. Employees should discuss these situations with their supervisor prior to submitting travel requests.

5. **Travel Advances.** Travel advances may be requested by an employee in cases of hardship and must be approved by the Executive Director.
6. **Other Reimbursable Expenses.** Use of Privately-Owned Vehicles. To use a personal vehicle for Agency-related business prior approval must be received from the Executive Director. When a privately-owned vehicle is used, the employee will be reimbursed at the current rate in effect with the Agency (see the Administrative Service Manager or Executive Director for current rate). If an agency owned vehicle is available for the employee's use, and the employee chooses not to use it, no reimbursement will be approved for using employee owned vehicle. If driving to the office to get an agency vehicle is in opposite direction of destination, use of private vehicle may be used and reimbursed with Executive Director's approval. Please note that the employee is responsible for out-of-pocket expenses such as parking tickets and moving violations while using an agency vehicle. Employees handle parking tickets, moving violations, damages and any deductible if they use a privately-owned vehicle.
7. **Expenses that Cannot Be Reimbursed.** Certain travel expenses are considered personal and not essential to ORCAA business. Such non-reimbursable expenses include, but are not limited to: valet services, entertainment expenses, radio or television rental and other items of a similar nature, beauty parlor or barber, liquor, theft, loss, or damage to personal property, personal postage, reading materials and personal toiletry articles.
8. **Travel Authorization and Vouchers.** Employees must properly complete travel vouchers and submit them on a timely basis. Vouchers must include the following:
  - The purpose or accomplishments of the trip are to be shown in enough detail to document that the travel was essential to carry out the necessary work of the Agency. The employee's supervisor or the Executive Director will review the justification for adequacy.
  - Exact date(s) of travel should be shown on the Travel Form.
  - Receipts, a copy of the agenda from the event, and any other required information needed to support the Travel Expense Voucher. Reimbursement for lodging must be supported by a valid receipt from the commercial lodging facility. Receipts for other allowable expenditures (other than per diem) need to be attached to the Travel Expense Voucher form. If a receipt is not available, the employee must document the expense.
  - Overtime status during all travel is based on the time of departure from residence or workstation until the time of return to their workstation or residence. Prior to traveling, employees must get approval from their Supervisor or the Executive Director.

Note: Whenever possible, ORCAA should be billed directly for registration fees or meeting room rentals for official business, rather than being paid by the employee using the Agency credit card.

## **S. BUSINESS EXPENSES**

Employees may incur business expenses while employed at ORCAA. Employees will be reimbursed for pre-approved business expenses after the employee sends a completed expense report with supporting documentation to the Executive Director. Documentation includes receipts, mileage

records, etc. For allowable travel expenses, see the policy on travel and reimbursement, discussed above.

All employees should make reasonable efforts to select moderately priced accommodations and use moderately priced ground and air transportation, and, if available use mass transit. Meals, to be reimbursed, shall occur during the employee's on-duty time and should be moderately priced. Per our Drug Free Workplace policy, alcoholic beverages and marijuana shall not be consumed while on business; therefore, reimbursement for such is not appropriate.

Approved work-related mileage expenses while using one's own vehicle are reimbursed per Internal Revenue Service guidelines and are subject to change.

Questions regarding business expenses and reimbursement should be directed to the Executive Director.

## **T. AGENCY OWNED VEHICLES**

ORCAA has agency-owned vehicles available for employees to use when performing their duties. These vehicles are available for ORCAA business only, and only ORCAA employees may drive these vehicles.

If an employee is assigned an Agency-owned vehicle, he or she is responsible to obtain routine maintenance to keep the vehicle in good working condition. Routine maintenance should be performed while an employee is on duty; this time should be properly recorded as hours worked. Costs for routine maintenance are paid and/or reimbursed by the Agency. Reasonable wear is acceptable. However, each employee should take precautions to prevent damage to the interior and exterior of their assigned vehicle.

Generally, Agency-owned vehicles are not used for the commute between the employee's home and our office. Exceptions to this policy require the written consent of the Executive Director and may have income tax consequences.

The Executive Director will review a new employee's driving record prior to allowing a new employee to drive an Agency-owned vehicle. In case of an accident and/or traffic violation while using our vehicle, the employee is to immediately report the incident to the Executive Director. Employees must pay for traffic infractions they receive. Employees are directed to cooperate with law enforcement officials, obtain all relevant information connected with the accident, refrain from extraneous comment about fault, and complete all required accident reports and paperwork. Employees who do not report traffic accidents or infractions while driving Agency-owned vehicles may be subject to appropriate corrective action up to and including termination.

## **U. FIREARMS**

The display and/or use of firearms by any ORCAA employee on ORCAA premises or when carrying out official ORCA business is prohibited. An employee who has a valid concealed weapons permit may carry a firearm on ORCAA premises or when carrying out official ORCAA business only with the Executive Director's advance approval. The Executive Director has discretion to approve or disapprove the request to carry a weapon depending on all circumstances including the reason for the request and the potential effects on Agency operations and safety of everyone involved.

### **III. PERSONNEL ADMINISTRATION**

#### **A. RECORDS**

Employee personnel records have employees' application materials, recruitment and selection records, salary and benefit histories, and training and development records.

Significant changes in employee status, including appointment, transfer, termination, promotion, demotion, discharge, leave of absence, change of salary rate and other temporary or permanent change must be recorded in the employee's personnel record. Employees must tell the Agency of changes to their current contact information.

#### **B. CONFIDENTIALITY OF PERSONNEL RECORDS**

An employee's personnel records are confidential and are the property of ORCAA. Information in personnel files are restricted and only the employee, his or her immediate supervisor, and the Executive Director, or other personnel authorized by the Executive Director may examine the employee's personnel records. Other individuals who may be granted access on a need-to-know basis include those in a supervisory capacity who may be considering an employee for transfer or promotion. Employees have the right to examine the contents of their personnel file in the presence of the Executive Director. An employee may copy information found in his/her personnel file and may place explanatory or rebuttal information in the file. An employee may ask, in writing, for the removal of information they deem irrelevant, erroneous, or out of date.

Personnel records and information will not be released to anyone outside the Agency except with the written consent of the employee and the Executive Director or in response to legal process like a subpoena, court order or a lawful request or demand from a government agency.

Unless the employee has given written authorization for the release of further information, the Agency will release the following information in response to inquiries about current or former employees:

1. Dates of employment;
2. Job title currently or at the time of termination;
3. Verification of salary information

All requests for personnel information about past or present Agency employees must be directed to the Executive Director or the immediate supervisor of the employee. Only the Executive Director, or the immediate supervisor may respond to these requests.

#### **C. BACKGROUND CHECKS**

ORCAA recognizes the importance of keeping a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their co-workers or others. For purposes of furthering these concerns and interests, ORCAA reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is available to ORCAA. ORCAA may review an employee's driving record, credit report and criminal background. If a background check is conducted, ORCAA will follow the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or employee with any required notices and forms. Consistent with these practices, job applicants or employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, ORCAA reserves the right to require job applicants or employees to sign the forms as requested as a condition of employment.

#### **D. IMMIGRATION COMPLIANCE**

We are committed to hiring only those individuals who can legally work in the United States and will follow applicable immigration laws including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, newly hired employees must complete an I-9 within three days of their start date and must provide documentation to verify their identity and employment eligibility. The most common forms of identification are a driver's license and social security card; however, other documents can be used. If you have any questions about this process, you should contact the Executive Director.

## IV. EMPLOYMENT CLASSIFICATIONS

Employees at ORCAA fall into one of four categories depending on the nature of the employee's job. These categories include regular full-time employees, regular part-time employees, temporary full-time employees, and temporary part-time employees. In addition to these categories, each employee is designated as exempt or non-exempt from overtime compensation per the overtime provisions of state and federal laws.

**Regular Full-Time Employee.** Regular full-time employees are those who work on average at least 30 hours per week and who maintain continuous regular employment. These employees are eligible for all employee benefits, which may include: annual leave, personal holidays, holidays, sick time (all prorated if less than 40 hours per week), medical, dental, vision and life insurance.

**Regular Part-Time Employee.** Regular part-time employees are those who work at least 20 hours but less than 30 hours per week and who maintain continuous regular employment. These employees are eligible for some employee benefits, which may include annual leave, personal holidays, holidays, and sick leave at a prorated amount based on hours worked. Employees should discuss medical, dental, vision and life insurance benefits with the Administrative Services Manager. Regular part-time employees who work less than 20 hours per week and who maintain continuous regular employment, are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. Employees who work less than 20 hours per week are not eligible for any other benefits.

**Temporary Full-Time Employee.** Temporary full-time employees are those whose service is intended to be of limited duration (including, but not limited to, vacation or leave of absence relief), and is not expected to establish a continuity of service. These employees typically work between 30 and 40 hours per workweek. Temporary full-time employees are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. They are not eligible for any other benefits.

**Temporary Part-Time Employee.** Temporary part-time employees are those whose service is intended to be of a limited duration (including, but not limited to, vacation or leave of absence relief), and is not expected to establish a continuity of service. These employees typically work fewer than 30 hours per workweek. Temporary part-time employees are eligible for paid sick leave at an accrual rate of one hour for every 40 hours worked. They are not eligible for any other benefits.



## **V. JOB DESCRIPTIONS AND CLASSIFICATIONS**

### **A. JOB DESCRIPTIONS AND CLASSIFICATIONS**

The Executive Director or Supervisor will provide employees with a job description. Each job description will identify essential functions of the position, minimum qualifications, unique requirements, and whether the position is overtime exempt or non-exempt.

The Executive Director may, reclassify positions for which the duties and responsibilities have changed significantly from an assigned job description, or that have been structurally affected by organizational changes. Proposals to reclassify a position may be initiated by individual employees or by management. All such proposals should be substantiated in writing and should include specific details about how duties and responsibilities have changed, what circumstances caused the changes, and how long the circumstances have existed. The assumption by an employee of duties and responsibilities greater than those required may not be enough justification for reclassification.

If the Executive Director reclassifies a position, the Executive Director will determine whether the incumbent employee meets the qualification requirements of the new position. If so, the employee may be moved to the new position. If not, the Executive Director will determine the proper disposition of the employee and the method and means of filling the new position.

### **B. MAINTENANCE AND MODIFICATIONS**

Job descriptions and classification will need occasional adjustment as the nature and organization of work changes within ORCAA. The development of new classifications, review of new positions to determine classification, and the analysis of positions for the reclassification are responsibilities of the Executive Director. The Executive Director has the discretion to determine whether a job classification is full or part-time.

Formal review of job descriptions and classifications will occur from time to time. The Executive Director, following analysis, will recommend the proper class and any necessary specifications. Establishment of a new classification needs approval of the Board. The Executive Director determines placement of individual employees within authorized classifications.

Incumbents in positions which have been reclassified will usually be placed at a salary step in the new classification range with is closest to their current salaries.

ORCAA endeavors to complete a competitive salary survey every 5 years. The results of the survey will be considered for determining any change to the established salary schedule and will be incorporated into the annual budget.





## VI. COMPENSATION AND BENEFITS

### A. EMPLOYEE PAY

ORCAA attempts to pay employees a competitive rate that reflects the employee's job position, experience, responsibilities and job performance. If warranted, we may increase an employee's pay (step increases) on an annual basis. However, the Executive Director retains the ultimate discretion to determine whether an increase in pay is justified. There may be circumstances such as budget guidelines and/or job performance considerations that prevent us from increasing pay.

Employees may be eligible for a step increase, yearly, based upon meeting performance criteria. Employees are eligible for a cost-of-living increase (COLA), as approved by the Board of Directors; or a promotion (where the rate of pay for the new position is higher than that currently being paid to the employee). However, ORCAA retains the ultimate discretion to grant a pay increase.

ORCAA endeavors to pay employees a competitive salary. Salary surveys will be done periodically, or as directed by the ORCAA Board.

### B. PAYROLL ADMINISTRATION

**Paydays.** Payday is scheduled for the last working day of the month. If a scheduled payday falls on the weekend or an observed holiday, paychecks or deposit confirmations are distributed on the preceding business day. (E.g. June salary is paid on last working day in June.)

**Direct Deposit.** Employees may, if they choose, elect to have their pay automatically deposited directly to their checking and/or savings accounts. Employees choosing the convenience of direct deposit receive a deposit confirmation on payday, rather than a paycheck.

**Timekeeping.** Accurate timekeeping records are necessary to provide accurate and timely payroll and to comply with state and federal timekeeping requirements. Therefore, employees must accurately record all hours worked in the timesheet database daily. The employee's supervisor and the Executive Director will approve all timesheets prior to submission to payroll. Falsification of a time record, whether that of the employee or on behalf of another employee, is a serious breach of trust and could result in actions up to and including termination of employment.

**Lag in Pay.** Hourly and Overtime pay will be included in the following months' paycheck. There is no lag on salaried positions.

### C. OVERTIME

Employees should be able to perform their jobs within 40 hours per week. However, there may be occasions on which an employee is asked to work overtime. On such an occasion, the Executive Director will provide advance notice if possible.

All non-exempt employees working more than 40 hours per week in a regular workweek are eligible for overtime pay equal to one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 per week. When computing overtime, only hours worked are included. Thus, hours paid but not worked (e.g. holidays, sick days or vacation) do not count as hours worked.

Employees who believe they need to work overtime to complete a job task or assignment must get advance approval from their supervisor and the Executive Director. ORCAA supplies Overtime Request slips that are to be filled out in advance of the overtime worked. The slips should be detailed to show the actual time expected to work (i.e. 4:30 p.m. – 5:45 p.m. woodstove complaint) beyond their scheduled work hours. One request per incident is preferred for accurate record keeping. All

employees must send Overtime Requests to their supervisor and the Executive Director. The supervisor and Executive Director must approve overtime requests.

We recognize there are times when overtime is unplanned and unavoidable. If an employee must work overtime without the ability to receive written pre-approval, oral approval is allowed and can be approved up to the next working day. An overtime request slip must be filled out and approved by the next working day. We reserve the right to take corrective and/or disciplinary action, up to and including termination, against any employee who works overtime without the knowledge or prior approval from their Supervisor or the Executive Director.

#### **D. COMPENSATORY TIME**

Full-time, non-exempt employees may choose compensatory time in lieu of overtime pay for all hours, over 40, worked per week. Employees who choose compensatory time shall accrue one and one-half hours for each hour worked over 40 in the regular workweek. Non-exempt employee shall not be required to give up overtime pay in lieu of compensatory time.

While full-time, exempt employees are not eligible for overtime, they may also accrue exempt time off at a rate of one hour for each hour worked over 40 in the regular workweek. Employees who believe they need to work more than 40 hours to complete a job task or assignment must get advance approval from their supervisor and the Executive Director.

Employees may accrue up to 40 hours compensatory or exempt time. Except for exempt employees, overtime worked, resulting in accrual of compensatory time more than 40 hours will be converted to overtime pay. The Executive Director may grant an exception under certain circumstances.

#### **E. TIME ACCOUNTING**

All employees must account for hours worked by program, function, and description by inputting workload data into ORCAA's timesheet database. Employees must enter their workload data for the current month, daily, into ORCAA's timesheet database. The database serves as the tool for assimilating and storing workload data that is also used for invoicing billable hours for certain programs.

ORCAA time codes include program categories (Registration, Air Operating Permits, etc.), and functional categories (Enforcement, Inspections, Complaint Response, etc.). Program categories are distinct ORCAA programs, which require separate accounting. Grants and contracts are included as other program categories and vary annually. Functional categories are distinct tasks that are common to most programs. All employees are responsible for inputting time correctly per the instructions which can be found under the Common drive, Administration, Time. Any questions about time codes or program categories should be directed to their immediate supervisor, the Office Manager, or the Executive Director.

Employees must accurately record all hours worked, including meals and rest breaks. Employees who fail to do this will be subject to corrective and/or disciplinary action up to and including termination. Timesheets, and leave, overtime, or training forms, are due within two (2) business days from the end of each month.

#### **F. SPECIAL PROGRAMS**

ORCAA occasionally administers special programs. Please check with the section supervisor or the Executive Director to determine time accounting procedures if you are working in a special program.

## **G. INSURANCE**

We acknowledge the value of a comprehensive, equitable and responsive employee group insurance program. Within budgetary guidelines, we strive to provide competitive plans that meet the needs of our eligible regular full-time and part-time employees and their dependents. Eligible employees are those persons in budgeted positions that work 20 hours or more in each workweek. Insurance programs may include group health, dental, life, vision and employee assistance program coverage. However, these programs may change from time to time. This policy describes our current insurance benefits and contribution. It is not a promise or agreement to provide any specific insurance program or benefit. Moreover, we retain the right to change our policy at our discretion.

**Premium Contribution.** For regular employees who work 30 or more hours a week, ORCAA currently pays the entire cost of the premium for the employee and a part of the premium cost for dependent coverage elected by the employee, if any. For regular employees, working less than 30 hours a week, ORCAA will pay a part of the premium cost based on the employee's FTE status and a portion of the premium cost for dependent care coverage elected by the employee, if any. For example, for an employee working 20 hours, ORCAA will pay 50% of the premium cost for the employee and 50% of the established ORCAA contribution for dependent care. Employees who elect coverage for dependents will pay their share of the premium cost via payroll deduction and are required to authorize payroll deduction in writing in advance.

**Effective Date.** Employees who start work on the first day of the calendar month are eligible to participate in ORCAA's health insurance program on their first day of employment. Employees who do not start on the 1<sup>st</sup> must wait one (1) month for eligibility. This waiting period also applies where an employee becomes eligible to take part because of a schedule or status change. In such a case, the employee is covered by our plan on the first day of the month after the status or schedule change.

Employees with questions about the details of our group insurance program or cost of dependent care should consult with the Administrative Services Manager or the Executive Director. Summary descriptions of our employee benefit plans are available from the Administrative Services Manager or can be accessed online. The terms and conditions of our benefit plans are governed by the plan documents.

**Changes in Benefits.** This policy describes the current benefits we offer. ORCAA reserves the right to end or modify the benefits we provide at any time, at our discretion, with or without notice. Any changes in benefits will not affect rights that have vested under the terms of any written benefit plan, as determined by law.

Any change in name, address, telephone number, marital status or number of dependents an employee is claiming must be reported to the Administrative Services Manager. It is the employee's sole responsibility to notify the Administrative Services Manager of the necessary changes for tax and benefit purposes.

## **H. DEFERRED COMPENSATION**

All regular employees are eligible to take part in the 457 Deferred Compensation plan implemented by ORCAA. Employees should consult the Administrative Services Manager or the Executive Director for the details of the plan.

## **I. RETIREMENT BENEFITS**

ORCAA participates in the Washington State Public Employees Retirement System (PERS). All regular employees in eligible positions must participate in PERS. Employees are encouraged to direct specific questions regarding retirement benefits under PERS to the Plan Administrator, the Executive Director, or the Administrative Services Manager. The Administrative Services Manager will inform

regular part-time employees of the hours needed to work, per month, to receive full service credit toward retirement.

## **J. WORKERS COMPENSATION**

Any employee sustaining an on-the-job injury is immediately required to report the injury or illness to their supervisor or the Executive Director and an accident report must be completed as soon as practical under the circumstances. Employees disabled from working due to a compensable illness or injury connected with employment by ORCAA are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves.

If the injury necessitates time off work or a restriction in duties, the employee shall present a certificate to his or her supervisor or the Executive Director signed by a physician certifying the following: (1) the employee's inability to perform the regular job duties; (2) whether the employee is capable of performing restricted work duties; and (3) the date the disability commenced and the date the employee is expected to be released to full or restricted duty.

Any employee who is unable to work because of a compensable on-the-job injury shall always have on file with the Agency a current certificate from his or her designated treating physician verifying the employee's inability to return to work and the expected date of return.

Employees shall immediately notify the Executive Director upon being released for full or restricted duty. Upon release to return to work following a medically related leave, a physician's release statement must be submitted to the Executive Director. Upon submission of a medical certification satisfactory to ORCAA, the employee will be reinstated following applicable law.

Medical leave is unpaid; however, employees may ask to use accrued vacation or other accrued paid time off during the leave. ORCAA will coordinate payments with any wage reimbursement benefit the employee may be entitled to (i.e., state disability, workers' compensation payments, disability insurance). The total combined compensation from all sources shall not exceed the employee's regular pay.

## VII. LEAVE

### A. HOLIDAYS

The following holidays will be observed as paid holidays for ORCAA's regular employees:

<b>Observed Holidays</b>	<b>State Statute Designation of Holidays RCW 1.16.050</b>
New Year's Day	First Day of January
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day Immediately following Thanksgiving
Christmas Day	December 25

All full-time employees are eligible for holiday pay when hired. Part-time regular employees are eligible for holiday pay on a pro-rated basis determined by the number of hours worked by a part-time employee per week. For details about how holiday pay is pro-rated for part-time employees, please see the Executive Director.

If a holiday falls on a Saturday, we will be closed on Friday; if a holiday falls on a Sunday, we will be closed on Monday.

If an observed holiday occurs while an eligible employee is out on paid leave (e.g., vacation or sick leave, etc.) the holiday time will be used, and the employee will not be charged vacation or sick leave. However, if the eligible employee is on an unpaid leave of absence, he or she is not eligible for holiday pay during the unpaid leave.

Regular part-time employees who normally receive holiday pay equal to their part time status shall be given time off with pay for each recognized holiday, either on the day the holiday is observed or within the workweek in which the holiday falls, if they are on paid status during the holiday week. This does not apply if "leave without pay" is requested within the same workweek.

If an eligible *non-exempt* employee, whether full-time or part-time, must work on an observed holiday by his/her supervisor, he or she will be compensated at one and one-half times his/her regular rate of pay for those hours worked on the holiday.

Except for any holidays mandated by state or federal law, ORCAA holidays are subject to change at the sole discretion of the agency.

### B. UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which he or she wants to take the two unpaid holidays after consultation with his or her supervisor and/or the Executive Director. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations,

impose an undue hardship, or the employee is necessary to support public safety. The term “undue hardship” has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should send a written request for an unpaid holiday to the employee’s supervisor and the Executive Director a minimum of seven days prior to the requested day. Approval of the unpaid holiday shall not be considered approved unless it has been authorized in writing by the employee’s supervisor and the Executive Director. The employee’s supervisor shall evaluate requests by considering the desires of the employee, scheduled work, expected workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of Finance Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next. (WAC 85-56-010)

### **C. VACATION LEAVE**

We believe that our employees benefit from time away from the office to rest, relax and refresh themselves. Full-time and part-time employees are currently eligible for vacation time each year as described below.

A vacation day is eight hours for regular full-time employees and is pro-rated based on the number of hours worked each week for regular part-time employees.

Regular full-time employees are eligible for 12 days (96 hours) paid vacation leave time for each consecutive year of active service. Accrual begins with the first month of active service and may be prorated for start date other than the 1<sup>st</sup> day of a month. Accruals are administered at the end of each month and are eligible for use the first day of the following month.

Regular part-time employees are eligible for vacation leave on a pro-rated based on the number of actual hours worked per week. For example, if a part-time employee regularly works 20 hours per week, the employee will accrue half the paid vacation leave that a full-time employee would accrue.

Bonus days of vacation leave are currently accrued on the last day of the employee’s anniversary month per the following schedule:

Number of Consecutive Years of Employment	Days Added	Total Days Per Year
2	1	13
3, 4	2	14
5	3	15
6	4	16
7, 8, 9	5	17
10	6	18
11, 12	7	19
13	8	20
14, 15	9	21
16	10	22
17, 18, 19	11	23
20+	12	24

Employees may begin using vacation leave as soon as it is accrued. Employees must send a Leave Request to their supervisor. The supervisor and Executive Director must approve vacation requests in

advance. Requests for extended vacation of two weeks or more should be given to the supervisor and Executive Director at least one month in advance. Exceptions to this policy may be granted at the discretion of the Executive Director.

Unused accrued vacation leave may accumulate up to a maximum of 30 days (240 hours). When the maximum accrual amount is reached, no additional vacation will be earned until previously accrued vacation time is used. You will not be given retroactive credit for any period in which you did not accrue vacation because you were at the maximum. At the end of each 12 months of employment, the employee's unused vacation at or below the maximum accrual amount will carry over to the next year.

Upon separation from ORCAA the employee (or his/her estate) is eligible to receive pay for all unused accrued vacation leave time through the termination date and/or in the event of death, retirement, layoff or discharge. Employees discharged for misconduct are not eligible to receive pay for unused accrued vacation.

#### **D. COMMUTE TRIP REDUCTION INCENTIVE PROGRAM**

ORCAA participates in the voluntary State Commute Trip Reduction Incentive Program (CTRIP) and encourages staff to use alternative commute options other than single occupant vehicles (SOV) to get to work. ORCAA encourages staff to carpool, walk, ride your bike, or take the bus.

By choosing a non-SOV commute option a minimum number of times per month staff can earn additional vacation time. All regular-status employees are eligible. The amount of vacation time earned varies depending on how many days staff participates during the month.

4-6 days = 0.25 hrs.  
7-8 days = 0.50 hrs.  
9-10 days = 0.75 hrs.  
11-12 days = 1.00 hr.  
13+ days = 2.00 hrs.

To participate, staff need to complete the enrollment form. The Executive Director must receive the enrollment form before you are eligible for the program.

Once enrolled, staff must track their CTRIP days on the CTRIP calendar and must indicate mode of transportation. Earned hours will be added to your vacation time on the accrual sheet at the end of each month. Eligible commutes include round trips to and from work.

#### **E. PERSONAL HOLIDAY**

Regular full-time and part-time employees are currently eligible for two personal (floating) holidays with pay annually. Personal holidays are available to employees at once upon hire. Personal Holidays do not accumulate and must be used by the employee's next anniversary date. Personal Holidays may not be taken in increments less than a regularly scheduled workday (8 hours for Regular full-time employees and 1 working day, prorated, for Regular part-time employees). Employees will not receive compensation for unused personal holidays upon separation. An eligible employee is free to use these days however they wish. When scheduling a personal holiday, employees should consult with their supervisor or the Executive Director. Employees must send a Leave Request, indicating they wish to use their Personal Holiday, to their supervisor. The supervisor and Executive Director must approve the requests in advance.

## **F. SICK LEAVE**

We recognize that our employees may, from time to time, need time off for illness and medical appointments. Therefore, we provide paid sick leave to all eligible employees for periods of absence due to illness, injury, and medical appointments.

Regular full-time employees accrue sick leave at a rate of eight hours for each month of active service up to 96 hours per year and may be prorated for start date other than the 1<sup>st</sup> day of a month.

Regular part-time employees, who work at least 20 hours but less than 30 hours per week, accrue sick leave on a pro-rated basis. Those that work less than 20 hours per week and who maintain continuous regular employment, accrue paid sick leave at a rate of one hour for every 40 hours worked.

Temporary full-time employees are not eligible for benefits, other than paid sick leave at a rate of one hour for every 40 hours worked.

Temporary part-time employees are not eligible for benefits, other than paid sick leave at a rate of one hour for every 40 hours worked.

Sick leave cannot be used until it has accrued. Unused sick leave will accumulate with no maximum and can be carried over to the following year. Accruals are administered at the end of each month and are eligible for use the first day of the following month.

Employees may use paid sick leave for their own illness and/or the illness of family member (parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, stepgrandparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage) where the employee's presence and care are necessary. Employees who wish to use their accrued sick leave to care for a family member should also refer to the Family Care Act policy described below for details.

Authorized uses of paid sick leave include:

1. An employee's mental or physical illness, injury or health condition;
2. Preventative care such as medical, dental or optical appointments and/or treatments;
3. Care of a family member with an illness, injury, health condition and/or preventive care such as medical, dental or optical appointment;
4. Closure of employee's place of business or child's school or place of care by order of a public official for any health-related reasons;
5. If the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking.

Authorized uses of paid sick leave for domestic violence, sexual assault or stalking includes:

1. Seeking legal or law enforcement assistance or remedies to ensure the health and safety of the employees and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
2. Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
3. Attending health care treatment for a victim who is the employee's family member;
4. Obtaining, or helping the employee's family member(s) in obtaining, services from; a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.;



5. To obtain, or help a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or employee's family member was a victim;
6. Participating, for the employee or the employee's family member(s) in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault or stalking.

Additionally, accrued but unused sick time may be used in the event of extended illness or injury or during an employee's leave of absence. For further information about leaves of absence please refer to the leave of absence policy.

Whenever possible, sick leave used for appointments must be approved in advance by your supervisor and the Executive Director. If you are not able to get advanced approval due to an emergency, you must notify your supervisor or the Executive Director as soon as practical. Employees must submit a Leave Request, indicating the hours used under Sick Leave, to their supervisor. ORCAA may ask employees to provide medical documentation from a health care provider for absences, exceeding three days, due to illness or injury. If requested, verification must be provided to the employer within a reasonable time during or after the leave. ORCAA's requirement for verification will not result in an unreasonable burden or expense to the employee and it will not exceed privacy or verification requirements otherwise established by law.

When there is a separation from employment and the employee is rehired within 12 months of separation, previously accrued unused paid sick leave shall be reinstated.

Other than retirement from ORCAA sick leave is not paid out upon separation from the agency. ORCAA will pay retiring employees 50% of their accrued sick leave up to a maximum of 120 hours of accumulated sick leave, whichever is less. To be eligible, employees will need to have worked for the agency for at least 5 years.

## **G. FAMILY CARE ACT**

Employees may use their choice of earned sick leave or other earned paid time off (other than short-term or long-term disability plans) to care for: parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage.

A **health condition that requires treatment or supervision** (for which an employee may use paid leave to care for his or her child) includes any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child's safety or recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive healthcare when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive healthcare.

A **serious health condition** (for which an employee may use paid leave to care for a non-child family member) means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

An **emergency condition** (for which an employee may use paid leave to care for a non-child family member) means a health condition that is a sudden, unexpected occurrence or set of circumstances related to one's health demanding immediate action and is typically very short term in nature.

## **H. COMPENSATION OF SICK LEAVE**

An employee may request to convert unused sick leave to vacation leave, providing the employee retains a sick leave balance of at least 240 hours. Employees may convert three (3) unused sick leave days for one (1) vacation day; up to a maximum of nine (9) sick days for three (3) vacation days. The days must be converted in whole day increments: 3:1, 6:2, or 9:3. A request can be made once per anniversary year. The converted sick leave will be deducted from the employee's accrued sick leave balance and placed in the vacation leave. A Compensation of Sick Leave form must be sent to the Office Manager for approval.

## **I. LEAVES OF ABSENCE**

We recognize that our employees may need extended time away from work to deal with personal matters. Our leaves of absence policies describe the circumstances in which employees may take time off for such reasons as medical problems, pregnancy disability, family care, jury duty and military service. In most cases these leaves are unpaid, unless you have applicable paid time off available.

If possible, when requesting a leave of absence, we ask that you provide your immediate supervisor and the Executive Director with 30 days advance written notice of your request. Depending on the duration of the unpaid leave an employee's anniversary date (and any accruals or pay increases associated with that date) may be revised by the amount of time the employee is on unpaid leave. (e.g. if an employee is on unpaid leave for 1 full month, and their original anniversary date is March 1, the new anniversary date will be April 1.)

### **1. MEDICAL LEAVE OF ABSENCE**

In situations where, paid sick leave is not available, we may allow a regular full-time employee to take an unpaid medical leave of absence in case of illness or disability. Employees with accrued vacation or compensatory time may choose to use accrued leave at the *beginning* of the medical leave of absence. If an employee is on paid time on the first of the month, benefits are paid for by ORCAA for that month. Once eligible accrued paid time is exhausted, the medical leave will be unpaid. Benefits will end unless the employee pays employee benefits during the unpaid leave.

We limit total medical leave (including paid leave) to 12 weeks in any 12-month period. In the case of disabilities that qualify for protection under federal, state or local disability discrimination laws, however, we will provide greater periods of leave if we conclude that doing so is legally required as a reasonable accommodation. We will not allow employees to take indefinite leaves of absence unless required to do so by law.

Employees who wish to take an unpaid medical leave must submit a physician's statement in addition to ORCAA's designated leave of absence form. We may require a second or third opinion at our expense if we determine that the documentation sent by the employee's physician is insufficient to substantiate the need for medical leave. During medical leave, employees should keep their supervisor, or the Executive Director apprised of the status of their condition (unless the employee has been given a fixed period of leave) and any changes in their expected date of return.

Medical leave automatically ends when the employee is physically able to return to work, per a physician's release. We may need a physician's statement before you return to work if we have reason to believe your ability to perform your job remains impaired and/or that you will pose a direct threat to the safety of yourself or others. We will try to reinstate employees in their same position prior

to medical leave. If unable to do so, we will try to provide employees with a comparable position and salary. However, we cannot guarantee reinstatement to the *same* position or salary.

## **2. MATERNITY LEAVE**

As part of our medical leave policy, we provide maternity leave to all female employees for the time they are sick or temporarily disabled because of pregnancy or childbirth. Maternity leave is treated the same as medical leave for any other short-term disability, except that we will always grant leave for the entire period of temporary pregnancy or childbirth disability. Maternity leave is for the period of disability only and not for child rearing after the disability ends.

Maternity leave is unpaid, but an employee may choose to use accrued vacation, sick, personal, or compensatory leave. Benefits will end unless the employee pays employee benefits during the unpaid portion of their leave.

The request for maternity leave should be made in writing to the employee's supervisor and the Executive Director as soon as possible.

Employees returning to work after childbirth who wish to express breast milk will be provided a reasonable break time in a private, secure location other than a bathroom in which to do so following the provisions of the Fair Labor Standards Act. Employees should discuss this benefit with their supervisor and the Executive Director.

## **3. PERSONAL LEAVE OF ABSENCE**

Unpaid personal time is a privilege that will be considered on a case-by-case basis. Regular full-time employees who have been on our payroll for 12 months are eligible for unpaid personal leave of absence up to 30 calendar days annually. Factors that may affect our ability to grant a personal leave of absence include, but are not limited to, the employee's attendance record, the reason for the leave and the impact the employee's absence will have on the productivity of the Agency. Requests for personal leave of absence should be sent to an employee's supervisor and the Executive Director.

Employees may use any currently accrued personal holidays and/or accrued sick, vacation, or compensatory time at the *beginning* of the personal leave of absence. Once eligible accrued paid time is exhausted, the personal leave will be unpaid. During periods of unpaid leaves of absence employees will not accrue vacation or sick leave. The accrual will be prorated to time worked or paid via sick/vacation/compensatory time during that month.

We cannot guarantee that an employee will be returned to the same position upon return from a personal leave. In the event an employee's position cannot be held open for the duration of the leave, reasonable efforts will be made to return the employee to a position of comparable status, pay and seniority.

## **4. MILITARY DUTY LEAVE OF ABSENCE**

We provide military leaves of absence to all employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state law. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty.

Employees serving in the uniformed services are eligible for 15 days paid military leave per calendar year. Employees may also elect to use accrued vacation leave but are not required to do so. Once eligible accrued paid time is exhausted, the military leave will be unpaid. Health plan coverage

continuance can be arranged for up to 24 months during military leave if required premium payments are made by the employee.

Total military leave time may not exceed five years during employment, except under special circumstances. Notice of leave is required. Please inform the Executive Director of anticipated military leave time as far in advance as possible.

Employees returning from military leave must report or send applications for reemployment within specified time limits, except in some circumstances.

- Employees returning from a leave of fewer than 31 days must report to work at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service (or fitness examination), return travel time, and eight hours.
- Employees returning from a military leave of more than 30 but fewer than 181 days must apply for reemployment within 14 days of completion of service.
- Employees returning from a military leave of more than 180 days must apply for reemployment within 90 days of completion of service.

Temporary employees may not be eligible for reinstatement following military leave and reinstatement may not be needed for other employees in some circumstances. Contact the Executive Director

Employees who provide notice of his or her military leave obligation, served for a period not exceeding five years, and reapplied for employment within the appropriate time frame are eligible for reinstatement. Employees will be promptly returned to the position pay step the employee would have reached had they not gone on military leave. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

## **5. JURY DUTY**

Employees are encouraged to be active citizens and to take part in our justice system. Employees called for jury duty should notify the Executive Director and their Supervisor as soon as possible and submit the jury summons or subpoena. We may also ask an employee to provide written verification from the court clerk from the court served. An employee summoned for jury duty will be excused from work for the duration of such duty.

Employees called for jury duty are eligible for two weeks, a maximum of 10 workdays, paid leave. When called for jury or other civil duty that may *exceed* two weeks, regular employees are eligible for a leave of absence for the duration of the jury obligation. However, such employees are free to use accrued vacation time during jury duty. When an employee desires to continue working during jury duty, we may in our discretion provide the employee with an alternative work schedule upon request.

During jury duty on workdays for which the court does not require appearance in court for jury duty, the employee must report for work unless excused by his or her immediate supervisor or the Executive Director. Employees shall also report to work on any partial days unless excused by a supervisor or the Executive Director. Upon release from jury duty, the employee must report for work on his or her next regularly scheduled workday.

## **6. CIVIC DUTY**

Our employees may also be called as a witness on ORCAA's behalf. When this happens, employees are eligible to receive paid time for hours needed to fulfill a witness obligation. To receive pay, employees must give the subpoena, summons, or court order to the Executive Director.

If an employee must attend court or otherwise take part in a legal proceeding other than taking part on behalf of ORCAA, the employee may use accrued vacation/annual leave, or may take time without pay.

## **7. BEREAVEMENT LEAVE OF ABSENCE**

We recognize that our regular employees may need time off to deal with the loss of a family member. In the event of the death of a family member (e.g. parent, son, daughter, sibling, spouse, stepchild, aunt, uncle, cousin, grandparent, grandchild, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepsiblings, stepparents, step-grandparents, or an individual who has acquired a relationship through marriage or other significant relationship not distinguished by blood or marriage, guardian of an employee or a person residing with or legally dependent upon our employee at the time of death) employees are eligible for up to three (3) paid days off. More time may be requested, and individual consideration will be given to each situation. Employees requesting bereavement leave shall notify and receive approval from the Executive Director.

Time away in case of the death of a non-immediate family member or friend is without pay or the employee may use accrued vacation/annual leave time.

Bereavement leave is available to employees upon hire.

## **8. FAMILY MEDICAL LEAVE ACT**

While ORCAA is an employer covered by the federal Family Medical Leave Act, because ORCAA does not employ 50 persons within a 75-mile radius, ORCAA employees are not eligible for leave under the FMLA. If you wish to take a medical leave of absence, please review the leave policies discussed above, or consult with the Executive Director.

## **J. INCLEMENT WEATHER**

Employees who cannot report to work as scheduled because of inclement weather or other natural disaster should contact the Executive Director if ORCAA is open for business that day. While each employee's presence is necessary to our smooth operation and the fulfillment of our mission, we do not want any employee to take unwise risks during inclement weather or a natural disaster. If we are open for business, a non-exempt employee who is delayed or cannot come to work because of weather conditions may use his/her accrued annual leave, accrued compensatory time, or take time without pay to cover the absence. Likewise, exempt employees who are absent for a full day can either use accrued annual leave, accrued exempt time off, or take time without pay to cover the full day absence.

If our offices close for a full or partial business day due to weather or other hazardous conditions, the Executive Director or his designee will try to notify employees of the office closure promptly. For this reason, it is important that each employee keep the Executive Director informed of any changes to a home address and/or home telephone number.

ORCAA retains flexibility and discretion to determine when and under what circumstances it will pay employees when inclement weather or natural disaster has caused ORCAA to close or delay opening.

## **K. GIFTS OF ANNUAL OR SICK LEAVE**

ORCAA may allow employees to give accrued sick or vacation leave to other employees under certain circumstances; however, ORCAA retains the sole discretion to determine whether a gift of leave is appropriate in a situation. The following rules apply to approved gifts of leave. Employees who wish to make a gift of sick leave must have at least 160 hours of accrued sick leave. Employees who wish to make a gift of vacation leave do not need a minimum number of accrued hours to do so.

The recipient employee may be eligible for gifted leave if:

- The employee has an illness, injury or impairment, which is severe or life-threatening;
- The employee's annual leave, personal holiday, compensatory leave and sick leave balances are inadequate to cover the expected period of disability;
- The employee is ineligible for coverage under state industrial insurance for illness, injury or impairment; and
- The employee has completed six months of continuous employment with ORCAA before receiving any gifted leave.

The employee must exhaust all accrued time prior to using donated leave.

Employees who believe they may be eligible for gifted leave shall make a request for gifted leave first to the employee's supervisor and then to the Executive Director.

The Executive Director and/or the supervisor may need more relevant information from an employee before making an eligibility determination. Such information may include, but is not limited to, medical evaluations or certifications.

Once an employee has been approved as a gifted leave recipient, employees may make a gift. The donating employee shall make the gift in writing, using a form prescribed by the Executive Director. In making the gift, the donating employee shall acknowledge that the gift is nonrefundable while the affected employee is using the donated time and shall certify that he or she has received no compensation for the gift. ORCAA will keep all gifts confidential, although donating employees are not required to do so.

The maximum number of hours an employee can donate is 32 hours of sick leave and 32 hours of vacation leave, for a total of 64 hours per donating employee, per year. The maximum number of hours an employee can receive is 240 hours per calendar year. Donations and use of leave are on an hour-for-hour basis. The donated hours received are not eligible for retirement benefits. (Per Department of Retirement Systems Handbook.)

The receiving employee's leave balance will be increased by the number of hours received from the donor on the first pay period following the donation. The donor's leave balance will be decreased at the same time.

Approval of shared leave for eligible employees will be made in the order of receipt of requests. Employees receiving transfers of shared leave for a complete calendar month will not accrue vacation or sick leave when using shared leave. The employee receiving the leave may not bank donated time. Any remaining time will be returned to the donor(s) based on order of receipt. ORCAA retains the sole discretion to end this policy at any time and for any reason, including during the time that an employee is using gifted leave. This policy does not establish any right, entitlement, or interest of any kind or nature whatsoever in any employee to use gifted leave or continue to use gifted leave. ORCAA makes no warranties or promises by establishing this policy that any individual employee will have the right, entitlement or ability to use gifted leave or to continue to use gifted leave.

## **VIII. EMPLOYEE DEVELOPMENT**

### **A. CAREER OPPORTUNITIES**

It is our policy to promote the most qualified employee who applies for and who meets ORCAA's needs for an open position. Because we want our employees to meet their career goals, and endeavor to promote from within, ORCAA may announce all available job openings. Employees in good standing are eligible to apply for any posted position. We encourage employees to apply for open positions for which they are qualified. The Executive Director can provide up-to-date information about the opening and a current job application.

Jobs posted internally are available for application for seven working days. If there are no internal candidates, or an internal candidate is not selected, we may then select an external candidate. ORCAA retains the right to determine which employee best meets our needs for a position. In this regard, in selecting a candidate, we may consider a variety of factors including job performance, earlier job-related experience, and length of service with ORCAA.

### **B. PERFORMANCE EVALUATIONS**

We encourage our employees to grow professionally, to learn the technical and regulatory aspects of our industry, and to provide outstanding service to the community. Thus, we believe that objective performance evaluations are a key ingredient to continued professional growth. Supervisors and employees are encouraged to discuss job performance and goal accomplishment on a regular basis. Evaluations may be either written or verbal, however any disciplinary findings must be made in writing. Employees are evaluated continually on their job performance by their supervisors, therefore, we conclude these evaluations during the anniversary month of the employee. The frequency of evaluations may vary depending upon, among other things, length of service, job position, past performance, changes in job duties or recurring performance problems. When, in the opinion of management, there arises a marked change in an employee's performance, an unscheduled evaluation may be completed.

### **C. EDUCATION AND TRAINING**

Our constituents and colleagues in the air quality world rely on our employees for up-to-date information and knowledge in all aspects of our professional ability. Therefore, we encourage all employees to continually improve their job skills and knowledge to better perform their job duties and to prepare for promotional opportunities that may arise within the Agency.

We may pay for job-related courses, classes, seminars, workshops, webinars or other educational offerings at enrollment and any required work materials, textbooks or tools if the Executive Director approves the request. Employees must discuss job relatedness, course content and time constraints with the Executive Director prior to enrolling in any trainings.

Because continued education and trainings require our employees to spend time away from their normal duties, all classes and trainings, including webinars, must be pre-approved. Training request forms must be filled out and approved by the supervisor prior to the training. Failure to do so could result in actions up to and including termination of employment.

Unless specifically approved, employees taking part in employer-paid educational opportunities must earn at least a passing grade, when grades are awarded. Employees who do not earn a passing grade (whether due to dropping the class, low test scores, etc.) for reasons within their control must reimburse ORCAA for the cost associated with the class.

## **D. TUITION REIMBURSEMENT**

**Eligible Programs.** Educational opportunities, which increase the ability of employees to effectively perform their work and prepare them to take on greater responsibility within ORCAA, help both the employee and ORCAA. It is our policy to encourage employees to seek other educational opportunities on their own initiative by reimbursing them for tuition expenses, subject to availability of funds. This policy supports tuition reimbursement where courses are taken at an accredited college, university or vocational education institution and may be applied to the completion of a degree or certification program. Courses required by ORCAA, which are taken for the sole purpose of updating and/or supporting skills needed for the employee's current job, will not be reimbursed by this program but may be reimbursed through ORCAA training programs.

**Employee Eligibility.** All regular employees who are meeting and/or exceeding acceptable performance standards for their position may be eligible for tuition reimbursement, if funding is available. The supervisor and/or Executive Director may deny an employee the opportunity to take part in this program based on an employee's job performance deficiencies.

**Funding Priorities.** The course or degree program must be related to the employee's current position or reasonable career opportunity within ORCAA. If limited funds are available, preference will be given first to courses directly related to the employee's current job, second to courses applicable to a degree program directly related to the employee's current employment and third to courses related to career opportunities available to the employee within ORCAA.

**Tuition Only.** Educational aid is for tuition reimbursement only. ORCAA will not reimburse the following:

- books,
- lab fees,
- travel expenses,
- material costs, or other expenses.

Moreover, reimbursement will be limited to a pre-established annual amount per individual. It is expected that employees will select educational opportunities at the least possible expense. Accordingly, ORCAA will pay tuition costs for courses at state of Washington supported institutions if funds are available.

Tuition at more expensive private institutions may also be covered. Reimbursement for courses at a private institution will be based on the average state rate per credit hour. The average rate per credit hour will be determined each year by averaging the rate of state supported institutions in the immediate area (South Puget Sound Community College, The Evergreen State College, University of Washington extension).

Tuition expenses will not be reimbursed if the employee is receiving tuition reimbursement or educational incentive from any other source.

**Approval Criteria.** Reimbursement will be made based on date of request, compliance with the above criteria, and Executive Director's approval. Requests for reimbursement, which have not been approved in advance, are considered on a first come, first served basis according to the priorities established, after all prior commitments have been met.

**Completion Requirements.** The employee must successfully complete the course obtaining a C grade or better or a Pass in a Pass/Fail system or as required to retain status in the program if the school imposes a higher standard. (For educational institutions that do not offer grades, alternative



arrangements to gauge successful completion must be agreed upon by the Agency and the employee prior to the beginning of the school period.)

**Time Off.** Courses which are offered only during regular working hours may be approved by the Executive Director, provided time off can be arranged conveniently and reasonable. Arrangements can be made to make-up time off by using accrued vacation and/or leave without pay if granted. Employees may also be eligible for a flexible work schedule with approval from their Supervisor and the Executive Director.

**Noncompensable Hours.** Hours spent in courses reimbursable by this program, are not considered compensable hours.

We may notify all eligible employees of the availability of the program annually. Notification may include the annual allowable maximum and the credit hour rate for private institution reimbursement.

Employees must complete the Request for Educational Assistance form and give it to their supervisor and/or Executive Director prior to course registration. Upon approval, ORCAA will pay the specified amount for reimbursement at the end of the school period. Reimbursement will be made when the employee gives documentation showing successful completion of the course. Documentation may include a grade report, receipt for payment of the course, and/or other documentation, which may be required by the Executive Director. If the requested class(es) is not approved, the employee will be notified at once.

If funds are limited during any part of the year, the Executive Director will notify employees of this fact in enough time to make alternate funding arrangements or postpone the class.



## **IX. DISCIPLINE**

ORCAA, in its sole discretion, may take disciplinary action up to and including the termination of an employee's employment. Employees' misconduct or other concerns by ORCAA may result in an oral warning, a written warning, a probationary period, immediate suspension with or without pay, demotion, termination or any other discipline ORCAA, in its sole discretion believes appropriate. ORCAA has the choice to skip one or all the previously mentioned steps.

### **A. GRIEVANCE/DISPUTE RESOLUTION**

ORCAA is an excellent place to work and we continually strive to support a work atmosphere of mutual respect, professionalism, safety and integrity. We recognize that employees may have suggestions for improving our Agency. We also recognize that employees may have occasional complaints about a job-related problem or experience. Employees should share their concerns, seek information, provide input, and resolve work-related issues by professionally discussing them with their supervisor and/or the Executive Director.

The ORCAA Board is not involved in the day-to-day personnel matters and so, employees must try to resolve the issue in the above manner. If resolution has not been reached the employee may bring the matter to the Board Chair. The Board Chair has discretion to consider the employee complaint. Any decision by the Board Chair shall be final.

If an employee has concerns about harassment and/or discrimination, ORCAA has set up procedures to report and address those issues. See the Harassment and Discrimination policy. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

### **B. COMPLAINTS BY THE PUBLIC**

If ORCAA receives a complaint from outside the Agency about an employee's performance or attitude, the employee's immediate supervisor will investigate the circumstances, request a response from the employee, and write a report detailing the results of the investigation. If the complaint is substantiated, discipline or other remedial action will occur, and the complaint and investigation report may be kept in the employee's personnel file for consideration in future evaluations and disciplinary action. Positive reports may also become a part of the employee's record.



## **X. TERMINATION AND SEPARATION FROM ORCAA**

### **A. VOLUNTARY TERMINATION**

If you decide to leave your employment with ORCAA, we encourage you to provide the Executive Director with one month's written notice of your resignation. This will give us the opportunity to make the necessary adjustments in our operation. We also ask that your written letter of resignation: (1) clearly say that you are resigning; (2) say the reason for your resignation; (3) give the effective date of your resignation; (4) show the current date; and (5) contain your signature. Please return all property owned by ORCAA (e.g., vehicles, tools, computers, keys, credit cards etc.) prior to your departure. Employees who provide us with two weeks' notice are eligible for rehire.

### **B. RETIREMENT**

We realize that the transition to retirement is a major change for most employees. If you are planning to retire, we ask that you provide the Executive Director with three months' written notice if possible. We will make every effort to help our employees in making the transition to retirement. Employees who are not eligible for Medicare may be eligible for COBRA and will, therefore, receive a COBRA notice. For discussion about retirement benefits, please see the policy entitled Retirement Plan herein.

### **C. REFERENCES**

All reference requests should be directed to the employee's supervisor or the Executive Director. No other employee may release references for a current or former employee. In response to a reference request we will release the employee's position, job duties, dates of employment, whether the employee was in good standing when he or she left ORCAA, and whether the employee's separation from the Agency was voluntary or involuntary. If you would like ORCAA to release more information about your employment with us, please contact the Executive Director.

### **D. CONTINUED GROUP MEDICAL INSURANCE COVERAGE (COBRA)**

Upon termination of employment, accidental death, or dismemberment, disability insurance and life insurance will end on the last day worked. An employee's group medical insurance coverage will end on the last day of the last month in which the employee worked. Departing employees will be given the option to continue medical coverage for themselves and their dependents after their employment ends. Employees must pay the full cost of the monthly premium. For information about continuation of medical coverage, see the Administrative Service Manager.



## **XI. ACCOMMODATIONS**

### **A. AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)**

ORCAA is committed to providing employment opportunities to all qualified individuals. Therefore, we try to make reasonable accommodations that will enable qualified applicants and employees to become or remain part of our team.

It is ORCAA's policy to follow all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commissions (EEOC).

The employee should let their Supervisor, or the Executive Director know of any accommodations he or she believes are medically necessary in order to perform the job. ORCAA may request medical certification from the employee's health care provider and ORCAA will decide what, if any, reasonable accommodation will allow the employee to perform the essential functions of their job. ORCAA may take other action on employee accommodation, as appropriate, in accordance with state, federal, or local laws.

### **B. LIFE THREATENING DISEASES**

ORCAA recognizes that life threatening diseases pose significant and delicate issues for ORCAA. We are committed to maintaining a healthy, safe and compassionate work environment. Employees with life threatening diseases who may need a reasonable accommodation to perform their job duties should consult with the Executive Director. As with all employee medical information, we shall make every reasonable effort to protect an employee's confidential medical information.





## **XII. WHISTLEBLOWER PROVISIONS**

### **A. IMPROPER GOVERNMENTAL ACTION**

Improper governmental action means any action by an Agency employee or official that:

- Is undertaken in the performance of the employee's or official's official duties, whether the action is within the scope of the employee's employment; and
- Is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

Improper governmental action does not include personnel actions including:

- employee grievances,
- complaints,
- appointments,
- promotions,
- transfers,
- assignments,
- reassignments,
- reinstatements,
- restorations,
- re-employment,
- performance evaluations,
- reductions in pay,
- dismissals,
- suspensions,
- demotions,
- violations of local government collective bargaining and civil service laws, or
- alleged labor agreement violations or reprimands.

### **B. REPORTING IMPROPER GOVERNMENTAL ACTION**

Employees who become aware of improper governmental actions should raise the issue first with their supervisor or a manager. If the employee believes that the supervisor or a manager was involved in the improper action, he/she wishes to report, the employee may raise the issue with the Executive Director. If the employee believes that the Executive Director was involved in the improper action, he/she wishes to report, the employee may raise the issue with the Chair of the Agency Board of Directors. The employee may also notify the Agency Attorney. However, before notifying the Agency Attorney, an employee must submit a written report stating in detail the basis for their belief an improper governmental action has occurred.

In the case of an emergency, where an employee believes in good faith that damage to persons or property may result if action is not taken at once, the employee may report the improper governmental action directly to the governmental agency with responsibility for investigating the improper action.

ORCAA will appoint an individual to investigate any complaint of improper governmental action. ORCAA will keep complaints confidential to the extent possible under law unless the employee authorizes disclosure of his or her identity in writing. After the investigation has been completed, the employee reporting the improper governmental action will be told a summary of the results. However, personnel actions taken because of the investigation may be kept confidential.

If the employee reporting the action believes that the Agency did not perform an adequate investigation to address the improper governmental action or believes improper governmental action

is likely to recur, the employee may contact the appropriate government agency with responsibility for investigating the improper action.

Employees who do not make a good-faith effort to follow the procedures contained in this manual to report improper governmental action will not receive the protections provided under state law protecting whistleblowers. Good faith means a deliberate and genuine action taken with confidence in its truth or correctness along with a lack of interest in taking any conscious advantage of another.

### **C. NO RETALIATION**

Agency officials and employees are prohibited from taking retaliatory action against an employee because he or she has in good faith reported an improper governmental action per these policies and procedures. Retaliatory action means any adverse change in terms and conditions of an employee's employment including, but not limited to the following:

- denial of adequate staff to perform duties
- frequent staff changes
- frequent and undesirable office changes
- refusal to assign meaningful work
- unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action

### **D. REPORTING RETALIATION**

An employee who believes they have been retaliated against for reporting an improper governmental action should tell the Executive Director or the Board Chair, as soon as possible, but not later than 30 days after the retaliatory action. ORCAA will choose an individual to initiate an investigation and will respond within 30 days from receipt of the written complaint. The designated individual will communicate the results of the investigation to the reporting individual.

If the investigation does not satisfactorily resolve the complaint that the reporting employee has been retaliated against in violation of this policy, the employee may obtain protection under this policy and state law by providing a written notice to the Chair of the Board of Directors that a) specifies the alleged retaliatory action, and b) specifies the relief requested.

Upon receipt of either the response from the Agency or after the last day upon which ORCAA could respond, the employee may request a hearing to show a retaliatory action occurred and to obtain relief as defined in this section. The request for a hearing shall be delivered to the Executive Director within 15 days of delivery of the response from ORCAA, or within 15 days of the last day on which the ORCAA could respond.

Within five working days of receipt of the request for hearing, the Agency will apply to the Washington State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

A list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action is attached to this manual as Agencies List for Whistleblower Policy. PDF. Employees with questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Executive Director.

## **XIII. PURCHASING**

### **A. NON-TRAVEL RELATED CREDIT CARD USE**

**Policy Statement and Use.** An ORCAA credit card is typically used to obtain small dollar amount goods and services. The credit card is intended to promote buying efficiency, flexibility, and convenience. Purchases from vendors that accept credit cards, where ORCAA does not have an established account, may be charged to the credit card.

Limitations on the use of credit cards include the following:

- The credit card can only be used for goods and services for the agency. (\*See Below.)
- Each employee using their credit card must ensure purchases with the credit card follow all applicable laws, rules, and regulations.
- The aggregate limit for credit card purchases for each credit card holder is \$1,000. The Executive Director is the only one that can grant exceptions to this amount and usually on a temporary basis, such as new employee training.
- Avoid using the credit card where ORCAA has an established account with the vendor.
- The ORCAA employee, whose name is on the card, is the only person entitled to use the card.
- Improper use of the card can be considered misappropriation of agency funds, which may result in disciplinary action up to and including termination.
- Any personal charges on the card could be considered misappropriation of funds. If an agency card is accidentally used for personal purchase, the employee will be expected to provide payment, in full, by check, payable to the bank.

\*Examples of Allowable Goods and Services:

- Vehicle Fuel,
- Lodging,
- Auto Rentals,
- Agency Vehicle Maintenance,
- Meals; and,
- Training/Registration Fees
- Airfare, with prior approval from the Executive Director.

Any other use, for any other reason, would **require** prior approval from the director. **Office Supply** needs should be directed to ORCAA's designated staff person for supply ordering. **Computer** related purchases should be directed to the Network Administrator.

**Examples of Credit Card Restrictions.** The credit card may not be used to:

- Obtain cash advances.
- Make personal purchases.
- Purchase materials or services from any member of the ORCAA employee's immediate family.
- Purchase equipment, materials, or supplies restricted by policies, guidelines or contractual agreements.

**Safeguarding the Credit Card.** Credit cards and account numbers must be safeguarded against loss, theft, and unauthorized use. Cards should be kept by the ORCAA employee in a secure location.

**Payment of the Credit Card Bill.** ORCAA strives to make payments to our vendors promptly. To avoid a late payment, please make it a priority to review your monthly statements upon receipt.

ORCAA retains the right of any rebate received on purchases.

**Reconciling Credit Card Transactions.** The credit card provider will send each ORCAA employee a statement that displays detailed transactions made during the current billing cycle. Responsibility for reconciliation of the statement rests with the ORCAA employee. The ORCAA employee should secure and keep documentation (detailed receipt) supporting purchases charged to the credit card and submit with the reconciled statement on a monthly basis.

ORCAA employees should immediately notify the Administrative Services Manager of any items in dispute.

**Reporting Lost or Stolen Cards.** If a credit card is lost or stolen, employees should immediately notify the credit card provider at 1-888-449-2273 (24-hour line) and the Administrative Services Manager, and/or the Executive Director.

**Surrender of ORCAA Credit Card.** A cardholder must surrender his or her card upon termination of employment or continued misuse. At this point, no further use of the account is authorized.

All employees receiving a credit card will complete, sign and return ORCAA's Credit Card User Agreement found in the Appendix.

## **B. SUPPLIES, GOODS AND SERVICES**

It shall be the policy of ORCAA to buy supplies, equipment, materials, and services necessary for its operation at the least cost of public funds. When buying goods and services, staff will make reasonable efforts to find the most economic and cost-effective option available. For capital purchases not in the budget and not considered to be part of a budgeted line item, the Executive Director will bring the proposed expenditure to the ORCAA Board for their approval.

**Order to follow when making a purchase.** The hierarchy when purchasing is as follows:

- Have the **vendor bill us** or establish a new account with the vendor.
- ORCAA will provide the vendor with a Purchase Order. (See Administrative Service Manager).
- Use the agency credit card.

When possible, ORCAA shall utilize recyclable materials and purchase goods containing recycled materials. To make purchases in a systematic, uniform manner, the following guidelines shall be followed.

- The Agency shall enter into or use existing intergovernmental agreements when available to obtain greater economy and efficiency from larger procurement volume. ORCAA entered into an agreement with Municipal Research & Services Center (MRSC) in December 2018 for the purpose of accessing their Small Works and Consulting Roster due to our applicability to the Public Works Law as referenced in RCW 39.04.
- Single purchases of goods or services totaling less than \$500 (other than expendable office supplies) shall have prior approval from the employee's immediate supervisor.
- All single purchases (other than expendable office supplies) totaling \$500 or more shall have prior approval from the Executive Director.

- When intergovernmental purchasing agreements are not available, vendor choice shall be based on price, reliability, product, and service quality. If a capital purchase or service is determined to be available only through a sole source vendor, the normal bidding process is not required, but a negotiated price with the vendor is preferred. To assure that funds are spent in a cost-effective manner, the following procedures shall be followed:
  - Purchases of less than \$499—No price quotes or bids required.
  - Purchases of \$500 to \$2499—Two verbal price quotations required.
  - Purchases of \$2,500 to \$9,999—Three verbal price quotations required.
  - Purchases of \$10,000 to \$24,999—Three written price quotations required.
  - Purchases exceeding \$25,000—Formal bid procedures shall be followed. This may include public notice in local paper for invitation to bid. At a minimum, advertising will occur on ORCAA's website.

The above amounts refer to a single purchase of goods or services.

- Purchase orders shall be used when required by a vendor. The Executive Director will approve all purchase orders prior to ordering. A copy is sent to the vendor, all other copies shall be given to the Administrative Services Manager.

Occasions may arise when competition among potential vendors is not possible for a procurement. These situations may occur: a) when there is clearly and legitimately only one source capable of supplying the subject matter; b) when there are special facilities or market conditions that result in only one source; c) in the event of emergencies; and d) when there is only one source capable of supplying the subject matter in a timely fashion such that seeking competitive prices would be impractical.

Purchases may be made directly from a sole source vendor without soliciting other bids or quotes.

In the event the material, equipment, vehicles, supplies, or services are available from only one supplier, written documentation proving the appropriateness of sole source procurement should be given to and approved by the Executive Director. When the total expected cost exceeds fifty thousand (\$50,000) dollars, ORCAA's attorney will also be involved with sole source justifications. Except in the case of an emergency, the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after its award.

When the purchase exceeds seventy-five thousand (\$75,000) dollars, ORCAA's Board of Directors will determine, by resolution, that there is only one source and authorize the Executive Director to conduct negotiations as to price, delivery, and terms. The resolution will recite the factual basis for the exception for the competitive procurement. Such justification is subject to the review of ORCAA's attorney.



## **XIV.AGENCY FACILITIES AND PROPERTY**

### **A. DRUG FREE WORKPLACE**

We strive to support a drug free workplace to provide a safe and productive environment for our employees and those with whom we interact professionally. Therefore, we prohibit the following:

- The possession, use, or trafficking of illegal drugs at any time, on or off the job.
- Being under the influence of alcohol, marijuana, or drugs, legal or illegal, while on ORCAA's premises or time, or while representing ORCAA.
- The manufacture, distribution, dispensation, possession, or use of illegal drugs or abuse of prescription drugs, alcohol, or marijuana during working hours, on our premises, or while conducting business off our premises.

Employees who violate this policy are subject to corrective action up to and including termination. In addition, we will cooperate with law enforcement authorities investigating illegal activity on our premises.

The use of legal (over-the-counter or prescription) medication is not a violation of this policy. However, if you are taking medication that may affect your ability to safely perform the essential functions of your job, including use of ORCAA's vehicles or equipment, or that may cause you to pose a direct safety threat to yourself or your colleagues, you must notify and consult the Executive Director before beginning work. Consistent with business necessity and depending on the circumstances, ORCAA may ask your doctor to certify your ability to safely perform your job and to safely drive an ORCAA vehicle.

### **B. FRAGRANCE FREE WORKPLACE**

ORCAA's work environment is an important aspect of health. ORCAA strives to accommodate customers, visitors, and employees who are chemically sensitive. Chemicals used to stabilize fragrances for both cleaning and personal care products can cause minor physical discomfort or severe reactions in some people.

ORCAA may request a person minimize or refrain from using fragranced products (such as perfume, cologne, lotions, detergents, etc.).

### **C. VIOLENCE IN THE WORKPLACE**

We recognize that workplace violence is a growing nationwide problem, ORCAA has adopted a zero-tolerance policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect ORCAA or occur on ORCAA property or an ORCAA jobsite, will not be tolerated.

This policy applies to all persons involved in ORCAA's operation including, but not limited to, employees, contract and temporary workers, and anyone else on ORCAA property or an ORCAA jobsite.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at ORCAA or to create a hostile, abusive, or intimidating work environment for one or several ORCAA employees, clients, or members of the public. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on ORCAA's premises, regardless of the relationship between ORCAA and the parties involved in the incident.
- Threats or acts of violence occurring on an ORCAA jobsite.

- Threats or acts of violence occurring off ORCAA's premises involving someone who is acting in the role of a representative of ORCAA.
- Threats or acts of violence occurring off ORCAA's premises involving an employee of ORCAA if the threats or acts affect the legitimate interests of ORCAA.
- Acts or threats resulting in the conviction of an employee or agent of ORCAA, or of any individual performing services for ORCAA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of ORCAA.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his or her family, friends, associates, or property with harm.
- Intentional destruction or threat of destruction of ORCAA property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- Suggesting or intimation that violence is appropriate.
- Illegal possession or inappropriate use of firearms or weapons.

Violations of this policy by any individual on ORCAA property, by any individual acting as a representative of ORCAA while on or off ORCAA property, or by any individual acting from ORCAA property when his or her actions affect ORCAA's business interests may lead to corrective and/or disciplinary action up to and including termination, and/or legal action as appropriate.

#### **D. DOMESTIC VIOLENCE IN THE WORKPLACE**

ORCAA will not tolerate domestic violence toward any employee or other person while in ORCAA's facilities or on ORCAA's property, while using ORCAA's vehicles, or while conducting business for ORCAA. Any employee who perpetrates domestic violence at ORCAA or from the workplace using any ORCAA resources such as work time, workplace phones, FAX machines, mail, e-mail, or other means may be subject to corrective or disciplinary action, up to and including dismissal. Corrective or disciplinary action may also be taken against employees who otherwise perpetrate domestic violence when such action has a substantial relationship to or impact on the employee's duties for ORCAA or ORCAA's operations.

Domestic violence is defined as abusive behavior intended to establish and maintain control over a current or former spouse, intimate partner, family member (including step relations and persons who have a child in common regardless of whether they are married or have lived together), household member, or person with whom the perpetrator has or had a dating relationship. Domestic violence may include any act, threat, tactic or statement that results or may result in significant physical, emotional, economic harm, emotional distress, or significantly affect an employee's productivity.

**No employee will be penalized or disciplined for being a victim of domestic violence.**

#### **E. USE OF EQUIPMENT**

All ORCAA property, including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, tools, protective gear, and vehicles must be used properly and kept in good working order. Employees who lose, steal, or misuse ORCAA property may be personally liable for replacing or fixing the item, and may be subject to discipline, up to and including termination.



ORCAA reserves the right, always and without prior notice, to inspect and search any and all its property for the purpose of determining whether this policy or any other policy of ORCAA has been violated or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted before, during, or after business hours and in the presence or absence of the employee.

## **F. USE OF TECHNOLOGY**

This policy applies to all technical resources that are owned, leased or used by ORCAA for daily business. This policy also applies to all activities using any ORCAA-paid accounts and subscriptions, whether the activities are conducted from ORCAA premises.

Technical resources include the following, but are not limited to, portable storage media, desktop computers, servers, LAN/WAN, cellular phones, printers, web cams (including security cameras), software, cloud-based services, databases, firewalls, switches, speakers, telephones, voice mail, GPS, software and disk drives.

**Acceptable Uses.** ORCAA's computers and other Information Technology (IT) must be used in a manner consistent with ORCAA's status as a local government agency, and so, for example cannot be used for the benefit of personal businesses or other organizations.

Employees may be allowed to use ORCAA's technical resources for occasional, non-work purposes with permission from the Executive Director. Nevertheless, employees have no right of privacy as to any information or file kept in or on ORCAA's property or transmitted or stored through ORCAA's computer, voicemail, or telephone systems.

**Unacceptable Uses.** ORCAA's technical resources should not be used for personal gain or the advancement of individual views. Solicitation for any non-ORCAA business or activities using ORCAA resources is prohibited. Your use of ORCAA's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of ORCAA's technical resources.

**Offensive Material.** Sending, saving, or viewing offensive material is prohibited. Messages stored, viewed and/or transmitted by computer, voicemail, or telephone systems must not have content that may be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, as well as any other category protected by applicable federal, state, or local laws. Any use of ORCAA's technical resources to harass or discriminate is unlawful and prohibited by ORCAA. Violators will be subject to corrective action up to and including discipline and/or termination.

ORCAA does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, ORCAA reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

**Access to Information.** ORCAA respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of ORCAA's technical resources or supplies.

ORCAA's computer, voicemail, or telephone systems and the data stored on them are always and remain the property of ORCAA. As a result, computer data, voicemail messages, and other data are readily available to many persons. If, during your employment, you perform or transmit work on the ORCAA's computer system and other technical resources, your work may be subject to the

investigation, search, and review of others in accordance with this policy. Use of personal software equipment for ORCAA work is discouraged and is subject to public disclosure.

Destruction, alteration, or disclosure without authorization of data, programs, or other content that belongs to others but that is accessed through ORCAA's technical resources is also prohibited. ORCAA may block an individual or group's access to its technical resources to protect the information contained in them.

All information that is created, sent, or retrieved over ORCAA's technical resources is the property of ORCAA. Employees have no right to privacy as to any information or file transmitted or stored through ORCAA's computer network, computer, voicemail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed at any time. ORCAA reserves the right to check your use of its technical resources at any time. All information including text and images may be shown to law enforcement or to other third parties without prior consent of the sender or the receiver.

**Portable Devices.** Laptops must be physically secure if left in the office overnight. When using the laptop outside the office, the device should always be secure .

Agency phones, storage media and tablets, should never be left in an unattended vehicle. Portable storage devices (thumb drives, etc.) should be used sparingly. ORCAA has enough cloud resources for offsite document transfer.

Agency cell phones and tablets shall be password or PIN protected to prevent unauthorized use. Personal, private, sensitive or confidential information should not be stored on ORCAA owned portable devices.

**VPN (Remote Access).** ORCAA supplies a Request for Remote Access Form that must be filled out for each employee who will use remote access and be approved by the Network Administrator and the employee's Supervisor, or the Executive Director. The Network Administrator may disapprove access based on employee history of compliance with applicable policies. Approval of remote access does not constitute approval for telecommuting – please see your supervisor or the Executive Director to setup a telecommuting agreement.

Employees must follow ORCAA policies governing use of technology resources and all other applicable policies and rules while they are connected to the ORCAA network, whether they are in ORCAA's office or using remote access. Employees will access information or use ORCAA computer systems only in a manner consistent with their job duties.

Each employee covered by this policy must:

- Practice sound logon/password management
- Secure data based on the sensitivity of the data
- Prohibit unauthorized access to the network without approval of the Network Administrator

ORCAA does not pay for employee internet access, data charges, printer cartridges, paper, etc. and is not responsible for the ergonomic equipment of personal home workstations.

Notification of changes in an employee's status, such as leaving the agency, being placed on extended leave, or suspension/termination of access to other ORCAA resources must be communicated to the Network Administrator as soon as it is known; preferably 7-14 days prior to the change occurring.

Disciplinary action includes, but is not limited to, disconnection from or denied access to ORCAA systems.

**Security of Information.** Although you may have passwords to access computer and voicemail systems, these technical resources belong to ORCAA, are to always be accessible by ORCAA and are subject to inspections by ORCAA with or without notice. ORCAA may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. Passwords are not to be shared. Memorize your passwords or keep them in a secure location.

**Your Responsibilities.** Each employee is responsible for the content of all data they place or send over ORCAA's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

All ORCAA documents and files should be placed on the ORCAA network for accessibility of staff. At no time should employees maintain ORCAA records on their local desktop computer or laptop. Files on the server network may be accessed via shortcuts placed on employee computers. Business files, backups or other ORCAA data shall not be stored at personal residences.

Violations of any guidelines in this policy may result in disciplinary action, up to and including termination. In addition, ORCAA may tell appropriate legal officials of any illegal violations.

## **G. SOCIAL MEDIA GUIDELINES**

**Definition:** Social media is defined as an online tool that allows users to engage in peer-to-peer conversations and may include such services as YouTube, Twitter, Facebook, Instagram, blogs, forums, and other electronic based formats.

**Purpose:** To address the fast-changing landscape of the Internet and the way citizens communicate and obtain information online, ORCAA may consider using social media tools to reach a broader audience. ORCAA encourages the use of social media to further its goals and missions where appropriate.

The proper uses of social media tools for ORCAA fall into two categories:

1. As channels for sending time-sensitive information as quickly as possible (example: burn ban information).
2. As marketing/promotional channels that increase ORCAA's ability to broadcast its messages to the widest possible audience.

ORCAA has an overriding interest and expectation in deciding what is "spoken" on behalf of ORCAA on social media sites. This policy sets up guidelines for the use of social media.

**General Provisions:** Web links and associated language contained within comments, articles or other ORCAA-sponsored content shall not endorse, seek to slander, or otherwise violate any of the stated language guidelines within this document.

- Social media accounts used by ORCAA will be subject to approval by ORCAA's Public Information Officer and the Executive Director.
- ORCAA's websites (including, but not limited to: [www.orcaa.org](http://www.orcaa.org), [data.orcaa.org](http://data.orcaa.org), and [news.orcaa.org](http://news.orcaa.org)) will remain ORCAA's primary and predominant Internet presences.
- Accounts used by ORCAA shall not constitute an acceptable means of legal or official comment, complaint, notice or other contact, either to or from ORCAA.
- Whenever possible, content posted to social media accounts used by ORCAA will first be made available on ORCAA's website(s) or through other published channels.

- ORCAA's logo will be displayed on social media sites and accounts used by ORCAA.
- Social media site account information, including usernames and passwords shall be registered with Executive Director and the Public Information Officer
- Whenever possible, content posted to social media accounts used by ORCAA should contain links directing users back to ORCAA's official website(s) for in-depth information, forms, documents or online services necessary to conduct business with ORCAA.
- Social media accounts used by ORCAA are subject to State of Washington public records laws. Any content kept in a social media format that is related to ORCAA business, including a list of subscribers and posted communication, is a public record. ORCAA is responsible for responding completely and accurately to any public records request for public records regarding social media. Content related to ORCAA business shall be kept in an accessible format so that it can be produced in response to such request. Whenever possible, such sites shall clearly show that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to ORCAA's Public Disclosure Officer.
- Washington state law and ORCAA rules about record retention schedules apply to social media formats and social media content. ORCAA shall preserve records needed to be maintained according to a relevant records retention schedule. The records will be held for the required retention period in an easily accessible format that preserves the integrity of the original record.
- ORCAA shall notify users and visitors to ORCAA's social media accounts that the intended purpose of the site is to serve as a mechanism for communication between ORCAA and members of the public. Articles or comments, from ORCAA staff or members of the public, posted to ORCAA social media accounts must not have any of the following:
  - Comments not topically related to the social medium article being commented upon;
  - Comments in support of or opposition to political campaigns or ballot measures;
  - Profane language or content;
  - Content that promotes, fosters, or perpetuates discrimination based on ethnicity, creed, color, age, religion, gender, marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation;
  - Sexual content or links to sexual content;
  - Solicitations of commerce;
  - Conduct or encouragement of illegal activity;
  - Information that may tend to compromise the safety or security of the public or public systems; or
  - Content that violates a legal ownership interest of any other party.

**ORCAA reserves the right to restrict or remove any content that is considered in violation of this social media policy or any applicable law.**

This policy must be displayed to users or made available by hyperlink. Any content removed based on this policy must be kept, including the time, date and identity of the poster when available.

- ORCAA will approach the use of social media tools as consistently as possible, agency wide.
- All new social media tools proposed for ORCAA use will be approved by the Executive Director and the Public Information Officer.

**Administration of Social Media Sites:** The Public Information Officer will keep a list of social media

tools approved for use by ORCAA departments and staff.

The Public Information Officer will keep a list of all social media accounts used by ORCAA, including login and password information. The Public Information Officer will inform the Executive Director of any new social media sites or administrative changes to existing sites.

**Archive:** ORCAA's public information officer shall handle archiving posts. ORCAA archives will not be visible to the public but will be accessible pursuant to State of Washington public record laws.

ORCAA's Public Information Officer shall be responsive to citizens who communicate via social media sites as allowed and called for within these guidelines. Communication with followers will be prompt and consistent with existing protocols.

When applicable, ORCAA's social media account bios shall include language showing that all lists of followers, friends or registered users as well as all comments posted/linked to the ORCAA accounts are subject to public disclosure (RCW 42.56). The following will be added to all ORCAA bios and profile descriptions when available: *This site is not monitored. Call 911 for emergencies.*

**Public Interaction with ORCAA via Social Media:** Social media tools provides a method of communication used by the public to interact and participate with ORCAA. Consistent with ORCAA's Personnel and Policy Manual and at the direction of the Executive Director, ORCAA has the right to remove comments that violate the guidelines set forth below without notice:

- Comments or language that are vulgar, threatening, harassing, off-topic, racial, offensive, politically charged, contain advertisements or endorsements, racially charged, content that may tend to compromise the safety or security of the public or public systems, or are otherwise objectionable, will be removed.
- Off-topic comments shall be removed.
- Comments made on social media applications do not constitute an official or approved method of commenting on ORCAA related business matters. Formal comment, complaint, or other submissions must be conducted via an approved online form, within the ORCAA web site ([www.orcaa.org](http://www.orcaa.org)), during and official public workshop or session, or submitted in writing at the following address:

ORCAA  
2940 Limited Lane NW  
Olympia, WA 98502

- ORCAA does not endorse or guarantee the content or quality of external links.
- Reference to any commercial link does not constitute endorsement or recommendation.
- Any personal information posted to ORCAA's social media sites will be removed.

Any comments made to ORCAA social media applications are subject to State of Washington public record laws.

## **H. BREAK ROOM**

Break rooms are provided to the benefit of the employees. This policy establishes a uniform policy for use of the employee break room. Compliance with this policy is the responsibility of all ORCAA employees.

The employee break room provides a place for employees to take their breaks and meal periods, free from assigned duties. The employee break room is for employee use only – an employee must accompany non-employees. The employee is responsible for the conduct of non-employees in the break room. The employee break room will be available to employees during regular business hours.

Because we share this space, we must be respectful of one another by keeping noise to a minimum and maintaining a tidy area.

## **I.      ERGONOMIC WORK STATION**

ORCAA is committed to providing employees with workstations which are free from known or potential hazards and which will allow employees to be both productive and comfortable. ORCAA also recognizes and appreciates that to be effective employees may, at times, need differently configured workstations.

For ORCAA to best determine whether an employee's workstation is appropriate or if the workstations arrangement needs to be modified, employees can have an ergonomic evaluation of their workstation by Labor and Industries or a healthcare provider.

## **J.      SALE AND DISPOSAL OF SURPLUS**

Except as set forth in this policy, ORCAA employees shall not directly or indirectly use, take, or dispose of ORCAA property other than in their official duties.

As a special purpose district, ORCAA is regulated under the Washington State Clean Air Act. Under RCW 70.94.081,

*An activated authority shall be deemed a municipal corporation; have right to perpetual succession; adopt and use a seal; may sue and be sued in the name of the authority in all courts and in all proceedings; and, may revise, account for, and disburse funds, employ personnel, and **acquire or dispose of any interest in real or personal property within or without the authority in the furtherance of its purposes.***

Based on this authority, ORCAA may dispose of surplus property in any commercially reasonable manner, provided it receives fair market value for the property. The procedures for the disposition of property, other than real estate, is to designate the property as "surplus". "Surplus" is defined, for purposes of this policy to mean any tangible, personal property owned by ORCAA that is not needed at present or in the foreseeable future or that is no longer of value or use to ORCAA.

The Executive Director must approve the sale or disposal of surplus property and follow the procedures set forth in Resolution 258 "A Resolution of the Olympic Region Clean Air Agency Establishing an Asset Disposal Policy," which was approved by the ORCAA Board in 2014.

Board members and any ORCAA employee who is involved in declaring items as surplus, administering the sale of surplus property, or whose department would benefit from the sale are prohibited from purchasing surplus property from ORCAA. The spouse or child of a person prohibited from purchasing the surplus property under this policy is also prohibited from purchasing the property.

Employees who are not prohibited from purchasing surplus property, including capital or fixed assets and non-capital assets, may do so if the purchase is at fair market value and the property has been first advertised for sale to the public for thirty (30) days. Employees who are eligible to purchase surplus property under this policy will not be given preferential treatment in the disposal or sale of ORCAA property.

Any property not sold, after reasonable efforts, may be scrapped or otherwise disposed of.

**APPENDIX**  
**TO**  
**ORCAA POLICES & PROCEDURES MANUAL**





## **CODE OF ETHICS AGREEMENT**

My signature below confirms that I have received a copy of the Code of Ethics of ORCAA and that I have read it in its entirety and any questions I may have had, have been answered to my satisfaction.

By signing this agreement, I am stating that I understand and will abide by the Code of Ethics of ORCAA.

My signature also confirms that I am not now engaged in any outside employment, do not hold position (as director, officer, partner, etc.) with any business in the jurisdiction of ORCAA, or are not otherwise engaged in any activity that could represent a conflict of interest or be contrary to the Code of Ethics of ORCAA.

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Signature

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Date



## COMMUTE TRIP REDUCTION INCENTIVE PROGRAM

### ENROLLMENT FORM

Name: \_\_\_\_\_ Enrollment Effective Date: \_\_\_\_\_

Select mode(s) you anticipate using:

\_\_\_\_\_ Carpool      \_\_\_\_\_ Bus      \_\_\_\_\_ Bicycle

\_\_\_\_\_ Vanpool      \_\_\_\_\_ Walk      \_\_\_\_\_ Other (\_\_\_\_\_)

Number of miles to work (one way) \_\_\_\_\_

Circle estimated frequency of non-SOV commutes per month (roundtrip):

4-6 days      7-8 days      9-10 days      11-12 days      13+ days

Has this program created an incentive for you to use a non-SOV mode more frequently than you have before?

☐ Yes

☐ No

I understand that in order to continue receiving the incentive, I may be required to renew my enrollment to the program on an “as needed” basis as determined by the Executive Director. My signature below also indicates that I have read the Agency’s Commute Trip Reduction Program policy and agree to the terms.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## CREDIT CARD USER AGREEMENT

I, \_\_\_\_\_ as an employee of Olympic Region Clean Air Agency accept personal responsibility for the safeguard and proper use of the Agency credit card which has been assigned to me for use in the performance of my job in accordance with the terms outlined in these policies and procedures.

I understand the Executive Director will disallow my use of an ORCAA credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use or authorize the use thereof that I am adhering to the following statement:

*I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.*

I understand I will be held personally liable for any inappropriate charges, made by me, with the Agency credit card and payment for any such inappropriate charges will be correct via direct payment to the bank. I further understand that all purchases approved for use will have back-up documentation (i.e. detailed receipts) for each expenditure.

My signature confirms I have read and understand the credit card policies and procedures and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT

ORCAA's Personnel Policies and Procedures Manual is a guide intended to help you become acquainted with its policies and procedures. ORCAA has provided me with a copy, for my use while in their employ. I understand that these policies and procedures are not conditions of employment and do not constitute a contract for employment or a promise of specific treatment in specific situations.

**I understand that my employment with ORCAA is at will, meaning that I am free to leave for any reason, at any time, with or without notice and that ORCAA may end my employment with or without notice.**

My signature confirms that I understand that ORCAA may, in its sole discretion, change, delete, suspend or discontinue or deviate from any part or parts of the policies in this manual at any time with or without prior notice or reason. Any such changes made by ORCAA will immediately supersede and replace any and all previous personnel policies.

I understand that no employee of ORCAA, other than the Executive Director or Chairman of the Board of Directors, has the authority to grant exceptions to these policies or procedures.

My signature below indicates that I have read and understood this statement and have received a copy of ORCAA's Policies and Procedures Manual. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

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Signature

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Printed Name

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Date

# Inspections Completed

Between 11/8/2018 and 1/3/2019

Insp. Date	Inspection Type	File #	Source Name	Location	Warning	NOV Issued
AMF						
11/30/2018	Full Compliance Evaluation	1116	NISQUALLY VALLEY GROCERY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
11/30/2018	Full Compliance Evaluation	1062	NISQUALLY AUTOMOTIVE & TOWING	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
11/30/2018	Full Compliance Evaluation	1141	MERIDIAN CORNER TEXACO	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/07/2018	Full Compliance Evaluation	140	CARDINAL CG	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
12/14/2018	Full Compliance Evaluation	364	ARCO FUEL FACILITY	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	721	LACEY COLLISION CENTER INC	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	996	CHEVRON #99975 - MARVIN	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	804	BUDDIES GROCERY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/19/2018	Full Compliance Evaluation	1001	ACME FAST FUEL #2-LILLY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/19/2018	Driveby	1128	SUMMIT LAKE GROCERY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/19/2018	Full Compliance Evaluation	1002	ACME FAST FUEL - ADAMS	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/19/2018	Driveby	886	LACEY FOOD MART LLC	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/21/2018	Full Compliance Evaluation	856	BOULEVARD GAS & MINI MART	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/21/2018	Full Compliance Evaluation	943	BLACK LAKE GROCERY & DELI	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2019	Full Compliance Evaluation	431	SPEEDWAY GROCERY	ROCHESTER	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2019	Full Compliance Evaluation	1084	GRAND MOUND SHELL	ROCHESTER	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2019	Full Compliance Evaluation	991	CHEVRON #90956-TROSPER	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
MS						
11/09/2018	Driveby	1257	GREEN FREEDOM LLC	ELMA	<input type="checkbox"/>	<input type="checkbox"/>
11/09/2018	Full Compliance Evaluation	968	FUNERAL ALTERNATIVES OF WASHIN	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
11/29/2018	Full Compliance Evaluation	1216	LOCAL STORE	GRAYLAND	<input type="checkbox"/>	<input type="checkbox"/>
11/29/2018	Partial Compliance Evaluation	549	JACKPOT INDUSTRIES	RAYMOND	<input type="checkbox"/>	<input type="checkbox"/>
11/30/2018	Driveby	1257	GREEN FREEDOM LLC	ELMA	<input type="checkbox"/>	<input type="checkbox"/>
12/06/2018	Full Compliance Evaluation	724	MIKES REPAIR SHOP	RAYMOND	<input type="checkbox"/>	<input type="checkbox"/>



<b>Insp. Date</b>	<b>Inspection Type</b>	<b>File #</b>	<b>Source Name</b>	<b>Location</b>	<b>Warning</b>	<b>NOV Issued</b>
12/07/2018	Full Compliance Evaluation	140	CARDINAL CG	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
12/14/2018	Full Compliance Evaluation	549	JACKPOT INDUSTRIES	RAYMOND	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	721	LACEY COLLISION CENTER INC	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	804	BUDDIES GROCERY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	996	CHEVRON #99975 - MARVIN	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/21/2018	Full Compliance Evaluation	177	MURPHY COMPANY	ELMA	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2019	Full Compliance Evaluation	1161	CONTANDA TERMINALS LLC	HOQUIAM	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2019	Full Compliance Evaluation	1005	DAHLSTROM LUMBER CO INC	HOQUIAM	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2019	Driveby	367	SOUND CANNABIS	ABERDEEN	<input type="checkbox"/>	<input type="checkbox"/>
<b>RTM</b>						
11/30/2018	Full Compliance Evaluation	1141	MERIDIAN CORNER TEXACO	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
11/30/2018	Full Compliance Evaluation	1062	NISQUALLY AUTOMOTIVE & TOWING	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
11/30/2018	Full Compliance Evaluation	1116	NISQUALLY VALLEY GROCERY	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
<b>TG</b>						
11/08/2018	Full Compliance Evaluation	754	HOLROYD CO INC - NISQUALLY	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
11/28/2018	Full Compliance Evaluation	805	DOORS UNLIMITED	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
11/28/2018	Full Compliance Evaluation	777	MR OAK ANTIQUES	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
11/28/2018	Full Compliance Evaluation	550	PETTIT MARINE	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/12/2018	Full Compliance Evaluation	283	PACIFIC LUMBER AND SHIPPING	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/12/2018	Full Compliance Evaluation	1204	WEYERHAEUSER OLYMPIA LOG YAR	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>
12/14/2018	Full Compliance Evaluation	364	ARCO FUEL FACILITY	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	313	COVABRELLI COFFEE LLC	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
12/17/2018	Full Compliance Evaluation	239	RAVENS BREW COFFEE INC	TUMWATER	<input type="checkbox"/>	<input type="checkbox"/>
12/20/2018	Full Compliance Evaluation	573	EVERGREEN STATE COLLEGE	OLYMPIA	<input type="checkbox"/>	<input type="checkbox"/>

# Asbestos Permit Status Report

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
17ASB006003		12/13/2017	1815 Marine Drive	Port Angeles	Other: fireproofing paints	12/31/2018	
17ASB006007		12/18/2017	PSE-all counties	Olympia	Annual - limited of 260 linear or 160 squa	12/31/2018	
18ASB006018		12/29/2017	4213 Lagoon Dr	Tokeland		1/16/2018	
18ASB006026	KJW	1/8/2018	1730 Darcy Ln SE	Olympia	must be complete no later than 1/8/19	1/10/2019	
18ASB006063	KJW	2/20/2018	208 18th Avenue SW	Olympia		4/6/2018	
18ASB006069		2/21/2018	Capital Campus	Olympia	Other: boiler/furnance, duct insulation, fi	12/31/2018	
18ASB006097	KJW	3/7/2018	1920 Abernethy Rd NE	Lacey	Other: exhaust hood, fire doors, electrical	7/31/2018	
18ASB006148		4/16/2018	101 Sargison Loop	Shelton	Paper App - no survey w/app.	5/31/2018	
18ASB006178	MS	5/7/2018	700 Isreal Rd	Tumwater	They need completion date, contractor inf	5/7/2019	
18ASB006183		5/14/2018	2637 45th Ave SE	Olympia	Permit cannot go beyond May 14-2019	9/9/2018	
18ASB006188		5/16/2018	1835 Circle Loop SE	Lacey	Completion date can be no later than 5/1	6/15/2019	
18ASB006189	PFM	5/17/2018	3900 Lindsay Hill Rd	Quilcene	completion date can be no later than 5/17	5/26/2019	
18ASB006193	MS	5/21/2018	Water System - Piping	Ocean Park	completion date can be no later than 5/21	5/30/2019	
18ASB006205		6/1/2018	1439 4th Street	Cosmopolis	Other Material: GWB...joint tapping and	11/26/2018	
18ASB006219	MS	6/11/2018	222 Wynoochee Ave	Montesano	ER letter sent - water damage to popcorn	6/17/2018	
18ASB006248		7/2/2018	111 Bethel Street NE	Olympia	7/5/18 Derica called. Filing amendment t	9/11/2018	
18ASB006260		7/16/2018	7000 Pacific Ave SE	Olympia	"We will work on this as we can. Primarily	12/31/2018	
18ASB006263	MS	7/18/2018	322 S Birch St	McCleary	Walk in = Paper App.	8/31/2018	
18ASB006268		7/19/2018	2461 East Beach Road	Port Angeles	Other Materials: Mastic, electrical panel	12/31/2018	
18ASB006269		7/19/2018	875 East Beach Road	Port Angeles	Other Material: window glazing.	12/31/2018	
18ASB006270		7/19/2018	814 Lake Crescent Road	Port Angeles	Other Material: Leveling compound, wind	12/31/2018	
18ASB006271		7/19/2018	1403 East Beach Road	Port Angeles	Other Material: Mastic	12/31/2018	

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
18ASB006272		7/19/2018	452 North Shore Road	Amanda Park	Other Material: Window caulking, windo	12/31/2018	
18ASB006273		7/19/2018	75 & 76 Lake View Road	Amanda Park	Other Materials: Window putty & assume	12/31/2018	
18ASB006274		7/19/2018	314 North Shore Road	Amanda Park	Other Materials: Window caulking, assu	12/31/2018	
18ASB006292		8/1/2018	1025 Union Ave SE	Olympia	Other: Mastic	12/31/2018	
18ASB006322		8/21/2018	8 View Point Lane	Port Angeles	Other: Window glazing, electrical panels	12/31/2018	
18ASB006323		8/21/2018	604 North Shore Road	Amanda Park		12/31/2018	
18ASB006324		8/21/2018	606 North Shore Road	Amanda Park	Other: Window caulking and roofing seal	12/31/2018	
18ASB006325		8/21/2018	250 North Shore Road	Amanda Park	Other: Window putty, roofing tar sealant,	12/31/2018	
18ASB006326		8/21/2018	991 North Shore Road	Amanda Park	Other: roofing, Mastic, window and door	12/31/2018	
18ASB006327		8/21/2018	17 View Point Lane	Amanda Park	Other: Roof sealant	12/31/2018	
18ASB006328		8/21/2018	Preachers Point on Lake Ozette	Forks	Other: mastic, sink undercoating, roofing	12/31/2018	
18ASB006329		8/21/2018	East Shore Lake Ozette	Forks	Other: Mastic	12/31/2018	
18ASB006330		8/22/2018	413 Lilly Rd NE	Olympia	Keith Deline - Project Mgr. 360 4937234	9/10/2018	
18ASB006339		8/29/2018	210 11th Ave SE	Olympia	Other: Black Mastic on CMU Block Wall.	10/5/2018	
18ASB006348	RTM	9/3/2018	716 Dennis St SE#102	Tumwater	edenvirollc@gmail.com	9/5/2018	
18ASB006372		9/14/2018	799 Mariner Ct	Ocean Shores	Supervising removal KD & S Environmen	1/15/2019	
18ASB006396		9/28/2018	7842 Trails End Drive	Tumwater		1/31/2019	
18ASB006418	MS	10/17/2018	2700 Evergreen Parkway NW-Centr	Olympia	College Contact: Dejay Williamson - 360	1/29/2019	
18ASB006434		10/26/2018	18617 Hilt St SW	Rochester		1/19/2019	
18ASB006439	MS	11/1/2018	450 2nd St	Raymond	Completed online in South Bend. Check#	1/31/2019	
18ASB006444	MS	11/6/2018	100 Custer Way SW	Tumwater	12/3/18 Rec'd Landfill notice for 55 bags.	1/1/2019	
18ASB006451		11/13/2018	9845 Johnson Point Lp NE	Olympa	Walk in - Paper App	12/4/2018	
18ASB006457		11/16/2018	COHO Ferry Terminal	Port Angeles	This permit will expire 11/16/19	12/3/2019	
18ASB006461		11/21/2018	230 Rodgers St	Quilcene	submitted labs	1/31/2019	
18ASB006464		11/26/2018	17326 Littlerock Rd	Rochester	Paper App	12/14/2018	

Permit #	Staff	Rec'd	Address	City	Status	Completion Date	Actual Completion
18ASB006467		11/29/2018	200 Delphi Rd SW	Olympia	Other Material: Mastic - NonACM tile wit	12/31/2018	
18ASB006472	MS	11/30/2018	1902 Marine Dr	Port Angeles	PO # 7131400085 - Annual notification.	12/31/2019	
18ASB006474		12/4/2018	4015 104th Ave SW	Olympia		12/23/2018	
18ASB006476		12/4/2018	1214 W First St	South Bend	City contact: Dennis Houk/Ravenel 360	12/21/2018	
18ASB006477		12/4/2018	10139 Littlerock Rd SW	Olympia	Other: Roofing	2/26/2019	
18ASB006478		12/5/2018	160 Marjory Ln	Sequim		12/17/2018	
18ASB006484		12/13/2018	321 E Sunset Hill Rd	Shelton		1/2/2019	
18ASB006485		12/13/2018	3948 Martin Way E	Olympia		1/4/2019	
18ASB006486		12/14/2018	2413 15th Ave SE	Olympia	Filed duplicate entry today (12/17/18....h	12/31/2018	
18ASB006488		12/14/2018	Puget Sound Energy-All Counties	Olympia	Transite Pipe removal as needed. All Cou	12/31/2019	
18ASB006490		12/17/2018	60 E Jared Rd	Shelton	survey in demo file.	1/4/2019	
18ASB006494		12/18/2018	201 Spruce Drive	Port Townsend	Other: Roofing	1/15/2019	
18ASB006495	MS	12/20/2018	521 W Curtis	Aberdeen	New to us contractor. AHERA certified?	7/1/2019	
18ASB006496		12/20/2018	70 N Cod Place	Hoodsport		1/10/2019	
18ASB006497	MS	12/21/2018	307 W Cota Street	Shelton	After the fact - file with PSCA back in Se	1/7/2019	
18ASB006498		12/21/2018	111 Sargison Loop	Shelton	Walk in - paper app	1/10/2019	
18ASB006499		12/21/2018	1067 Cherry St SE	Olympia	Apt building - NESHAP? Survey? Work	2/28/2019	
18ASB006500	TG	12/22/2018	102 Heritage Dr	Elma	New to us contractor - A & F Gencon, LL	1/25/2019	
18ASB006501		12/26/2018	1600 N Nyhus St	Westport	Project Contact: c/o H&H Bldrs.	2/28/2019	
18ASB006502	RTM	12/31/2018	6923 Foster Dr SW	Tumwater	ER Req't - Letter & Fee rec'd. RM-emerg	1/2/2019	
19ASB006503	TG	12/31/2018	242902 Hwy 101	Port Angeles	Other: Roofing.	1/30/2019	
19ASB006504		1/2/2019	6315 Gull Harbor Dr NE	Olympa	Other: Duct insulation.	1/14/2020	
19ASB006505	TG	1/2/2019	4264 Blue Mountain Rd	Port Angeles	ER Req't - Letter & Fee Rec'd.	1/3/2019	
19ASB006506	MS	1/3/2019	148 Cloquallum Rd	Elma	After the fact notification. Pd ER fee.	12/21/2018	

## Demolition Notifications received between 11/8/2018 and 1/3/2019

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
18DEM005232	11/8/2018		4730 NE Northshore Rd	Belfair	"All asbestos was removed 11/6/20	<input type="checkbox"/>	ASB
18DEM005233	11/8/2018	TG	7930 Pacific Ave Se	Lacey	Walk in - Paper App	<input checked="" type="checkbox"/>	ASB
18DEM005234	11/8/2018	TG	201 Spruce St	Port Townend	Asb present - TG contacted - KCB t	<input type="checkbox"/>	ASB
18DEM005235	11/9/2018		1743 Abernathy Rd NE	Lacey	Walk in - paper app.	<input checked="" type="checkbox"/>	ASB
18DEM005236	11/9/2018		1717 Abernathy Rd NE	Lacey	Paper App	<input checked="" type="checkbox"/>	ASB
18DEM005237	11/9/2018		2309 Abernathy Rd NE	Lacey	Walk in - Paper App	<input checked="" type="checkbox"/>	ASB
18DEM005238	11/9/2018	MS	314 East Bay Dr	Olympia	Contractor - TBD. "We do not have	<input checked="" type="checkbox"/>	ASB
18DEM005239	11/13/2018	MS	4114 Capital Blvd SE	Tumwater	Walk -in. This is for the Guard hous	<input checked="" type="checkbox"/>	ASB
18DEM005240	11/12/2018		11235 Hoh Mainline Rd	Clearwater	Project size: 2000. No survey - req'	<input type="checkbox"/>	ASB
18DEM005241	11/13/2018		9845 Johnson Point Lp NE	Olympia	Walk in - Paper App	<input checked="" type="checkbox"/>	18ASB006451
18DEM005242	11/14/2018	TG	2328 Jefferson St	Shelton	Walk in - Paper App . Asb in sheet	<input checked="" type="checkbox"/>	ASB
18DEM005243	11/13/2018		2411 SE Binns Swiger	Shelton		<input checked="" type="checkbox"/>	ASB
18DEM005244	11/13/2018		1324 River Rd	Sequim		<input checked="" type="checkbox"/>	ASB
18DEM005245	11/16/2018		7740 Prine Drive SW	Tumwater	Cancelled - cannot remove asbesto	<input checked="" type="checkbox"/>	ASB
18DEM005246	11/19/2018	TG	840 140th Ave SW	Tenino	Walk in - App	<input checked="" type="checkbox"/>	ASB
18DEM005247	11/20/2018	TG	7141 Clearwater Dr SW	Tumwater	Unfinished metal frame/structure on	<input checked="" type="checkbox"/>	ASB
18DEM005248	11/26/2018	MS	1112 Paulding Street	Raymond	Project size: 1144. Submitted Labs	<input type="checkbox"/>	ASB
18DEM005249	11/26/2018	MS	1110 S Jacob Miller Rd	Port Townend	paper app rec'd via US Mail - old ap	<input type="checkbox"/>	ASB
18DEM005250	11/26/2018		17326 Littlerock Rd	Rochester	Paper App	<input checked="" type="checkbox"/>	18ASB006464
18DEM005251	11/27/2018		0 Zion View Lane	Quilcene	"Demo may proceed in January and	<input checked="" type="checkbox"/>	ASB
18DEM005252	11/27/2018	MS	106 Sid Snyder East	Long Beach	Project size: 860 - AFTER THE FA	<input type="checkbox"/>	ASB
18DEM005253	11/28/2018	TG	6029 1/2 Capital Blvd SW	Tumwater	Project size: 1500 No survey. 12/1	<input type="checkbox"/>	ASB
18DEM005254	11/28/2018	MS	751 W Fairgrounds Rd	Shelton		<input checked="" type="checkbox"/>	ASB

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
18DEM005255	11/29/2018		2526 114th SW	Olympia	New to us contractor. Project size:	<input checked="" type="checkbox"/>	ASB
18DEM005256	11/29/2018	TG	1865 W. Washington St.	Sequim	New to us contractor. Project size	<input type="checkbox"/>	ASB
18DEM005257	11/29/2018		99 Dickinson Rd	Sequim	Project size: 3881 - emailed survey	<input checked="" type="checkbox"/>	ASB
18DEM005258	11/29/2018		blank	Shelton		<input type="checkbox"/>	ASB
18DEM005259	12/3/2018		1171 Fish Hatchery Rd	Sequim	Tribal Contact: jeffreypaulding@g	<input checked="" type="checkbox"/>	ASB
18DEM005260	12/3/2018	TG	15314 Sandridge Rd	Long Beach	Project size: 1500 ER Req't. letter	<input checked="" type="checkbox"/>	ASB
18DEM005261	12/4/2018		USE NEXT	Shelton	5 + buildings. Project size: 50000 s	<input type="checkbox"/>	ASB
18DEM005262	12/4/2018		10139 Littlerock Rd	Olympia	Walk in - Paper App	<input checked="" type="checkbox"/>	18ASB006477
18DEM005263	12/5/2018	MS	11926 Sanford St	Tenino	Walk in paper app.	<input checked="" type="checkbox"/>	ASB
18DEM005264	12/10/2018		60 E Jared Rd	Shelton		<input type="checkbox"/>	18ASB006490
18DEM005265	12/11/2018		67 Hicklin Rd	Elma		<input type="checkbox"/>	ASB
18DEM005266	12/11/2018		1203 Olympia Ave NE	Olympia		<input type="checkbox"/>	ASB
18DEM005267	12/12/2018		52 Longmire Lane	Port Ludlow		<input type="checkbox"/>	ASB
18DEM005268	12/14/2018	MS	8754 Flagler Rd	Norlund	Rec'd Paper App via US mail. No s	<input type="checkbox"/>	ASB
18DEM005269	12/14/2018		711 Queens Ave	Hoquiam	New to use contractor: Loc Do @	<input checked="" type="checkbox"/>	ASB
18DEM005270	12/16/2018		206222 Hwy 101 N	Port Angeles	Project size: 1675	<input checked="" type="checkbox"/>	ASB
18DEM005271	12/17/2018		412 O St	Hoquiam	Project size: 400 - sent labs only....	<input type="checkbox"/>	ASB
18DEM005272	12/18/2018	RTM	1101 Pacific Ave	Long Beach	ER Req't - Letter & Fee Rec'd	<input checked="" type="checkbox"/>	ASB
18DEM005273	12/19/2018		3724 Owl Ln	Olympia		<input type="checkbox"/>	ASB
18DEM005274	12/20/2018	TG	6526 6th Ave SE	Lacey	ER Req't	<input checked="" type="checkbox"/>	ASB
18DEM005275	12/24/2018		1921 Kirkpatrick Rd	Humptulips	Paper App - rec'd via US Mail. Will	<input checked="" type="checkbox"/>	ASB
18DEM005276	12/26/2018		90 E Shore Drive	Grapeview	No survey w/app. Emailed. Req't S	<input checked="" type="checkbox"/>	ASB
18DEM005277	12/26/2018		452 North Shore Rd	Amanda Park	Project size: 3000	<input checked="" type="checkbox"/>	ASB
18DEM005278	12/26/2018		75 & 77 Lakeview Dr	Amanda Park	Project Size: 2200	<input type="checkbox"/>	18ASB006273
18DEM005279	12/26/2018		314 North Shore Rd	Amanda Park	Project Size: 10000 (18ASB00627	<input checked="" type="checkbox"/>	18ASB006274

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
18DEM005280	12/26/2018		658 North Shore Rd	Amanda Park	Project size: 4500	<input type="checkbox"/>	ASB
18DEM005281	12/26/2018		991 North Shore Rd	Amanda Park	Project size: 7000	<input type="checkbox"/>	18ASB006326
18DEM005282	12/26/2018		604 North Shore Rd	Amanda Park	Project Size: 3000	<input checked="" type="checkbox"/>	18ASB006323
18DEM005283	12/26/2018		606 North Shore Rd	Amanda Park	Project size: 1200	<input checked="" type="checkbox"/>	18ASB006324
18DEM005284	12/26/2018		17 Viewpoint Lane	Amanda Park	Project Size: 2500	<input checked="" type="checkbox"/>	ASB
18DEM005285	12/26/2018		250 North Shore Rd	Amanda Park	Project Size: 2000	<input checked="" type="checkbox"/>	18ASB006325
18DEM005286	12/26/2018		8 Viewpoint Lane	Amanda Park	Project size: 3000	<input checked="" type="checkbox"/>	18ASB006322
18DEM005287	12/27/2018		4741 88th Ave SW	Littlerock	Project Size: 1200 New to Us Contr	<input checked="" type="checkbox"/>	ASB
18DEM005288	12/27/2018 MS		148 CLOQUALLUM RD	Elma	Need Survey. Rec'd 1/3/19.	<input type="checkbox"/>	19ASB006506
18DEM005289	12/28/2018 MS					<input type="checkbox"/>	ASB
18DEM005290	12/31/2018 MS		141 Old Schoolhouse Road	Sequim	Request start date of 12/15/18????	<input type="checkbox"/>	ASB
19DEM005291	1/2/2019 TG		102 Heritage Dr	Elma	Project size: 2600.	<input checked="" type="checkbox"/>	18ASB006500
19DEM005292	12/31/2018 TG		242902 Hwy 101	Port Angeles	Rec'd Paper App via USMail.	<input checked="" type="checkbox"/>	19ASB006503
19DEM005293	1/2/2019 MS		276664 Hwy 101	Gardnier	Rec'd via US Mail.	<input checked="" type="checkbox"/>	ASB
19DEM005294	1/3/2019		140 SE Lupine Place	Shelton	Project size: 1030. Survey rec'd	<input checked="" type="checkbox"/>	ASB



# Current ORCAA Land Clearing Burn Permit

FireDistrict	Expiration	#	Legal Desc	Burn Site Address	City	Last Name	CompanyName	Phone
CFD #3, Sequim	1/4/2019	4616		Between #1740 And Toad Rd (Hooker Rd)	Sequim	Smith	All-Trax Excavation	(360) 452-83
	1/5/2019	4617	Sec34 T30R02W	1942 Old Gardiner Rd	Sequim	Caldwel		(253) 225-38
	1/9/2019	4620		176 Michaels Rd	Sequim	Lee		(360) 808-15
	1/12/2019	4623	Sec12 T29R05W	955 South McCrorie Rd	Port Angeles	Berns	Adaimre Concrete & Excavating Inc	(360) 461-07
	1/30/2019	4633		372 Guiles Rd	Sequim	Thoman		(360) 461-84
CFD #4, Joyce	1/30/2019	4632		678 Oxenford Road	Port Angeles	Richardson		(360) 928-34
GHFD #3, Westport	1/30/2019	4634		2459 S Forrest St	Westport	Dunavant	donald.dunavant@acs alaska.net	(206) 892-82
GHFD #5, Porter/Elma/Satsop	1/25/2019	4630		9 Cedar Circle	Elma	Zimmerman		(360) 789-53
	1/30/2019	4631		97 Geissler Rd	Montesano	Mark		(360) 500-58
PFD #8	1/11/2019	4622		47 Willapa Sands Lane	South Bend	Mabry	Ashley Construction	(253) 377-20
Port Angeles Fire Department	1/6/2019	4619		646 Fors Rd	Port Angeles	Didrickson		(360) 461-02
TFD #1, Rochester	1/6/2019	4618	Sec09 T15R03W	7935 US-12	Rochester	Blake	DJ Blakes Construction Inc.	(360) 273-53



FireDistrict	Expiration	#	Legal Desc	Burn Site Address	City	Last Name	CompanyName	Phone
TFD #11, Littlerock	1/3/2019	4615	Sec16 T17R02W	3016 85th Ave SW	Olympia	Sutherland		(360) 584-52
TFD #12, Tenino	1/16/2019	4625	Sec18 T16R01W	14638 McDuff Rd SE	Tenino	Nordloh		(360) 561-97
TFD #13, Griffin	1/16/2019	4624	Sec24 T19R03w	5702 Steamboat Island Road	Olympia	Moore		(360) 561-53
	1/18/2019	4627	Sec36 T19R03W	4318 Steamboat Is Rd NW	Olympia	Rodius		(360) 670-12
TFD #2, Yelm	1/19/2019	4626		11822 Hobby St SE	Yelm	Redell		(360) 560-17
TFD #4, Rainier	1/10/2019	4621		14322 & 14344 Fircrest Lane SE	Tenino	Smith	Bryan's Excavating, LLC	(360) 239-44
TFD #6, East Olympia	1/20/2019	4628	Sec19 T17R01W	3125 96th Trl SE	Olympia	Roth	Creekside Builders	(360) 470-15
TFD #8, South Bay	1/23/2019	4629	Sec25 T19R02W	5421 Libby Rd NE	Olympia	Dragt	Howards Construction & Excavating	(360) 791-67
	2/2/2019	4635		Cooper Mill Subdivision	Olympia	Pascher	Pascher Construction	(360) 239-21

# Complaint Report for period from 11/8/2018 to 1/3/2019

Date	Source	City	Rec'd	Formal	Oncall	Online	Smoke	Odor	Open Fire	Dust	Woodstov	Other
<b>Referred to: AMF</b>												
11/16/2018	Donald L. Andrews	Rochester	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/17/2018	John C Franklin	Shelton	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/19/2018	Burning tires or other plastics	Chimacum	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/20/2018	Kwang Ha Yun	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/22/2018	BIO RECYCLING CORPORATION		RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/26/2018	TBD		MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/28/2018	Aaron's development Company, LLC	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/29/2018	Aaron's Development Company LLC	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/05/2018	Jason Murphy / Tenant	Yelm	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/06/2018	Fireplace smoke	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/07/2018	Fireplace smoke	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/10/2018	Ila M Siegrist Trustee - Stan Siegrist=	Olympia	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/13/2018	LGD Properties LLC	Forks	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Demolition
12/14/2018	Francis L Miller	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/14/2018	Vinn Voenn & Yen Preuch	MONTESANO	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/15/2018	Jason Murphy / Tenant	Yelm	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/15/2018	Jason Murphy / Tenant	Yelm	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/17/2018	Neighbor	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/18/2018	725 Midway Dr LLC	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/18/2018	Beatrice Osborn	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/19/2018	Fireplace Woodsmoke	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/20/2018	Fireplace smoke	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/21/2018	Current Resident(s) / David Shuttuck	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/22/2018	Current Resident	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/22/2018	Fireplace smoke		JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/23/2018	Richard K Leffler	Grapeview	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/27/2018	Cyndia Siedentop	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/27/2018	Lee Tibbits	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Date	Source	City	Rec'd	Formal	Oncall	Online	Smoke	Odor	Open Fire	Dust	Woodstov	Other
12/28/2018	Current Resident(s)	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/28/2018	SOUND CANNABIS	ABERDEEN	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/30/2018	Current Resident(s) / Tri county Holdings LLC	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01/02/2019	Tenants	Olympia	AMF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Referred to: MS</b>												
11/08/2018	GREEN FREEDOM LLC	ELMA	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/09/2018	tbd	Cosmopolis	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/12/2018	GREEN FREEDOM LLC	ELMA	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/12/2018	Outdoor Burning	Rochester	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/13/2018	COMPOSITE RECYCLING TECHNOLOGY CENTER	PORT ANGELES	DAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/13/2018	Donald and Laurie Frazier	Raymond	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/13/2018	TBD	Rochester	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/15/2018	Shannon Frame	Long Beach	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	demo without a survey or notification
11/15/2018	Wilson Leon and Cheryl	Long Beach	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demo without a notification
11/26/2018	Sidney Koski & Michaelson, Tracy and Stacy	Raymond	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/28/2018	Christine Balcom	South Bend	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/28/2018	GREEN FREEDOM LLC	ELMA	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/29/2018	Residential burning	Ocean Shores	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/30/2018	Rex and Sara Angelovich	Raymond	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	burning wood, dumping oil.
12/05/2018	Jeff Glanden	Shelton	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/08/2018	Danny Dalebout	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/09/2018	unknown	HOQUIAM	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/12/2018	John and Jacalyn Miller	Port Angeles	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/21/2018	Unknown	Shelton	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	asbestos insulation - possible removal
01/02/2019	Lopez construction - Rafael Lopez	Raymond	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Referred to: RTM</b>												
11/09/2018	CANNA ORGANIX	SEQUIM	DAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/11/2018	OLYMPIC MOUNTAIN MAN FARM	PORT ANGELES	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Source	City	Rec'd	Formal	Oncall	Online	Smoke	Odor	Open Fire	Dust	Woodstov	Other
11/16/2018	Edward Brewer	Shelton	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/16/2018	tbd	Rochester	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/27/2018	JC Restorations LLC	Lacey	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	potential asbestos
11/27/2018	OLYMPIC MOUNTAIN MAN FARM	PORT ANGELES	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/28/2018	OLYMPIC MOUNTAIN MAN FARM	PORT ANGELES	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/20/2018	Beth and Dale Eaton	OAKVILLE	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Referred to:</b> TG												
11/09/2018	Resident(s)	Port Angeles	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/09/2018	SILVER SPRINGS ORGANICS LLC	RAINIER	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/13/2018	Edward W Lake	Port Townsend	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/14/2018	Greg and Michelle Barr	Olympia		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/15/2018	Larry Palm	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/15/2018	Resident(s)	Port Angeles	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/16/2018	tbd	Port Angeles	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/17/2018	unknown source in the neighborhood		JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/18/2018	Herbert Milleson	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/20/2018	Resident(s)	Port Angeles	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/30/2018	Unknown	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/02/2018	Estanislao & Teresita Cabotage	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/03/2018	Jay Curry	Gardiner	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/03/2018	Tenant(s)	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/04/2018	Jason Murphy	Yelm	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/04/2018	John Reed	Port Townsend	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/04/2018	Joseph & Lynn Fleming	Port Townsend	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/05/2018	Neighbor	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/06/2018	Jay Curry	Sequim	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/07/2018	Fireplace Smoke	Lacey	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/10/2018	Neighbor	Olympia	DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/14/2018	Robert & Lien Sorger	Olympia	JW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/14/2018	SILVER SPRINGS ORGANICS LLC	RAINIER	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/19/2018	TBD	Grapeview	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12/21/2018	Gary Chambers	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01/03/2019	Transient Camp Down Town Olympia	Olympia	TG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# NOV Monthly Report

For the period 11/8/2018 to 1/3/2019

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
2985	FLEMING	SS	THURSTON	6.3.2(a)(1)(asbestos)		09/27/2010	\$2,475.00	\$300.00	\$2,175.00	11/24/2010
3013	TAYLOR	MS	THURSTON	6.2(a)(1)		02/08/2011	\$2,600.00		\$2,600.00	03/22/2011
3614	LAKE CUSHMAN COMPANY	KJW		Rule 6.3.2(b) Rule 6.3.4(a)	Demo without AHERA survey asbestos/demo work without notification/fee	10/16/2017	\$614.00		\$614.00	01/05/2018
3617	LAKE CUSHMAN COMPANY/BARRY THARP/DUANE & DEANNE LANDSVERK	KJW	MASON	Rule 6.3.9(a) Rule 6.3.8(a) Rule 6.3.9(b)(1) Rule 6.3.9(b)(10)	Allowing work on asbestos project by non-certified workers Asbestos Removal Prior to Renovation/Demolition Asbestos Work Practices - Controlled Area Asbestos Work Practices - Disturbance	11/01/2017	\$750.00		\$750.00	01/05/2018
3715	PYR PRESERVATION SERVICES	PFM	JEFFERSON JEFFERSON	Rule 6.1(a)	Failure to file NOC	03/29/2018	\$750.00			11/20/2018
3716	PYR PRESERVATION SEREVICES	PFM	JEFFERSON JEFFERSON	Rule 6.1(a)	Failure to file NOC	03/29/2018	\$500.00			11/20/2018
3731	ERIC HOLM	PFM	JEFFERSON JEFFERSON	Rule 6.2.5(e) Rule 6.2.5(a)	Use of Burn Barrel Burning Prohibitives	05/25/2018	\$5,000.00			12/18/2018
3733	DEAGUIAR - T-JAG'S TRUCKING, LLC	TG	MASON	Rule 6.3.4(c)	Notification Period	06/05/2018	\$100.00		\$100.00	09/24/2018
3736	STICKA	MS	GRAYS HARBOR	Rule 6.2.8(c)(4)	Landclearing burn without permit	06/29/2018	\$604.00			11/20/2018
3743	BISCONER	MS	MASON	Rule 6.2.5(a)	Burning Prohibitives	08/13/2018	\$500.00	\$500.00		12/18/2018

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3745	MAHAN	TG	THURSTON	Rule 6.3.8(a)	Asbestos Removal Prior to Renovation/Demolition	08/07/2018	\$2,500.00			12/18/2018
3746	DO	MS	GRAYS HARBOR	Rule 6.3.4(a)	asbestos/demo work without notification/fee	08/13/2018	\$500.00			12/18/2018
3747	JOHNSON	MS	GRAYS HARBOR	Rule 6.3.2(b) Rule 6.3.4(a)	Demo without AHERA survey asbestos/demo work without notification/fee	08/10/2018	\$562.00		\$562.00	10/10/2018
3748	THOMPSON	MS	GRAYS HARBOR	Rule 6.2.5(a)	Burning Prohibitives	08/14/2018	\$2,500.00			11/20/2018
3749	CUDE	MS	GRAYS HARBOR	Rule 6.2.5(a)	Burning Prohibitives	08/14/2018	\$500.00			12/18/2018
3751	LOTT CLEAN WATER ALLIANCE	TG	THURSTON	Rule 6.1.8	Conditions in Approval Orders Enforceable	08/30/2018	\$2,000.00		\$2,000.00	11/20/2018
3753	DOOLEY	MS	GRAYS HARBOR	Rule 6.3.2(b) Rule 6.3.4(a)	Demo without AHERA survey asbestos/demo work without notification/fee	09/04/2018	\$750.00			12/18/2018
3754	& ANITA L WILCOX	RTM	THURSTON	Rule 6.2.4 Rule 6.2.3	Summer Burn Ban No Residential or Land Clearing burning in cities or UGAs		\$500.00			11/20/2018
3758	GRAYS HARBOR COMMUNITY HOSPITAL	TG	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$660.20			12/21/2018
3759	ST PETERS HOSPITAL	TG	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$500.00			12/21/2018
3764	LACEY SHELL FOOD MART	TG	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$500.00			12/21/2018
3765	TUMWATER DELI MART	TG	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$500.00			12/21/2018

NOV #	Name	Issued by	City	Regulation(s)		NOV Issued	Penalty Assessed	Amount Suspended	Amount Paid	Penalty Issued
3769	BELFAIR CLEANERS	TG	MASON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$820.00			12/21/2018
3770	LILLIWAUP STORE & MOTEL	TG	MASON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$1,070.00			12/21/2018
3772	PYR PRESERVATION SERVICES	TG	JEFFERSON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/01/2018	\$2,236.25			12/19/2018
3773	AQUATIC CO	MS	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	11/14/2018				
				RCW 70.94.161(9)(a)	RCW Unlawful to operate AOP source in violation of permit					
3775	AQUATIC CO	MS	THURSTON	Rule 6.1.8	Conditions in Approval Orders Enforceable	11/13/2018				
				Condition 3 of 17NOC1256	Aquatics - 17NOC1256					
3776	CASTANEDA - CASTANEDA LANDSCAPING	TG	GRAYS HARBOR	Rule 6.2.8(c)(4)	Landclearing burn without permit	11/19/2018				
				Rule 6.2.5(a)	Burning Prohibitives					
3777	FRAME	MS	PACIFIC	Rule 6.3.2(b)	Demo without AHERA survey	11/27/2018				
				Rule 6.3.4(a)	asbestos/demo work without notification/fee					
3778	LEFFLER	AMF	MASON	Rule 6.2.5(a)	Burning Prohibitives	11/28/2018				
3780	NISQUALLY AUTOMOTIVE & TOWING	AMF		Rule 8.8	Control Equipment Maintenance and repair	12/10/2018				
3781	SIEGRIST	AMF		Rule 6.2.5(c)	Person must be in attendance of fire	12/13/2018				
				Rule 6.2.8(b)	Failure to comply with conditions					
<b>Totals:</b>							<b>\$39,667.45</b>	<b>\$800.00</b>	<b>\$12,227.00</b>	

# Industrial / Commercial Air Permits

Pending and Final Permits for period from 11/08/18 to 01/03/19

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
GRAYS HARBOR COUNTY -	MONTESA NO	NOC	15NOC1138	Gasoline Distribution	install spray booth (after-the-fact)	AM	11/25/2015	cancelled	1/3/2019
ARCO 7063	OLYMPIA	ADM	18ADM1305	Gasoline Distribution	correct 16NOC1149	LEW	10/4/2018	final permit delivered	12/13/2018
LOTT CLEAN WATER ALLIANCE	OLYMPIA	NOI	18NOI1310	Waste Water Treatment Plant	temporarily provide wastewater disinfection through peracetic acid injection	LEW	12/5/2018	hand off for final signatures	12/31/2018
LOTT CLEAN WATER ALLIANCE	OLYMPIA	NOI	18NOI1310	Waste Water Treatment Plant	temporarily provide wastewater disinfection through peracetic acid injection	LEW	12/5/2018	final permit delivered	12/31/2018
LOTT CLEAN WATER ALLIANCE	OLYMPIA	NOI	18NOI1310	Waste Water Treatment Plant	temporarily provide wastewater disinfection through peracetic acid injection	LEW	12/5/2018	draft pending internal review	12/31/2018
METAUX SPECIAUX	HOQUIAM	NOC	16NOC1191	closed/non-registered	build a sodium methylate plant	MVG	4/10/2017	on hold - per source	1/3/2019
VALLEY NUT & BOLT CO INC	OLYMPIA	NOC	18NOC1307	Metal Fabrication/Co	operate hot dip zinc galvanizing facility	JAD	11/8/2018	final permit delivered	12/19/2018
ALTA FOREST PRODUCTS	SHELTON	NOC	18NOC1302	Lumber Mill - Logging	use oil stain	AM	9/20/2018	waiting on SEPA	11/30/2018
AQUATIC CO	YELM	RFC	18RFC1287	Fiberglass/Marine Services	incorporate conditions from 17NOC1256	MVG	6/1/2018	draft in progress	1/3/2019



Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
ARBOR CENTRE CHEVRON	LACEY	NOC	19NOC1314	Gasoline Distribution	remove Stage II vapor recovery system	LEW	1/2/2019	initial payment received, hand off to engineers	1/2/2019
ASCENSUS SPECIALTY	ELMA	AOP	15AOP1134	Chemicals	renew AOP	JAD	11/4/2015	draft in progress	6/28/2018
BELCO SHELTON MILL	SHELTON	NOC	18NOC1294	Wood Products	install a baghouse	LEW	7/26/2018	incomplete application - waiting on data response	1/2/2019
BHP BILLITON CANADA INC	HOQUIAM	NOC	18NOC1301	Chemicals	establish a potash terminal	AM	9/20/2018	incomplete application - waiting on data response	11/20/2018
BP ARCO ABERDEEN	ABERDEEN	NOC	18NOC1308	Gasoline Distribution	replace Stage I vapor recovery system	LEW	11/16/2018	hand off for final signatures	1/3/2019
CAPITOL CITY PRESS	TUMWATER	NOC	14NOC1064	Printing/Paper Products	get approval for after-the-fact installation of printing presses	LEW	9/19/2014	draft in progress	1/3/2019
CARDINAL CG	TUMWATER	NOC	18NOC1312	Manufacturing	permit after-the-fact boiler	LEW	12/31/2018	on hold - pending initial payment	12/31/2018
CEDAR CREEK CORRECTIONS	LITTLEROCK	MOD	16MOD1143	Corrections Center	modify conditions in approval order	AM	1/28/2016	on hold - per source	1/3/2019
CONTANDA TERMINALS LLC	HOQUIAM	NOC	14NOC1074	Chemicals	install storage tanks and vapor combustion units	AM	12/1/2014	waiting on SEPA	1/3/2019
FOX LUMBER CO	MONTESANO	NOC	17NOC1242	Lumber Mill - Logging	after-the-fact review of cyclone	LEW	8/1/2017	draft pending internal review	1/3/2019
GRAYS HARBOR ENERGY LLC	ELMA	AOP	09AOP672	Energy Production	Air Operating Permit - Initial	MVG	4/24/2009	draft in progress	1/3/2019
HARPO LLC	ABERDEEN	NOC	18NOC1275	Printing/Paper Products	replace existing boiler with new 6.3 MMBtu/hr natural gas boiler (after-the-fact)	LEW	4/2/2018	draft pending internal review	1/3/2019

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
McKINLEY PAPER COMPANY	PORT ANGELES	AOP	18AOP1300	Printing/Paper Products	renew AOP (11AOP816)	MVG	9/4/2018	on hold - per source	1/3/2019
MUTUAL MATERIALS - LACEY	LACEY	NOC	17NOC1237	Concrete Batch Plant	after-the-fact paver stone tumbler	LEW	9/6/2017	waiting on SEPA	6/1/2018
NORTHWEST AQUA SOILS	ELMA	NOC	16NOC1146	Composting	operate a compost facility	AM	1/28/2016	on hold - per source	1/3/2019
PANELTECH	HOQUIAM	NOR	18NOR1309	Wood Products		JAD	12/3/2018	completeness determination pending	1/3/2019
PANELTECH	HOQUIAM	NOC	19NOC1313	Wood Products	install small research reactor for production of amino resins	JAD	1/2/2019	completeness determination pending	1/3/2019
PORT ANGELES HARDWOOD LLC	PORT ANGELES	MOD	17MOD1243	Wood Products	modify condition 1	AM	8/8/2017	draft in progress	1/3/2019
RESURRECTION AUTO BODY AND	OLYMPIA	NOC	17NOC1251	Automotive Services	install after-the-fact spray booth	AM	9/12/2017	on hold - pending initial payment	9/13/2017
RT LONDON CO	LACEY	NOC	18NOC1304	Furniture/Cabinet Shops	install cefla automated finish line	AM	10/5/2018	final pending final payment	12/26/2018
SETINA MFG CO - YELM HWY	OLYMPIA	NOC	18NOC1274	Metal Fabrication/Coating	establish metal fabrication facility including welding, metal cutting, and abrasive blasting (after-the-fact)	AM	3/28/2018	draft pending internal review	1/3/2019
SIERRA PACIFIC INDUSTRIES -	ABERDEEN	AOP	12AOP873	Lumber Mill - Logging	renew AOP permit	AM	1/11/2012	draft in progress	1/3/2019
TACC	TUMWATER	NOC	17NOC1255	Automotive Services	install after-the-fact spray booth	AM	9/26/2017	on hold - waiting on another agency	1/3/2019
WESTPORT LLC	WESTPORT	AOP	14AOP1029	Fiberglass/Marine Services	renew AOP	JAD	3/7/2014	draft in progress	11/8/2018

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
WESTPORT LLC	WESTPORT	REV	09REV702	Fiberglass/Marine Services	modify #07AOP575 to remove conditions 4.18 and 6.12 and incorporate requirements from 40 CFR Part 63 Subpart II.	JAD	9/3/2009	draft in progress	11/8/2018
WESTPORT LLC - INTERIOR - 1050 BUILDING	PORT ANGELES	NOC	18NOC1297	Furniture/Cabinet Shops	Establishment of a park bench painting facility.	LEW	8/7/2018	on hold - per source	10/25/2018
WEYERHAEUSER NR RAYMOND	RAYMOND	AOP	12AOP915	Lumber Mill - Logging	renew 04AOP387	AM	8/1/2012	draft in progress	1/3/2019



# Air Quality Monitoring

## November & December 2018 2018 Annual Summary

Odelle Hadley, PhD

# 2018 November Air Quality Summary – PM2.5

	Minimum	Average	Maximum	GOOD	MOD	USG	UH	VUH
Aberdeen	2.8 $\mu\text{g m}^{-3}$	6.7 $\mu\text{g m}^{-3}$	14.6 $\mu\text{g m}^{-3}$	29	1			
Cheeka Peak <sup>1</sup>	0.5 $\mu\text{g m}^{-3}$	2.4 $\mu\text{g m}^{-3}$	8.9 $\mu\text{g m}^{-3}$	29				
Lacey	2.3 $\mu\text{g m}^{-3}$	9.2 $\mu\text{g m}^{-3}$	23.4 $\mu\text{g m}^{-3}$	21	6	3		
Port Angeles	3.4 $\mu\text{g m}^{-3}$	11.6 $\mu\text{g m}^{-3}$	22.5 $\mu\text{g m}^{-3}$	21	7	2		
Port Townsend <sup>1</sup>	3.6 $\mu\text{g m}^{-3}$	7.6 $\mu\text{g m}^{-3}$	20.3 $\mu\text{g m}^{-3}$	22	2			
Shelton	1.9 $\mu\text{g m}^{-3}$	9.0 $\mu\text{g m}^{-3}$	20.5 $\mu\text{g m}^{-3}$	25	4	1		
South Bend <sup>1</sup>	2.1 $\mu\text{g m}^{-3}$	5.9 $\mu\text{g m}^{-3}$	15.2 $\mu\text{g m}^{-3}$	25	1			

1) Power out

# 2018 December Air Quality Summary – PM2.5

	Minimum	Average	Maximum	GOOD	MOD	USG	UH	VUH
Aberdeen	2.3 $\mu\text{g m}^{-3}$	5.2 $\mu\text{g m}^{-3}$	8.0 $\mu\text{g m}^{-3}$	31				
Cheeka Peak <sup>1</sup>	0.5 $\mu\text{g m}^{-3}$	2.1 $\mu\text{g m}^{-3}$	15 $\mu\text{g m}^{-3}$	23	1			
Lacey	1.6 $\mu\text{g m}^{-3}$	7.9 $\mu\text{g m}^{-3}$	21.1 $\mu\text{g m}^{-3}$	24	6	1		
Port Angeles	5.0 $\mu\text{g m}^{-3}$	11.0 $\mu\text{g m}^{-3}$	18.7 $\mu\text{g m}^{-3}$	25	6			
Port Townsend	2.9 $\mu\text{g m}^{-3}$	5.1 $\mu\text{g m}^{-3}$	11.9 $\mu\text{g m}^{-3}$	31				
Shelton	1.0 $\mu\text{g m}^{-3}$	7.5 $\mu\text{g m}^{-3}$	16.6 $\mu\text{g m}^{-3}$	29	2			
South Bend <sup>2</sup>	1.7 $\mu\text{g m}^{-3}$	4.3 $\mu\text{g m}^{-3}$	7.1 $\mu\text{g m}^{-3}$	29				

1) Power out

2) Not sure why South Bend dropped these 2 days

# 2018 Air Quality Summary – PM2.5

	Minimum	Average	Maximum	GOOD	MOD	USG	UH	VUH	HAZ
Aberdeen	1.4 $\mu\text{g m}^{-3}$	4.9 $\mu\text{g m}^{-3}$	57.7 $\mu\text{g m}^{-3}$	352	4	1	1		
Cheeka Peak	0.5 $\mu\text{g m}^{-3}$	4.0 $\mu\text{g m}^{-3}$	154.8 $\mu\text{g m}^{-3}$	335	1	4	2	3	1
Lacey	0.8 $\mu\text{g m}^{-3}$	6.3 $\mu\text{g m}^{-3}$	98.2 $\mu\text{g m}^{-3}$	328	19	9	4	2	
Port Angeles	2.5 $\mu\text{g m}^{-3}$	9.3 $\mu\text{g m}^{-3}$	124.8 $\mu\text{g m}^{-3}$	310	28	4	5	3	
Port Townsend	2.6 $\mu\text{g m}^{-3}$	6.3 $\mu\text{g m}^{-3}$	103.2 $\mu\text{g m}^{-3}$	346	4	3	4	2	
Shelton	0.5 $\mu\text{g m}^{-3}$	6.8 $\mu\text{g m}^{-3}$	80.2 $\mu\text{g m}^{-3}$	337	16	6	6		
South Bend	1.3 $\mu\text{g m}^{-3}$	4.6 $\mu\text{g m}^{-3}$	69.9 $\mu\text{g m}^{-3}$	312	1	3	4		

# 2018 Air Quality Data Completeness

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
Aberdeen	100%	100%	92%	100%
CPO	96%	100%	98%	84%
Lacey	99%	96%	100%	100%
Port Angeles	100%	83%	92%	100%
Port Townsend	100%	100%	100%	93%
Shelton	100%	100%	100%	100%
South Bend	70%	93%	93%	93%



# Washington Air Quality Goal

State health goal is  
a 98<sup>th</sup> percentile of  
20.4  $\mu\text{g m}^{-3}$

**Annual 98%**

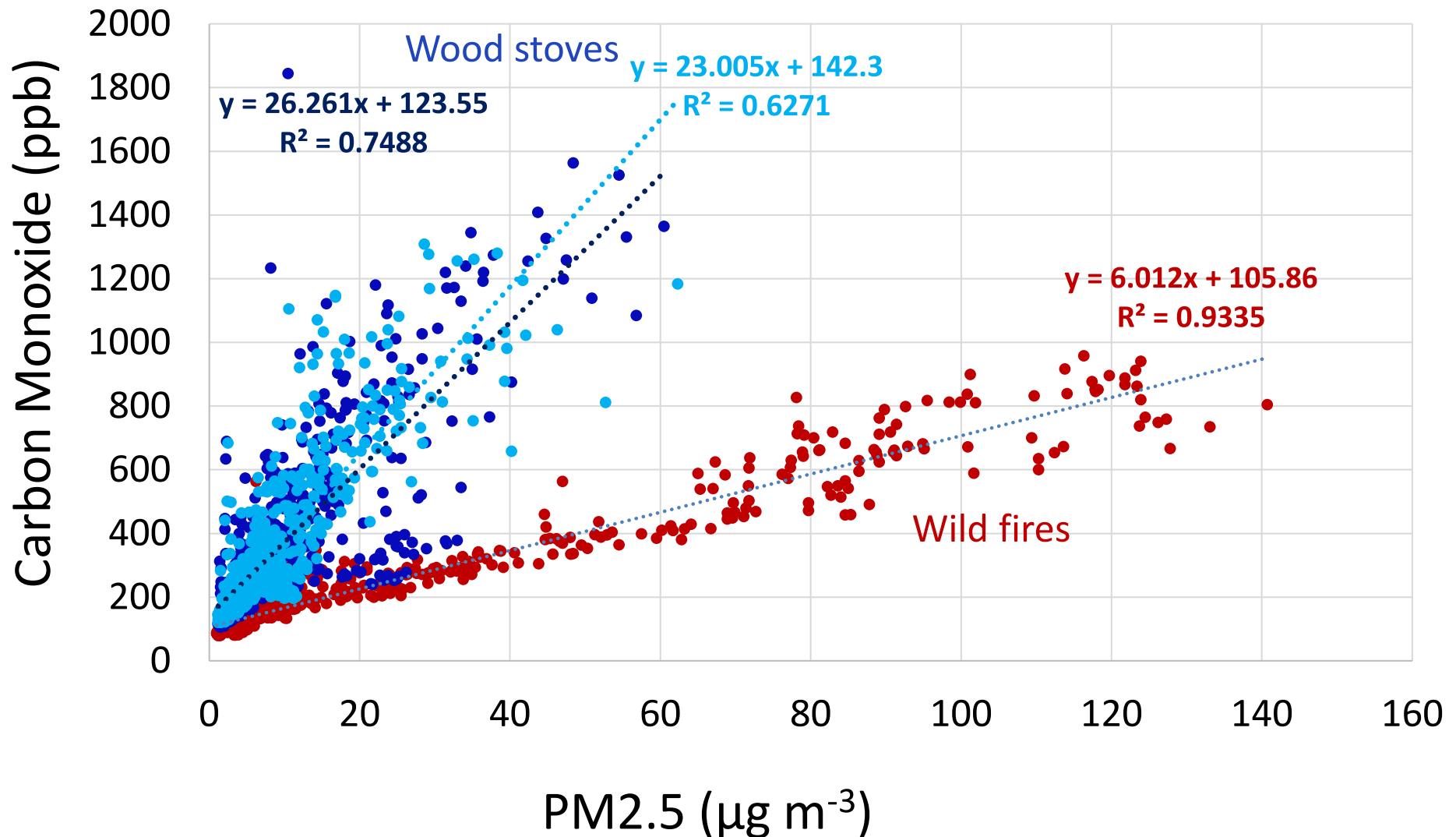
**w/ Wild Fire**

**w/out Wild Fire**

Grays Harbor Co <sup>1</sup>	-- $\mu\text{g m}^{-3}$	✓ 10.9 $\mu\text{g m}^{-3}$
Thurston Co	✗ 29.6 $\mu\text{g m}^{-3}$	□ 20.4 $\mu\text{g m}^{-3}$
Clallam Co	✗ 41.9 $\mu\text{g m}^{-3}$	✓ 17.1 $\mu\text{g m}^{-3}$
Jefferson Co	✗ 34.8 $\mu\text{g m}^{-3}$	✓ 11.6 $\mu\text{g m}^{-3}$
Mason Co	✗ 26.6 $\mu\text{g m}^{-3}$	✓ 16.2 $\mu\text{g m}^{-3}$
Pacific Co	✗ 20.6 $\mu\text{g m}^{-3}$	✓ 10 $\mu\text{g m}^{-3}$

1) Monitor was off-line August 16<sup>th</sup> – August 22<sup>nd</sup>

# Thurston County Carbon Monoxide and PM2.5



# Mason County Saturation Study Sites

1. Installed 2<sup>nd</sup> AQ monitor at the North Mason Fire District station in Belfair, WA
2. Installed 3<sup>rd</sup> AQ monitor at the Timberlakes Community Center
3. Mason County General Hospital backed out as a viable installation site due to a major construction project planned for 2019
  - Still need to find a 4<sup>th</sup> site

# Select Monitoring Activities

## Odelle

- Three trips to CPO including an Ecology audit
- Install Mason co sat study sites at Timberlakes CC and North Mason Fire Station
- Assist with Puget Sound Vital signs AQ indicator
- Finish UFP study report
- Work with students on Community Toxics project
- Quarterly instrument check at Lacey site
- Fix Lacey CO quality control set-up

## Nick

- Troubleshoot saturation study data loggers
- Install Mason Co saturation study sites
- Quarterly instrument checks in Port Townsend, Port Angeles, and Aberdeen

# Contact

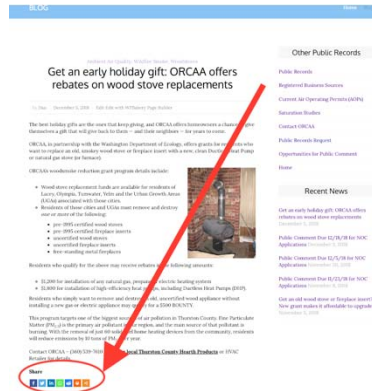
Odelle Hadley, Ph.D., Senior Monitoring Specialist  
360-539-7610 x105

[odelle.hadley@orcaa.org](mailto:odelle.hadley@orcaa.org)

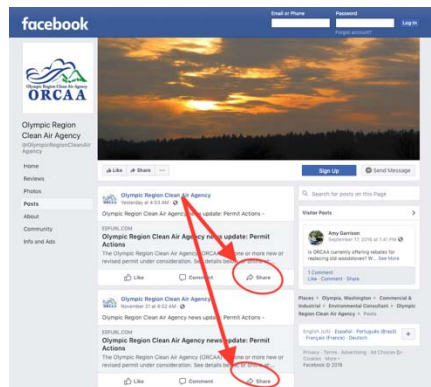
<https://www.orcaa.org>

## How to Share ORCAA News with Social Media Channels

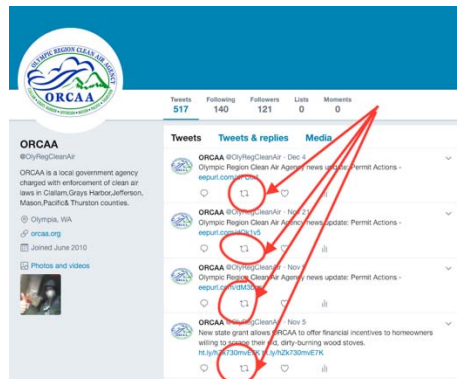
1. Use buttons on individual posts on [www.ORCAA.org](http://www.ORCAA.org)
  - a. Each news post includes a “Sharing” bar at the bottom. Just click on the icon of the Social Media channel you want to share to, and a pop-up window will appear letting you post that news page to your Facebook/Twitter/LinkedIn/Reddit/etc. There is also a “more” icon to click you have other lesser-known channels on which to share.



2. Use Facebook's Sharing button on individual post's on ORCAA's FB Page:
  - a. <https://www.facebook.com/OlympicRegionCleanAirAgency/>
    - i. This will share ORCAA's FB post to your own page. You can also change your options to share it a page you manage, or to a friend's page.



3. Use Twitter's Retweet link to push an ORCAA Tweet to your followers.



4. Copy Post URL from post's address bar at top of the webpage and paste it into your Social Media post

# Olympic Region Clean Air Agency

## Revenue & Expenditures

For the Six Months Ending December 2018

	Fiscal Year 2019 Approved Annual Budget	7/1/18-12/31/18 Year To Date Actual		6-mos = 50%
			Difference	Percentage
<b>Revenue</b>				
AOP (Title V)	\$ 390,871.00	\$ 307,275.25	\$ (83,595.75)	79%
NOC - Major/Minor	110,000.00	53,474.79	(56,525.21)	49%
NOI - Major/Minor	2,000.00	1,494.00	(506.00)	75%
Annual Registration	359,248.00	372,857.27	13,609.27	104%
Assessments	427,318.00	0.00	(427,318.00)	0%
ECY Oversight	15,000.00	1,988.54	(13,011.46)	13%
Asbestos	135,000.00	81,181.50	(53,818.50)	60%
Land Clearing	15,000.00	13,450.00	(1,550.00)	90%
Woodstove Educ Grant	11,017.00	1,059.00	(9,958.00)	10%
Woodstove Bounty Grant	125,000.00	10,333.21	(114,666.79)	8%
Ecology Monitoring (PM2.5)	13,500.00	6,126.22	(7,373.78)	45%
EPA - Cheeka Peak Grant	86,077.00	50,727.25	(35,349.75)	59%
Community Scale Air Toxics	287,413.00	53,918.73	(233,494.27)	19%
CORE-Federal	188,374.00	78,490.00	(109,884.00)	42%
CORE-State	134,737.50	56,140.00	(78,597.50)	42%
EFSEC	30,000.00	13,489.41	(16,510.59)	45%
Fines (Public Education)	55,000.00	20,637.21	(34,362.79)	38%
Investment Income	15,000.00	12,677.86	(2,322.14)	85%
Miscellaneous Revenue	2,000.00	350.56	(1,649.44)	18%
Building/Rental Income	57,108.00	28,995.00	(28,113.00)	51%
Residual Funds-Reserve-Admin.	163,581.07	0.00	(163,581.07)	0%
Residual Funds-Reserve-Title V	(48,605.00)	0.00	48,605.00	0%
<b>Total Revenue</b>	<b>\$ 2,574,639.57</b>	<b>\$ 1,164,665.80</b>	<b>\$ (1,409,973.77)</b>	<b>45%</b>
* Excludes December earnings.				
<b>Expenses</b>				
Salaries	\$ 1,429,730.57	\$ 668,737.14	\$ (760,993.43)	47%
FICA	109,375.00	50,655.33	(58,719.67)	46%
Retirement	181,576.00	83,497.53	(98,078.47)	46%
M,D,L,V,EAP	221,272.00	84,977.28	(136,294.72)	38%
Labor & Industries	6,105.00	1,925.54	(4,179.46)	32%
Employment Security	3,000.00	0.00	(3,000.00)	0%
<b>Total Payroll Exps.</b>	<b>1,951,058.57</b>	<b>889,792.82</b>	<b>(1,061,265.75)</b>	<b>46%</b>
Office Supplies/Sm Equip.	\$ 5,000.00	\$ 2,977.88	\$ (2,022.12)	60%
Gasoline Vehicles	5,600.00	2,319.39	(3,280.61)	41%
Computer Hard/Soft.	14,295.00	5,437.13	(8,857.87)	38%
Bd. Prof. Ser. & Travel Reimb.	3,600.00	509.47	(3,090.53)	14%
Training & Conferences	11,282.00	7,896.68	(3,385.32)	70%
Professional Srs.	53,800.00	18,709.26	(35,090.74)	35%
Telephone	14,000.00	5,805.68	(8,194.32)	41%
Postage	4,600.00	2,467.22	(2,132.78)	54%
Insurance (Bldg. Veh. Staff)	27,200.00	28,374.00	1,174.00	104%
Wellness Program	400.00	346.01	(53.99)	87%
Public Education	8,500.00	5,144.22	(3,355.78)	61%
Miscellaneous	900.00	1,495.72	595.72	166%
Dues & Subscriptions	3,700.00	157.00	(3,543.00)	4%
Audit/Acctg	18,000.00	6,079.44	(11,920.56)	34%
Printing	300.00	0.00	(300.00)	0%
Rent-Satellite Office	2,400.00	1,400.00	(1,000.00)	58%
Maintenance - Copier	1,800.00	753.23	(1,046.77)	42%
Vehicle Purchase	25,000.00	244.07	(24,755.93)	1%
Maintenance - Vehicles	3,500.00	0.00	(3,500.00)	0%
<b>Total Non-P/R Exps.</b>	<b>203,877.00</b>	<b>90,116.40</b>	<b>(113,760.60)</b>	<b>44%</b>
Principal/Interest - Office Bldg	\$ 45,000.00	\$ 41,932.62	\$ (3,067.38)	93%
Alarm Monitoring/Security	2,000.00	527.77	(1,472.23)	26%
Utilities	14,000.00	6,898.77	(7,101.23)	49%
Janitorial & Supplies	600.00	32.04	(567.96)	5%
Maintenance - Office Bldg.	6,000.00	2,987.14	(3,012.86)	50%
Leasehold Improvements	12,000.00	0.00	(12,000.00)	0%
<b>Total Bldg. Exps.</b>	<b>79,600.00</b>	<b>52,378.34</b>	<b>(27,221.66)</b>	<b>66%</b>
WoodSmoke Reduction/Bounty	\$ 100,000.00	\$ 27,100.00	\$ (72,900.00)	27%
ECY Oversight Fees	15,000.00	0.00	(15,000.00)	0%
Monitor. Equip./CPO	31,000.00	20,625.11	(10,374.89)	67%
Community Scale Air Toxics	189,379.00	40,388.38	(148,990.62)	21%
Monitoring-General Exps.	4,725.00	1,209.19	(3,515.81)	26%
<b>Total Non Operat. Exps.</b>	<b>340,104.00</b>	<b>89,322.68</b>	<b>(247,265.51)</b>	<b>26%</b>
<b>Grand Total Exps.</b>	<b>\$ 2,574,639.57</b>	<b>\$ 1,121,610.24</b>	<b>\$ (1,449,513.52)</b>	<b>44%</b>
<b>Net Income (Deficit)</b>		<b>\$ 43,055.56</b>		

	YTD FY2019 Revenue
73% Fees	\$ 852,358.56
23% Grants*	270,283.82
0% Assessments	0.00
4% Other	42,023.42
0% Reserves	0.00
100%	\$ 1,164,665.80
* Grants-Fed	189,262.20
* Grants-State	81,021.62

**OLYMPIC REGION CLEAN AIR AGENCY**

*FUND BALANCE -Actual-Fiscal Year 2019*  
**For The Period Ending December 30, 2018**

	<b>General Fund</b>	
<b>BEGINNING</b> Fund Balance 07/01/2018	\$ 1,570,163	
<b>Plus :</b> Revenue Fiscal Year	\$ 1,164,666	
<b>Less:</b> Expenditures Fiscal Year	\$ (1,121,610)	
<b>ENDING Fund Balance 12/31/18</b>	<b>\$ 1,613,219</b>	
General Fund Balance applied to FY Budget	\$ -	
Title V Funds applied to FY Budget	\$ -	
<b>Fund Balance ALLOCATIONS-</b>		
Operating Reserve Funds		
<b>Less:</b> Expense Reserve (20% FY Budget less Title V)	\$ (337,841)	<div>Reserve Funds</div> <div>\$639,708</div>
<b>Less:</b> Title V	\$ (19,676)	
<b>Less:</b> ORCAA Tenants Security Deposits	\$ (4,845)	
Capital Reserve Funds		
<b>Less</b> for Office Building	\$ (30,000)	
<b>Less</b> for Monitoring Equipment	\$ (20,000)	
<b>Less</b> for Database	\$ (75,000)	
<b>Less</b> for Vacation/Sick Leave	\$ (152,346)	
<b>Ending UNRESERVED Fund Balance</b>	<b>\$ 973,511</b>	

12/31/2018

"Operating Reserve Funds" defined..... An amount established by board direction and placed in reserve

Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly: Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve level annually.)

"Capital Reserve Funds" defined..... An amount established by board direction to save for long-term capital expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260 dated 11/12/14

"Fund Balance" defined..... \*Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".