

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

Regular Meeting

November 13, 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, October 9, 2019
  2. Expenditures and Disbursements – October 4, 2019 – November 5, 2019
6. **PUBLIC HEARING**
  1. Rule 1.11 – Federal Regulations Reference Date change (*action item*)
7. **NEW BUSINESS**
  1. Policies and Procedures Manual – updates (*action item*)
8. **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. Finance/Administrative Update (*Lynn Harding, Administrative Services Manager*)
  6. Executive Director's Report (*Fran McNair, Executive Director*)
9. **GOOD OF THE ORDER**
10. **EXECUTIVE SESSION**  
To discuss any matter suitable for Executive Session under RCW 42.30.110
11. **ADJOURN**

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

**BOARD OF DIRECTORS MEETING**

October 9, 2019

Members present: Jim Cooper, City of Olympia (Chair)  
Cynthia Pratt, City of Lacey (Vice Chair)  
Tye Menser, Thurston County  
Randy Neatherlin, Mason County  
Greg Brotherton, Jefferson County

Members absent: Joan Cathey, City of Tumwater  
Mike Runyon, Pacific County  
Wes Cormier, Grays Harbor County  
Mary Ellen Winborn, Clallam County

Legal Counsel: Jeff Myers 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; and Debbie Moody,  
Office Manager/Recorder

Cooper called the meeting to order at 10:02 a.m.

Cooper asked if the Board had issue with the agenda, noting none, confirmed consensus of the Agenda.

**CHAIR REPORT**

Cooper asked Pratt for a report on the Finance Committee meeting. Pratt stated all is going well; our rentals are all currently filled, we are fully staffed and on budget. Cooper reminded the Board there is no meeting in December.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT AGENDA**

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

**DIRECTORS REPORT**

Compliance Program Update

R. Moody stated the summer burn ban has ended in all our jurisdiction and we are issuing many land clearing burn permits.

R. Moody noted we do partner with some fire districts throughout our jurisdiction and they issue permits as well.

Neatherlin asked about a warning Bayshore gas station received. R. Moody stated it is likely our inspector found some issues during an inspection, typically warnings are related to record keeping.

### Engineering Program Update

Goodin stated things are going well with his group getting out routine permits. He did note there have been many administrative amendments to gasoline stations. Goodin did add the engineers and a couple of our inspectors participated in a Title V Air Operating conference for EPA's Region 10 (Alaska, Idaho, Oregon and Washington). ORCAA cohosted the 2-day conference with Ecology and it was well received.

The Board asked why McKinley is "on hold" per the report. Goodin noted he reported on McKinley last month regarding their permit. There was no appeal on their permit, and they are moving forward and on track for opening around the first of the year. Cooper noted it says they are on hold. Goodin explained that is a different permit. The construction permit was approved.

### Air Quality Program Update

Hadley explained September is looking good. Even our highest 24/hr averages are good, which is typical this time of year. Hadley added we are starting to bump up a little and we are sure that is due to people have begun burning. We did have some issues in Aberdeen, however we are working on them.

Our saturation study in Mason County is going well. There was one spike in Timberlakes (still below moderate), and we believe it was due to an outdoor burn nearby. The sites are still tracking well and correlating with our downtown Shelton site.

This is our last month for ozone, Hadley explained. As you can see, the maximum 8/hr average is 40, which is way below the standard (70). Ecology will remove the sites for the winter, we do keep the Lacey site running through the winter, but we will not be reporting the information.

Ecology has asked us to update our dataloggers at our sites, so we have begun that process. We recently had our EPA audit of the Cheeka Peak site, it passed. The Community Toxics project continues. We are making headway, Hadley stated, however it is taking a bit longer than expected. They students will be presenting their posters at the American Association for Aerosol Research in Portland.

### Education and Outreach

Nelson noted we have issued over 800 Thurston County residential burn permits thus far; we opened the permit site up on September 30 to allow for burning on October 1. We have very few invalid permits as people are more aware of where and where they can not burn. Nelson stated we have launched our no burning, educational/outreach campaign. We have signs and sandwich boards to present to the cities and fire departments. Nelson noted just prior to the meeting he launched a social media ad campaign for the Thurston County area, reminding people there is no recreational or any burning within the cities and restricted burning in the UGAs.

Our woodstove grant has been expanded to all of Thurston County, Shelton, Port Angeles and Sequim. We haven't gotten great response in Clallam, not a lot of retailers have signed up. We will

be doing some additional education up there next week. In Shelton, we have had a handful of projects approved, and a couple completed. In Thurston County we have allocated over \$50,000 to date. We have expended about ¼ of our 2-year budget thus far. Nelson did note the state held back a pool of funds this year and if we spend our allocation, we can go back and apply for additional funds.

Brotherton asked if there is a better option, to cleaning up his forested land, than burning in a woodstove? Goodin noted some of the woody debris can be piled and allowed to sit for 10 years and get a great top soil product. From an air quality perspective this is good as you aren't creating carbon monoxide, nitrous oxide or volatile organics that are air toxics. From a climate standpoint, Goodin stated, it is a wash. Nelson stated we don't oppose the use of woodstoves we just want people to burn correctly.

Myers asked about smoke he noticed coming from a homeless person, what can we do about it? Myers feels they don't know it is illegal to burn in the city. Nelson stated we have been working with the cities and dealing with homeless encampments. Myers noted this particular issue was not an organized homeless camp, but stray people off in the woods. Cooper added we are discussion educational campaigns for the homeless as well. Nelson explained the organizations assisting with homelessness are aware of the smaller camps as well as the large established encampments.

Cooper asked whether or not, in the UGAs for Olympia, Lacey and Tumwater, where recreation burning is allowed, should be make them the same as the city limits? Nelson noted the no burning rule is part of the mitigation plan for the cities having been in non-attainment. There was some additional discussion regarding other jurisdictions. Cooper noted we may want to discuss this further as we change our policies and rules. (Neatherlin left at 10:30, no longer a quorum)

Myer stated each jurisdiction has the police powers to address this issue. ORCAA could also modify their rules, without having to modify the SIP.

Cooper suggested this be discussed between just the four Thurston County members at a separate meeting. Menser noted this topic could be part of a discussion with TRPC as they will be discussion permitting consistencies in the UGAs. Cooper asked if Menser would mention options at the county level. Pratt stated she could also talk to TRPC.

#### Finance/Administrative Update

McNair noted Harding was absent and the only report for this month came from Finance Committee.

#### Executive Director's Report

McNair noted Nelson had mentioned the homeless meeting they attended with City of Olympia. We did talk about environmental issues and discussed the fact that several entities are trying to work together to come up with solutions.

McNair explained staff is working on updating our Personnel Manual and we are hoping to get a draft out to the Board soon so it can be brought to the November meeting. McNair requested comments back and noted we need to get the changes completed in time for the new family leave act, which becomes effective in January. There will be some purchasing changes, vacation/sick leave changes, as well as the family leave.

This upcoming Saturday, McNair stated, she and Nelson will be attending an event in Tumwater. People will be able to bring in items such as medications for disposal, donations, and other items. We will be doing some education on outdoor burning.

McNair noted she had met with the other air directors and DNR regarding the UGA burning. We were under the impression the burning wouldn't begin until about a year from now, however it will be happening much sooner. DNR did state they would contact the local air districts if they have an upcoming burn in their area. We don't have an actual start date, but any complaints received will be forwarded to DNR.

Ecology has told us they will not be sponsor any air bills during the next legislative session. The one piece of legislation that may continue has to do with allowing 'passer-bys' to complain about odors.

McNair stated she is also going to keep working with the charging station issue. Currently the stations are being directed up and down the I5 corridor, but we'd like to push to also get them on 101. McNair noted she would be talking to DOT to see if they have any funds to get stations out on the peninsula.

McNair explained we did have a brief audit from Department of Retirement. They sent one person, who spent ½ a day with us. When they left, they said things looked great, however it will be a few weeks before we get a final report.

## **GOOD OF THE ORDER**

Cooper asked if there was anything for the Good of the Order. Brotherton asked if we, as a Board, could take a stand on I976? Is that something ORCAA can do? Myers stated ORCAA can not because the members are not elected to this position. As an elected official, in your individual jurisdictions, it would be appropriate for you to pass resolutions on initiatives. This body does not have the ability, under the law, to pass those types of resolutions; however, it can do contingency planning for the impacts of I976 and inform the public as to what those consequences might be and how it might affect the agency's business.

## **ADJOURNMENT**

The meeting adjourned at 10:47 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 October 9, 2019, 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

October 4, 2019 through November 5, 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			
	63007840 - 63007858	October 11	\$14,898.06
	63007859 - 63007862	October 11	\$6,700.00
	63007863 - 63007888	October 30	\$19,852.82
	63007889 - 63007894	October 31	\$15,300.00
	544080 - 544097	October - Payroll	\$123,682.91
	7881, 7886, 7890	October - Benefits	\$41,510.40
	Auto - Mo. Wire Transfer	T.C. Accounting Charge	\$549.25
		<i><b>Total Expenditures This Period:</b></i>	<u><u><b>\$222,493.44</b></u></u>

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  
October 4, 2019 through November 5, 2019

Check #	Date	Payee	Cash Account	Amount
63007840	10/11/19	Air Handlers Inc.	10200	633.94
63007841	10/11/19	Cabbros Cleaning Services, LLC	10200	800.00
63007842	10/11/19	Comcast Cable Com., Inc.	10200	111.54
63007843	10/11/19	Anthony Cutler	10200	106.72
63007844	10/11/19	Employment Security Dept.	10200	952.45
63007845	10/11/19	Eastern Research Group, Inc.	10200	6,037.00
63007846	10/11/19	Odelle Hadley	10200	34.00
63007847	10/11/19	Labor & Industries	10200	1,775.41
63007848	10/11/19	Law, Lyman, Daniel,	10200	2,116.45
63007849	10/11/19	Francea L. McNair	10200	18.92
63007850	10/11/19	MinuteMan Press	10200	161.33
63007851	10/11/19	Mountain Mist Water	10200	55.63
63007852	10/11/19	Pacific County Sheriff's Office	10200	55.00
63007853	10/11/19	Pacific Disposal	10200	66.02
63007854	10/11/19	Puget Sound Energy	10200	573.71
63007855	10/11/19	PUD #1 of Clallam County	10200	216.10
63007856	10/11/19	Sunrise Pest Management, Inc.	10200	78.97
63007857	10/11/19	Verizon Wireless, Bellevue	10200	177.87
63007858	10/11/19	Yakima Region Clean Air Agency	10200	927.00
63007859	10/11/19	Capital City Stove	10200	3,400.00
63007860	10/11/19	C&C Clean Sweep	10200	1,000.00
63007861	10/11/19	Ian Smith	10200	500.00
63007862	10/11/19	Sunset Air Incorporated	10200	1,800.00
63007863	10/30/19	Bank of America	10200	3,848.03
63007864	10/30/19	Greg Brotherton	10200	88.16
63007865	10/30/19	Capital Business Machines, Inc.	10200	99.45
63007866	10/30/19	City of Olympia	10200	651.22
63007867	10/30/19	Comcast Cable Com., Inc.	10200	316.74
63007868	10/30/19	Comcast Cable Com., Inc.	10200	111.54
63007869	10/30/19	Alarm Center, Inc.	10200	181.98
63007870	10/30/19	Department of Ecology	10200	2,541.68
63007871	10/30/19	Eastern Research Group, Inc.	10200	6,976.00
63007872	10/30/19	Odelle Hadley	10200	169.00
63007873	10/30/19	Intermedia.net, Inc.	10200	299.61
63007874	10/30/19	Aaron Manley	10200	552.38
63007875	10/30/19	Francea L. McNair	10200	185.34
63007876	10/30/19	MinuteMan Press	10200	1,378.22
63007877	10/30/19	Mountain Mist Water	10200	31.37
63007878	10/30/19	New World Cleaners	10200	264.00
63007879	10/30/19	Office Depot	10200	101.60
63007880	10/30/19	Pacific Northwest Publishing Company	10200	230.00
63007881	10/30/19	Olympic Telephone	10200	235.00
63007882	10/30/19	Pacific County Department	10200	200.00
63007883	10/30/19	Pacific County Sheriff's Office	10200	58.00
63007884	10/30/19	PUD #1 of Clallam County	10200	215.23
63007885	10/30/19	Seamus Shevlino	10200	70.00
63007886	10/30/19	Sound Publishing Inc.	10200	509.66
63007887	10/30/19	Verizon Wireless, Bellevue	10200	178.11
63007888	10/30/19	Yakima Region Clean Air Agency	10200	360.50
63007889	10/31/19	Capital City Stove	10200	2,400.00
63007890	10/31/19	Capital Heating & Cooling Inc.	10200	1,800.00
63007891	10/31/19	Jason Landskron	10200	500.00
63007892	10/31/19	C&C Clean Sweep	10200	1,700.00
63007893	10/31/19	Olympia Fireplace Supply Inc.	10200	1,700.00
63007894	10/31/19	Sunset Air Incorporated	10200	7,200.00
Auto Transfer	10/31/19	Thurston County Treasurer's Office	10200	549.25
544080 - 544097	10/31/19	Salaries & Benefits	10200	165,193.31
Total				222,493.44



**BOARD OF DIRECTORS MEETING  
November 13, 2019**

**SUBJECT:** Rule 1.11 Federal Regulation Reference Date Rule Change

**STAFF CONTACT:** Robert Moody, Compliance Manager (360) 539-7610, ext. 106, robert.moody@orcaa.org

<b>REQUESTED BOARD ACTION:</b>	<b>Staff is requesting a motion amending ORCAA Rule 1.11 and Appendix A.</b>
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<b>STAFF RECOMMENDATION:</b>	<b>Move to approve changes to ORCAA Rule 1.11 Federal Regulations Reference date and Appendix A as presented.</b>
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**DOCUMENTS ATTACHED:** The proposed rule language is shown on pages 2-13.

**BUDGET IMPACT & SOURCE OF FUNDS:** None

**PRESENTERS AND OTHERS NOTIFIED:** Robert Moody, Compliance Manager

**BACKGROUND:** This change to Rule 1.11 is presented annually to the Board. The proposal changes the effective date of the Federal Rules that are implemented by ORCAA. Changes in Appendix A are minor editorial changes. The references to adoption dates were removed. On page 2 the spelling was corrected for the word "acid". On page 5 a comma was removed. On page 11 a change was made to "Subpart CCCCCC". The reference of applicability to "Title V sources only" was removed to align with our Rule 8.17(a)(4) which did not exclude Subpart CCCCCC for all sources.



The proposed language was published in the Washington State Register on October 2, 2019. A Public Notice was published in The Olympian on October 6, 2019. The information has posted on the ORCAA website on September 20, 2019.

## **AMENDATORY SECTION**

### **Rule 1.11 FEDERAL REGULATION REFERENCE DATE**

Whenever federal regulations are referenced in ORCAA's rules, the effective date shall be July 1, 20((48))19.

## **AMENDATORY SECTION**

### **Appendix A - Adopted Federal Regulations and Standards**

40 CFR Part 60 - Standards of Performance for New Stationary Sources(~~(-adopted by reference effective July 1, 2016-))~~)

Subpart A	General Provisions
Subpart D	Fossil-Fuel-Fired Steam Generators for which Construction is Commenced after August 17, 1971
Subpart Da	Electric Utility Steam Generating Units for which Construction is Commenced after September 18, 1978
Subpart Db	Industrial-Commercial-Institutional Steam Generating Units
Subpart Dc	Small Industrial-Commercial-Institutional Steam Generating Units
Subpart E	Incinerators
Subpart Ea	Municipal Waste Combustors for which Construction is Commenced after December 20, 1989 and on or before September 20, 1994
Subpart Eb	Large Municipal Waste Combustors
Subpart Ec	Hospital/Medical/Infectious Waste Incinerators
Subpart F	Portland Cement Plants
Subpart G	Nitric Acid Plants
Subpart Ga	Nitric Aci((t))d Plants for which Construction, Reconstruction, or Modification Commenced after October 14, 2011
Subpart H	Sulfuric Acid Plants
Subpart I	Hot Mix Asphalt Facilities
Subpart J	Petroleum Refineries

Subpart Ja	Petroleum Refineries for which Construction, Reconstruction, or Modification Commenced After May 14, 2007
Subpart K	Storage Vessels for Petroleum Liquids for which Construction, Reconstruction, or Modification Commenced after June 11, 1973 and prior to May 19, 1978
Subpart Ka	Storage Vessels for Petroleum Liquids for which Construction, Reconstruction, or Modification Commenced after May 18, 1978 and prior to July 23, 1984
Subpart Kb	VOC Liquid Storage Vessels (including Petroleum Liquid Storage Vessels) for which Construction, Reconstruction, or Modification Commenced after July 23, 1984
Subpart L	Secondary Lead Smelters
Subpart M	Secondary Brass and Bronze Production Plants
Subpart N	Primary Emissions from Basic Oxygen Process Furnaces for which Construction is Commenced after June 11, 1973
Subpart Na	Secondary Emissions from Basic Oxygen Process Steel-making Facilities for which Construction is Commenced after January 20, 1983
Subpart O	Sewage Treatment Plants
Subpart P	Primary Copper Smelters
Subpart Q	Primary Zinc Smelters
Subpart R	Primary Lead Smelters
Subpart T	Phosphate Fertilizer Industry: Wet Process Phosphoric Acid Plants
Subpart U	Phosphate Fertilizer Industry: Superphosphoric Acid Plants
Subpart V	Phosphate Fertilizer Industry: Diammonium Phosphate Plants
Subpart W	Phosphate Fertilizer Industry: Triple Superphosphate Plants
Subpart X	Phosphate Fertilizer Industry: Granular Triple Superphosphate Storage Facilities
Subpart Y	Coal Preparation Plants
Subpart Z	Ferroalloy Production Facilities
Subpart AA	Steel Plants: Electric Arc Furnaces Constructed after October 21, 1974 and on or before August 17, 1983
Subpart AAa	Steel Plants: Electric Arc Furnaces and Argon-Oxygen Decarburization Vessels Constructed after August 7, 1983
Subpart CC	Glass Manufacturing Plants
Subpart DD	Grain Elevators
Subpart EE	Surface Coating of Metal Furniture
Subpart GG	Stationary Gas Turbines
Subpart HH	Lime Manufacturing Plants
Subpart KK	Lead-Acid Battery Manufacturing Plants

Subpart LL	Metallic Mineral Processing Plants
Subpart MM	Automobile and Light Duty Truck Surface Coating Operations
Subpart NN	Phosphate Rock Plants
Subpart PP	Ammonium Sulfate Manufacture
Subpart QQ	Graphic Arts Industry: Publication Rotogravure Printing
Subpart RR	Pressure Sensitive Tape and Label Surface Coating Standards
Subpart SS	Industrial Surface Coating: Large Appliances
Subpart TT	Metal Coil Surface Coating
Subpart UU	Asphalt Processing and Asphalt Roof Manufacture
Subpart VV	Equipment Leaks of VOC in Synthetic Organic Chemical Manufacturing Industry
Subpart VVa	Equipment Leaks of VOC in Synthetic Organic Chemical Manufacturing Industry for which Construction, Reconstruction, or Modification Commenced After November 7, 2006
Subpart WW	Beverage Can Surface Coating Industry
Subpart XX	Bulk Gasoline Terminals
Subpart AAA	New Residential Wood Heaters – Title V sources only
Subpart BBB	Rubber Tire Manufacturing Industry
Subpart DDD	VOC Emissions from Polymer Manufacturing Industry
Subpart FFF	Flexible Vinyl and Urethane Coating and Printing
Subpart GGG	Equipment Leaks of VOC in Petroleum Refineries
Subpart GGGa	Equipment Leaks of VOC in Petroleum Refineries for which Construction, Reconstruction, or Modification Commenced After January 4, 1983, And On Or Before November 7, 2006
Subpart HHH	Synthetic Fiber Production Facilities
Subpart III	VOC Emissions from Synthetic Organic Chemical Manufacturing Industry Air Oxidation Unit Processes
Subpart JJJ	Petroleum Dry Cleaners
Subpart KKK	Equipment Leaks of VOC from Onshore Natural Gas Processing Plants
Subpart LLL	Onshore Natural Gas Processing: SO <sub>2</sub> Emissions
Subpart NNN	VOC Emissions from Synthetic Organic Chemical Manufacturing Industry Distillation Operations
Subpart OOO	Nonmetallic Mineral Processing Plants
Subpart PPP	Wool Fiberglass Insulation Manufacturing Plants
Subpart QQQ	VOC Emissions from Petroleum Refinery Wastewater Systems
Subpart RRR	VOCs from Synthetic Organic Chemical Manufacturing Industry Reactor Processes
Subpart SSS	Magnetic Tape Coating Facilities

Subpart TTT	Industrial Surface Coating: Surface Coating of Plastic Parts for Business Machines
Subpart UUU	Calciners and Dryers in Mineral Industries
Subpart VVV	Polymeric Coating of Supporting Substrates Facilities
Subpart WWW	Municipal Solid Waste Landfills
Subpart AAAA	Small Municipal Waste Combustion Units for which Construction is Commenced after August 30, 1999 or for which Modification or Reconstruction is Commenced after June 6, 2001
Subpart CCCC	Commercial and Industrial Solid Waste Incineration Units for which Construction is Commenced after November((;)) 30, 1999 or for which Modification or Reconstruction is Commenced on or after June 1, 2001
Subpart EEEE	Standards of Performance for Other Solid Waste Incineration Units for Which Construction is Commenced After December 9, 2004, or for Which Modification or Reconstruction is Commenced on or After June 16, 2006
Subpart IIII	Standards of Performance for Stationary Compression Ignition Internal Combustion Engines – Title V sources only.
Subpart JJJJ	Standards of Performance for Stationary Spark Ignition Internal Combustion Engines – Title V sources only.
Subpart KKKK	Standards of Performance for Stationary Combustion Turbines
Subpart LLLL	Standards of Performance for New Sewage Sludge Incineration Units
Subpart OOOO	Standards of Performance for Crude Oil and Natural Gas Production, Transmission and Distribution
Subpart QQQQ	Standards of Performance for New Residential Hydronic Heaters and Forced-Air Furnaces – Title V sources only.
Subpart TTTT	Standards of Performance for Greenhouse Gas Emissions for Electric Generating Units
40 CFR Part 60	Appendix A
40 CFR Part 60	Appendix B
40 CFR Part 60	Appendix C
40 CFR Part 60	Appendix D
40 CFR Part 60	Appendix F
40 CFR Part 60	Appendix I

40 CFR Part 61 – National Emission Standards for Hazardous Air Pollutants(~~(-adopted by reference effective July 1, 2016.)~~)

Subpart A	General Provisions
Subpart C	Beryllium
Subpart D	Beryllium Rocket Motor Firing
Subpart E	Mercury

Subpart F	Vinyl Chloride
Subpart J	Equipment Leaks of Benzene
Subpart L	Benzene from Coke By-Product Recovery Plants
Subpart M	Asbestos
Subpart N	Inorganic Arsenic from Glass Manufacturing Plants
Subpart O	Inorganic Arsenic from Primary Copper Smelters
Subpart P	Inorganic Arsenic emissions from Arsenic Trioxide and Metallic Arsenic Production Facilities
Subpart V	Equipment Leaks (Fugitive Sources)
Subpart Y	Benzene from Benzene Storage Vessels
Subpart BB	Benzene from Benzene Transfer Operations
Subpart FF	Benzene Waste Operations
40 CFR Part 61	Appendix A
40 CFR Part 61	Appendix B
40 CFR Part 61	Appendix C
40 CFR Part 61	Appendix D
40 CFR Part 61	Appendix E

40 CFR Part 63 – National Emission Standards for Hazardous Air Pollutants for Source Categories((~~adopted by reference effective July 1, 2016~~))

Subpart A	General Provisions
Subpart B	Requirements for Control Technology Determinations for Major Sources in Accordance with Clean Air Act Sections, Sections 112(g) and 112(j)
Subpart C	List of Hazardous Air Pollutants, Petition Process, Lesser Quantity Designations, Source Category List
Subpart D	Regulations Governing Compliance Extensions for Early Reductions of Hazardous Air Pollutants
Subpart F	National Emission Standards for Organic Hazardous Air Pollutants from the Synthetic Organic Chemical Manufacturing Industry
Subpart G	National Emission Standards for Organic Hazardous Air Pollutants from the Synthetic Organic Chemical Manufacturing Industry Process Vents, Storage Vessels, Transfer Operations, and Wastewater
Subpart H	National Emission Standards for Organic Hazardous Air Pollutants for Equipment Leaks
Subpart I	National Emission Standards for Organic Hazardous Air Pollutants for Certain Processes Subject to the Negotiated Regulation for Equipment Leaks
Subpart J	National Emission Standards for Hazardous Air Pollutants for Polyvinyl Chloride and Copolymers Production
Subpart L	National Emission Standards for Coke Oven Batteries
Subpart M	National Perchloroethylene Air Emission Standards for Dry Cleaning Facilities – Title V sources only.

Subpart N	National Emission Standards for Chromium Emissions from Hard and Decorative Chromium Electroplating and Chromium Anodizing Tanks
Subpart O	Ethylene Oxide Emissions Standards for Sterilization Facilities
Subpart Q	National Emission Standards for Hazardous Air Pollutants for Industrial Process Cooling Towers
Subpart R	National Emission Standards for Gasoline Distribution Facilities (Bulk Gasoline Terminals and Pipeline Breakout Stations)
Subpart S	National Emission Standards for Hazardous Air Pollutants from the Pulp and Paper Industry
Subpart T	National Emission Standards for Halogenated Solvent Cleaning
Subpart U	National Emission Standards for Hazardous Air Pollutant Emissions: Group I Polymers and Resins
Subpart W	National Emission Standards for Hazardous Air Pollutants for Epoxy Resins Production and Non-Nylon Polyamides Production
Subpart X	National Emission Standards for Hazardous Air Pollutants from Secondary Lead Smelting
Subpart Y	National Emission Standards for Marine Tank Vessel Loading Operations
Subpart AA	National Emission Standards for Hazardous Air Pollutants from Phosphoric Acid Manufacturing Plants
Subpart BB	National Emission Standards for Hazardous Air Pollutants from Phosphate Fertilizers Production Plants
Subpart CC	National Emission Standards for Hazardous Air Pollutants from Petroleum Refineries
Subpart DD	National Emission Standards for Hazardous Air Pollutants from Off-Site Waste and Recovery Operations
Subpart EE	National Emission Standards for Magnetic Tape Manufacturing Operations
Subpart GG	National Emission Standards for Aerospace Manufacturing and Rework Facilities
Subpart HH	National Emission Standards for Hazardous Air Pollutants from Oil and Natural Gas Production Facilities
Subpart II	National Emission Standards for Shipbuilding and Ship Repair (Surface Coating)
Subpart JJ	National Emission Standards for Wood Furniture Manufacturing Operations
Subpart KK	National Emission Standard for the Printing and Publishing Industry
Subpart MM	National Emission Standard for Hazardous Air Pollutants for Chemical Recovery Combustion Sources at Kraft, Soda, Sulfite, and Stand-Alone Semichemical Pulp Mills

Subpart OO	National Emission Standards for Tanks -Level 1
Subpart PP	National Emission Standards for Containers
Subpart QQ	National Emission Standards for Surface Impoundments
Subpart RR	National Emission Standards for Individual Drain Systems
Subpart SS	National Emission Standards for Closed Vent Systems, Control Devices, Recovery Devices and Routing to a Fuel Gas System or a Process
Subpart TT	National Emission Standards for Equipment Leaks - Control Level 1
Subpart UU	National Emission Standards for Equipment Leaks - Control Level 2 Standards
Subpart VV	National Emission Standards for Oil-Water Separators and Organic-Water Separators
Subpart WW	National Emission Standards for Storage Vessels (Tanks) -Control Level 2
Subpart XX	National Emission Standards for Ethylene Manufacturing Process Units: Heat Exchange Systems and Waste Operations
Subpart YY	National Emission Standards for Hazardous Air Pollutants for Source Categories: Generic Maximum Achievable Control Technology Standards
Subpart CCC	National Emission Standards for Hazardous Air Pollutants for Steel Pickling--HCl Process Facilities and Hydrochloric Acid Regeneration Plants
Subpart DDD	National Emission Standards for Hazardous Air Pollutants for Mineral Wool Production
Subpart EEE	National Emission Standard for Hazardous Air Pollutants from Hazardous Waste Combustors
Subpart GGG	National Emission Standards Pharmaceuticals Production
Subpart HHH	National Emission Standards for Hazardous Air Pollutants from Natural Gas Transmission and Storage Facilities
Subpart III	National Emission Standards for Hazardous Air Pollutants for Flexible Polyurethane Foam Production
Subpart JJJ	National Emission Standard for Hazardous Air Pollutant Emissions: Group IV Polymers and Resins
Subpart LLL	National Emission Standards for Hazardous Air Pollutants from the Portland Cement Manufacturing Industry
Subpart MMM	National Emission Standards for Hazardous Air Pollutants for Pesticide Active Ingredient Production
Subpart NNN	National Emission Standards for Hazardous Air Pollutants for Wool Fiberglass Manufacturing
Subpart OOO	National Emission Standards for Hazardous Air Pollutants Emissions: Manufacture of Amino/Phenolic Resins
Subpart PPP	National Emission Standards for Hazardous Air Pollutants Emissions for Polyether Polyols Production

Subpart QQQ	National Emission Standards for Hazardous Air Pollutants for Primary Copper Smelting
Subpart RRR	National Emission Standards for Hazardous Air Pollutants for Secondary Aluminum Production – Title V sources only.
Subpart TTT	National Emission Standards for Hazardous Air Pollutants for Primary Lead Smelting
Subpart UUU	National Emission Standards for Hazardous Air Pollutants for Petroleum Refineries: Catalytic Cracking Units, Catalytic Reforming Units, and Sulfur Recovery Units.
Subpart VVV	National Emission Standard for Hazardous Air Pollutants: Publicly Owned Treatment Works
Subpart XXX	National Emission Standards for Hazardous Air Pollutants for Ferroalloys Production: Ferromanganese and Silicomanganese
Subpart AAAA	National Emission Standard for Hazardous Air Pollutants: Municipal Solid Waste Landfills
Subpart CCCC	National Emission Standard for Hazardous Air Pollutants: Manufacturing of Nutritional Yeast
Subpart DDDD	National Emission Standard for Hazardous Air Pollutants: Plywood and Composite Wood Products
Subpart EEEE	National Emission Standard for Hazardous Air Pollutants: Organic Liquids Distribution (Non-Gasoline)
Subpart FFFF	National Emission Standard for Hazardous Air Pollutants: Miscellaneous Organic Chemical Manufacturing
Subpart GGGG	National Emission Standard for Hazardous Air Pollutants: Solvent Extractions for Vegetable Oil Production
Subpart HHHH	National Emission Standard for Hazardous Air Pollutants for Wet-Formed Fiberglass Mat Production
Subpart IIII	National Emission Standard for Hazardous Air Pollutants: Surface Coating of Automobiles and Light-Duty Trucks
Subpart JJJJ	National Emission Standard for Hazardous Air Pollutants: Paper and Other Web Coating
Subpart KKKK	National Emission Standard for Hazardous Air Pollutants: Surface Coating of Metal Cans
Subpart MMMM	National Emission Standard for Hazardous Air Pollutants for Surface Coating of Miscellaneous Metal Parts and Products
Subpart NNNN	National Emission Standard for Hazardous Air Pollutants: Surface Coating of Large Appliances
Subpart OOOO	National Emission Standard for Hazardous Air Pollutants: Printing, Coating, and Dyeing of Fabrics and Other Textiles
Subpart PPPP	National Emission Standards for Hazardous Air Pollutants for Surface Coating of Plastic Parts and Products



Subpart QQQQ	National Emission Standard for Hazardous Air Pollutants: Surface Coating of Wood Building Products
Subpart RRRR	National Emission Standard for Hazardous Air Pollutants: Surface Coating of Metal Furniture
Subpart SSSS	National Emission Standard for Hazardous Air Pollutants: Surface Coating of Metal Coil
Subpart TTTT	National Emission Standard for Hazardous Air Pollutants for Leather Finishing Operations
Subpart UUUU	National Emission Standard for Hazardous Air Pollutants for Cellulose Products Manufacturing
Subpart VVVV	National Emission Standard for Hazardous Air Pollutants for Boat Manufacturing
Subpart WWWW	National Emission Standard for Hazardous Air Pollutants: Reinforced Plastic Composites Production
Subpart XXXX	National Emission Standard for Hazardous Air Pollutants: Rubber Tire Manufacturing
Subpart YYYY	National Emission Standard for Hazardous Air Pollutants for Stationary Combustion Turbines
Subpart ZZZZ	National Emission Standard for Hazardous Air Pollutants for Stationary Reciprocating Internal Combustion Engines – Title V sources only.
Subpart AAAAA	National Emission Standard for Hazardous Air Pollutants for Lime Manufacturing Plants
Subpart BBBB	National Emission Standard for Hazardous Air Pollutants for Semiconductor Manufacturing
Subpart CCCCC	National Emission Standard for Hazardous Air Pollutants for Coke Ovens: Pushing, Quenching, and Battery Stacks
Subpart DDDDD	National Emission Standards for Hazardous Air Pollutants for Industrial, Commercial, and Institutional Boilers and Process Heaters
Subpart EEEEE	National Emission Standard for Hazardous Air Pollutants for Iron and Steel Foundries
Subpart FFFFF	National Emission Standard for Hazardous Air Pollutants for Integrated Iron and Steel Manufacturing Facilities
Subpart GGGGG	National Emission Standard for Hazardous Air Pollutants: Site Remediation
Subpart HHHHH	National Emission Standard for Hazardous Air Pollutants: Miscellaneous Coating Manufacturing
Subpart IIII	National Emission Standard for Hazardous Air Pollutants: Mercury Emissions from Mercury Cell Chlor-Alkali Plants
Subpart JJJJJ	National Emission Standard for Hazardous Air Pollutants for Brick and Structural Clay Products Manufacturing
Subpart KKKKK	National Emission Standard for Hazardous Air Pollutants for Clay Ceramics Manufacturing
Subpart LLLLL	National Emission Standard for Hazardous Air Pollutants: Asphalt Processing and Asphalt Roofing Manufacturing

Subpart MMMMM	National Emission Standard for Hazardous Air Pollutants: Flexible Polyurethane Foam Fabrication Operations
Subpart NNNNN	National Emission Standard for Hazardous Air Pollutants: Hydrochloric Acid Production
Subpart PPPPP	National Emission Standard for Hazardous Air Pollutants for Engine Test Cells/Standards
Subpart QQQQQ	National Emission Standard for Hazardous Air Pollutants for Friction Materials Manufacturing Facilities
Subpart RRRRR	National Emission Standard for Hazardous Air Pollutants: Taconite Iron Ore Processing
Subpart SSSSS	National Emission Standard for Hazardous Air Pollutants for Refractory Products Manufacturing
Subpart TTTTT	National Emission Standard for Hazardous Air Pollutants for Primary Magnesium Refining
Subpart UUUUU	National Emission Standards for Hazardous Air Pollutants: Coal- and Oil-Fired Electric Utility Steam Generating Units
Subpart WWWWW	National Emission Standards for Hospital Ethylene Oxide Sterilizers
Subpart YYYYY	National Emission Standard for Hazardous Air Pollutants for Area/Sources: Electric Arc Furnace Steelmaking Facilities
Subpart ZZZZZ	National Emission Standard for Hazardous Air Pollutants for Iron and Steel Foundries Area Sources
Subpart BBBBB	National Emission Standards for Hazardous Air Pollutants for Source Category: Gasoline Distribution Bulk Terminals, Bulk Plants, and Pipeline Facilities – Title V sources only.
Subpart CCCCC	National Emission Standards for Hazardous Air Pollutants for Source Category: Gasoline Dispensing Facilities((— Title V sources only.))
Subpart DDDDD	National Emission Standards for Hazardous Air Pollutants for Polyvinyl Chloride and Copolymers Production Area Sources
Subpart EEEEE	National Emission Standards for Hazardous Air Pollutants for Primary Copper Smelting Area Sources
Subpart FFFFF	National Emission Standards for Hazardous Air Pollutants for Secondary Copper Smelting Area Sources
Subpart GGGGG	National Emission Standards for Hazardous Air Pollutants for Primary Nonferrous Metals Area Sources—Zinc, Cadmium, and Beryllium
Subpart HHHHH	National Emission Standards for Hazardous Air Pollutants: Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources – Title V sources only.
Subpart JJJJJ	National Emission Standards for Hazardous Air Pollutants for Industrial, Commercial, and Institutional Boilers Area Sources

Subpart LLLLLL	National Emission Standards for Hazardous Air Pollutants for Acrylic and Modacrylic Fibers Production Area Sources
Subpart MMMMMM	National Emission Standards for Hazardous Air Pollutants for Carbon Black Production Area Sources
Subpart NNNNNN	National Emission Standards for Hazardous Air Pollutants for Chemical Manufacturing Area Sources: Chromium Compounds
Subpart OOOOOO	National Emission Standards for Hazardous Air Pollutants for Flexible Polyurethane Foam Production and Fabrication Area Sources
Subpart PPPPPP	National Emission Standards for Hazardous Air Pollutants for Lead Acid Battery Manufacturing Area Sources
Subpart QQQQQQ	National Emission Standards for Hazardous Air Pollutants for Wood Preserving Area Sources
Subpart RRRRRR	National Emission Standards for Hazardous Air Pollutants for Clay Ceramics Manufacturing Area Sources
Subpart SSSSSS	National Emission Standards for Hazardous Air Pollutants for Glass Manufacturing Area Sources
Subpart TTTTTT	National Emission Standards for Hazardous Air Pollutants for Secondary Nonferrous Metals Processing Area Sources
Subpart VVVVVV	National Emission Standards for Hazardous Air Pollutants for Chemical Manufacturing Area Sources
Subpart WWWWWW	National Emission Standards for Hazardous Air Pollutants: Area Source Standards for Plating and Polishing Operations
Subpart XXXXXX	National Emission Standards for Hazardous Air Pollutants Area Source Standards for Nine Metal Fabrication and Finishing Source Categories – Title V sources only.
Subpart YYYYYY	National Emission Standards for Hazardous Air Pollutants for Area Sources: Ferroalloys Production Facilities
Subpart ZZZZZZ	National Emission Standards for Hazardous Air Pollutants Area Source Standards for Aluminum, Copper, and Other Nonferrous Foundries
Subpart AAAAAA	National Emission Standards for Hazardous Air Pollutants for Area Sources: Asphalt Processing and Asphalt Roofing Manufacturing
Subpart BBBBBB	National Emission Standards for Hazardous Air Pollutants for Area Sources: Chemical Preparations Industry
Subpart CCCCCC	National Emission Standards for Hazardous Air Pollutants for Area Sources: Paints and Allied Products Manufacturing
Subpart DDDDDD	National Emission Standards for Hazardous Air Pollutants: Area Source Standards for Prepared Feeds Manufacturing

Subpart EEEEEEE	National Emission Standards for Hazardous Air Pollutants: Gold Mine Ore Processing and Production Area Source Category
Subpart HHHHHHH	National Emission Standards for Hazardous Air Pollutant Emissions for Polyvinyl Chloride and Copolymers Production
40 CFR Part 63	Appendix A
40 CFR Part 63	Appendix B
40 CFR Part 63	Appendix C
40 CFR Part 63	Appendix D
40 CFR Part 63	Appendix E
Section 2.18 of 40 CFR Part 65	Consolidated Requirements for the Synthetic Organic Chemical Manufacturing Industry.



## **OLYMPIC REGION CLEAN AIR AGENCY**

### **Policies & Procedures Manual**

**Approved by the Board of Directors**  
**~~February 13, 2019~~**

# OLYMPIC REGION CLEAN AIR AGENCY

## Policies & Procedures Manual

### Table of Contents

<b>I.</b>	<b>INTRODUCTION .....</b>	<b><u>54</u></b>
A.	STATEMENTS.....	<u>54</u>
B.	PURPOSE OF EMPLOYEE HANDBOOK.....	<u>54</u>
<b>II.</b>	<b>GENERAL PROVISIONS .....</b>	<b><u>73</u></b>
A.	EQUAL OPPORTUNITY EMPLOYER.....	<u>73</u>
B.	HARASSMENT and DISCRIMINATION .....	<u>73</u>
C.	SUBSTANCE ABUSE .....	<u>84</u>
D.	CODE OF ETHICS.....	<u>95</u>
E.	NON-SOLICITATION.....	<u>117</u>
F.	WORKING HOURS AND SCHEDULE .....	<u>117</u>
G.	WORK STANDARDS .....	<u>128</u>
H.	CONDUCT .....	<u>128</u>
I.	APPEARANCE .....	<u>139</u>
J.	ATTENDANCE.....	<u>139</u>
K.	POLITICAL ACTIVITY .....	<u>139</u>
L.	SAFETY AND WORKER'S COMPENSATION.....	<u>1340</u>
M.	FIRST AID.....	<u>1440</u>
N.	NEPOTISM - EMPLOYMENT OF RELATIVES .....	<u>1440</u>
O.	REHIRE OF FORMER EMPLOYEES .....	<u>1444</u>
P.	EMPLOYEE INDEMNIFICATION .....	<u>1444</u>
Q.	SMOKE FREE WORKPLACE.....	<u>1544</u>
R.	TRAVEL AND REIMBURSEMENT.....	<u>1544</u>
S.	BUSINESS EXPENSES .....	<u>1744</u>
T.	AGENCY OWNED VEHICLES.....	<u>1844</u>
U.	FIREARMS.....	<u>1845</u>
<b>III.</b>	<b>PERSONNEL ADMINISTRATION.....</b>	<b><u>2017</u></b>
A.	RECORDS .....	<u>2047</u>
B.	CONFIDENTIALITY OF PERSONNEL RECORDS .....	<u>2047</u>
C.	BACKGROUND CHECKS.....	<u>2047</u>
D.	IMMIGRATION COMPLIANCE.....	<u>2048</u>
<b>IV.</b>	<b>EMPLOYMENT CLASSIFICATIONS .....</b>	<b><u>2219</u></b>
<b>V.</b>	<b>JOB DESCRIPTIONS AND CLASSIFICATIONS.....</b>	<b><u>2424</u></b>
A.	JOB DESCRIPTIONS AND CLASSIFICATIONS .....	<u>2424</u>
B.	MAINTENANCE AND MODIFICATIONS .....	<u>2424</u>
<b>VI.</b>	<b>COMPENSATION AND BENEFITS .....</b>	<b><u>2623</u></b>
A.	EMPLOYEE PAY .....	<u>2623</u>
B.	PAYROLL ADMINISTRATION .....	<u>2623</u>
C.	OVERTIME.....	<u>2723</u>

	D.	COMPENSATORY TIME .....	<u>2724</u>
	E.	TIME ACCOUNTING .....	<u>2724</u>
	F.	SPECIAL PROGRAMS .....	<u>2824</u>
	G.	INSURANCE.....	<u>2825</u>
	H.	DEFERRED COMPENSATION.....	<u>2925</u>
	I.	RETIREMENT BENEFITS.....	<u>2925</u>
	J.	WORKERS COMPENSATION.....	<u>2926</u>
<b>VII.</b>	<b>LEAVE .....</b>		<b><u>3027</u></b>
	A.	HOLIDAYS .....	<u>3027</u>
	B.	UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE .....	<u>3027</u>
	C.	VACATION LEAVE.....	<u>3128</u>
	D.	COMMUTE TRIP REDUCTION INCENTIVE PROGRAM .....	<u>3229</u>
	E.	PERSONAL HOLIDAY.....	<u>3229</u>
	F.	SICK LEAVE .....	<u>3230</u>
	G.	FAMILY CARE ACT.....	<u>3431</u>
	H.	COMPENSATION OF SICK LEAVE.....	<u>3532</u>
	I.	LEAVES OF ABSENCE.....	<u>3532</u>
	1.	MEDICAL LEAVE OF ABSENCE .....	<u>3532</u>
	2.	MATERNITY LEAVE.....	<u>3633</u>
	3.	PERSONAL LEAVE OF ABSENCE .....	<u>3633</u>
	4.	MILITARY DUTY LEAVE OF ABSENCE .....	<u>3733</u>
	5.	JURY DUTY .....	<u>3734</u>
	6.	CIVIC DUTY.....	<u>3834</u>
	7.	BEREAVEMENT LEAVE OF ABSENCE .....	<u>3835</u>
	8.	FAMILY MEDICAL LEAVE ACT .....	<u>3835</u>
	J.	INCLEMENT WEATHER.....	<u>3835</u>
	K.	GIFTS OF ANNUAL OR SICK LEAVE.....	<u>3935</u>
<b>VIII.</b>	<b>EMPLOYEE DEVELOPMENT .....</b>		<b><u>4037</u></b>
	A.	CAREER OPPORTUNITIES.....	<u>4037</u>
	B.	PERFORMANCE EVALUATIONS .....	<u>4037</u>
	C.	EDUCATION AND TRAINING .....	<u>4037</u>
	D.	TUITION REIMBURSEMENT .....	<u>4038</u>
<b>IX.</b>	<b>DISCIPLINE .....</b>		<b><u>4441</u></b>
	A.	GRIEVANCE/DISPUTE RESOLUTION.....	<u>4441</u>
	B.	COMPLAINTS BY THE PUBLIC .....	<u>4441</u>
<b>X.</b>	<b>TERMINATION AND SEPARATION FROM ORCAA.....</b>		<b><u>4643</u></b>
	A.	VOLUNTARY TERMINATION.....	<u>4643</u>
	B.	RETIREMENT .....	<u>4643</u>
	C.	REFERENCES .....	<u>4643</u>
	D.	CONTINUED GROUP MEDICAL INSURANCE COVERAGE (COBRA) .	<u>4643</u>
<b>XI.</b>	<b>ACCOMMODATIONS .....</b>		<b><u>4845</u></b>
	A.	AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA) .....	<u>4845</u>
	B.	LIFE THREATENING DISEASES .....	<u>4845</u>
<b>XII.</b>	<b>WHISTLEBLOWER PROVISIONS.....</b>		<b><u>5047</u></b>

A.	IMPROPER GOVERNMENTAL ACTION .....	<u>5047</u>
B.	REPORTING IMPROPER GOVERNMENTAL ACTION.....	<u>5047</u>
C.	NO RETALIATION .....	<u>5148</u>
D.	REPORTING RETALIATION .....	<u>5148</u>
<b>XIII.</b>	<b>PURCHASING .....</b>	<b><u>5149</u></b>
A.	NON-TRAVEL RELATED CREDIT CARD USE .....	<u>5149</u>
B.	SUPPLIES, GOODS AND SERVICES .....	<u>5350</u>
<b>XIV.</b>	<b>AGENCY FACILITIES AND PROPERTY .....</b>	<b><u>5653</u></b>
A.	DRUG FREE WORKPLACE.....	<u>5653</u>
B.	FRAGRANCE FREE WORKPLACE.....	<u>5653</u>
C.	VIOLENCE IN THE WORKPLACE.....	<u>5653</u>
D.	DOMESTIC VIOLENCE IN THE WORKPLACE .....	<u>5754</u>
E.	USE OF EQUIPMENT .....	<u>5754</u>
F.	USE OF TECHNOLOGY.....	<u>5855</u>
G.	SOCIAL MEDIA GUIDELINES .....	<u>6057</u>
H.	BREAK ROOM.....	<u>6259</u>
I.	ERGONOMIC WORK STATION .....	<u>6260</u>
J.	SALE AND DISPOSAL OF SURPLUS .....	<u>6360</u>
<b>APPENDIX</b>	<b>.....</b>	<b><u>6461</u></b>
	CODE OF ETHICS AGREEMENT .....	<u>463</u>
	COMMUTE TRIP REDUCTION INCENTIVE PROGRAM ENROLLMENT FORM	
	.....	<u>665</u>
	CREDIT CARD USER AGREEMENT.....	<u>867</u>
	PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT.....	<u>1069</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 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, or a manager if appropriate.

### 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/they 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, or a manager if appropriate.

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 or the ORCAA Board Chair, if a conflict prevents the Executive Director from responding.

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, marijuana 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. ~~The use of marijuana during work hours is prohibited. 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 Public Record Officer, Executive Director, or the Agency attorney.

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 from the original owner of the information, ~~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~~ Information about ORCAA's computer systems and technological infrastructure.

**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, [ORCAA Board Chair, or the Agency attorney](#).

**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 where~~ staff, ~~to may~~ post fund raising forms and other non-work-related activities ~~items for other staff to view during non-work times. These can include any organization fund raising forms and other activities. Posts must not be if they are~~ inappropriate, ~~and not of a sexual in~~ nature or in direct conflict with ORCAA's mission. Staff may post and view items during non-work times.

## 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 temporarily or 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, or more, 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/m~~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 need to 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 ~~should~~may not be taken immediately preceding or following the meal break or the beginning or end of the workday. Any employee who gets into an unforeseen situation and needs to use a break in a manner not allowed provided by this policy should speak to their supervisor.

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.~~ 8:00 AM.

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 and vaping indoors. We also prohibit employees from smoking and vaping 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. (Valet parking is an approved expense if no other options are available.)
- 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, tobacco, e-cigarettes, nor marijuana products will be reimbursed or allowed on the ORCAA credit card.
- Under no circumstances should staff use an agency credit card for personal expenses.

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.

If the lodging facility is less than 50 miles (most direct route) of either the employees' residence or ORCAA's Olympia office, reimbursement is not allowed unless:

- An overnight stay is required to avoid having the employee drive back and forth for back-to-back late night/early morning meetings. Prior written approval from the Supervisor and the Executive Director must be obtained via their Travel Request form.
- The employee can demonstrate that staying overnight is more economical to ORCAA. The employee must submit documentation showing the savings. Prior written approval from the Supervisor and the Executive Director must be obtained via their Travel Request form.
- An overnight stay is required due to an emergency, unplanned even, or inclement weather. The employee must contact their Supervisor or the Executive Director as soon as possible. Upon return, a short description of the situation causing the stay, along with the date and time of the notification must be added to the Travel Request form.
- The employee has a sudden on-set of an incapacitating illness. The employee must notify their Supervisor or the Executive Director as soon as possible. Upon return, an explanation of the situation causing the stay, along with the date and time of notification must be added to the Travel Request form.

- 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 (if other parking is available and accessible), 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.

**9. Extended Stays when Traveling for Work. Employees wishing to extend their stay before or after the agency travel period must get prior approval from their supervisor.**

- If flight price increases due to extended stay, employees will need to purchase their airline tickets and request reimbursement for the cost of the ticket the agency would have paid.
- Employees will need to arrange with the hotel to pay separately for the agency time and personal time, or, they may pay the entire hotel cost and request a refund for the nights the agency would have paid.
- The employee must use their personal vehicles for any travel that includes personal time. They may be reimbursed for the agency travel miles only.

## **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, 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. FRINGE BENEFITS

The IRS has indicated that wellness rewards that are "cash equivalents" or "cash benefits" should be included in an employee's income.

A wellness reward provided by ORCAA is subject to Federal tax withholding if the rewards does not involve the provision of health services or otherwise help to pay for health services. This is because, for such purposes, it is presumed the employee has received the reward in exchange for their employment services.

Examples of taxable items include cash, gift cards, door prizes, and raffle prizes. Items such as t-shirts, hats, or other small value items are considered de minimis fringes and are not taxable.

Any amount transferred by an employer (or by a third party on the employer's behalf such as AWC) to an employee, or for the benefit of the employee, will be included in the employee's gross income, unless another provision under the Internal Revenue Code permits such amounts to be excluded.

Incentives that provide health benefits or help pay for health services usually are not subject to Federal tax withholding. Such incentives can take many forms, such as:

- Paying for the cost of a biometric screen or other health service
- Providing a reduction in cost-sharing or annual deductible.

### BC. 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.

## **CD. 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.

## **DE. 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~~ receive advanced 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.

## **EF. 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.

## **FG. 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.

## **GH. 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.

## **HI. 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.

## **IJ. 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.

## **JK. 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 request the~~ use of accrued vacation, sick, compensatory time or ~~other accrued family leave act funds 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 PAID FAMILY AND MEDICAL LEAVE**

Paid Family and Medical Leave is a mandatory statewide insurance program providing many Washington employees with paid time off to give or receive care.

If you qualify, you are allowed up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's per- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit [www.dol.gov/whd/regqs/compliance/whdfs28mc.pdf](http://www.dol.gov/whd/regqs/compliance/whdfs28mc.pdf)

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience serious health conditions during pregnancy that results in incapacity.

Starting January 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.

While on leave, you are entitled to partial wage replacement. You are eligible to receive a portion of your average weekly pay, up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1000 per week. Your pay will come directly from Employment Security Department rather than ORCAA. While on paid status, during your leave, you will retain health insurance benefits. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

An employer may offer supplemental benefit payments to an employee on family or medical leave in addition to any paid family or medical leave benefits the employee is receiving. Supplemental benefit payments include, but are not limited to, vacation, sick or other paid time off. The choice to receive supplemental benefit payments lies with the employee. Nothing in this section shall be construed as requiring an employee to receive or an employer to provide supplemental benefit payments.

Although the program is funded by premiums, paid by both employees and employers, ORCAA has elected to pay the employee portion. ORCAA will continue paying the employee's portion through June 30, 2020. The payment of premiums will be reviewed each year during the annual budget process.

ORCAA is prohibited from discriminating or retaliating against you for requesting or taking paid leave.

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~~ to VACATION 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, after the conversion. Employees may convert ~~three-one (31) hour~~ unused sick leave ~~days~~ for one (1) hour vacation ~~day leave~~; up to a maximum of ~~nine-forty (940) hours~~ sick ~~daysleave~~ for three-forty (340) hours vacation ~~daysleave~~. The ~~days-hours~~ must be converted in whole day-hour increments: 3:1, 6:2, or 9:3. A request can be made twice a year, calculated from the once employee's per anniversary yeardate, with a maximum of 80 hours converted per 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 unless you qualify for longer medical leave under the Family Leave Act. 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~~ may be unpaid unless it is a qualifying event under the Family Medical Leave Act, but or 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.

When funds are budgeted and available. 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~~they ~~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~~they ~~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~~they has have 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 for all programs (local, state, federal).

- ~~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~~ January 2019 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 for all programs (local, state, federal):
  - 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.

The Purchasing Policy, Bid Document and Sole Source Forms are attached in the Appendix.

## **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.

A fragrance-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. ORCAA will work with its janitorial staff to ensure that products used to clean the workplace are fragrance-free and follow best practices to limit employee exposure to cleaning chemicals. The use of cleaning products is limited to those products purchased and approved by ORCAA.

We endeavor to keep ORCAA's offices and common areas, used by staff free of heavily scented products.

~~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 ~~shared with the tenants on the second floor for employee use only—~~ aA visiting quest must be n-employee must accompanied ~~by non-~~ an employees. The employee is responsible for the conduct of ~~non-employees~~ quests 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**

REQUEST FOR SOLE SOURCE

**To:** Purchasing Office/Administrative Services Mgr

**From:** \_\_\_\_\_ / \_\_\_\_\_  
Name of Department Head Dept./Division

**Subject:** Sole Source Request for the Purchase Of:

**REQUESTED SUPPLIER:** \_\_\_\_\_

**REQUISITION NUMBER:** \_\_\_\_\_ **COST ESTIMATE:** \_\_\_\_\_

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost-effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

**STATEMENT OF NEED:**

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the Agency. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising action have taken place. Neither has my personal familiarity with brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justification as prepared by our section, to the attached review of available products/services and to my completed Purchase Requisition.

<u>Requestor</u>  <div style="text-align: right;">/</div> <div style="display: flex; justify-content: space-between;"><span>Signature of Requestor</span><span>Date</span></div>	<u>Section Supervisor</u> <div style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</div> <div style="text-align: right;">/</div> <div style="display: flex; justify-content: space-between;"><span>Signature of Supervisor</span><span>Date</span></div>
--	---

**If Purchase is \$10,000 or more:**

<u>Executive Director</u> <div style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</div> <div style="text-align: right;">/</div> <div style="display: flex; justify-content: space-between;"><span>Signature of Executive Director</span><span>Date</span></div>
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**If Purchase is \$50,000 or more:**

<u>Board of Director's</u> <div style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</div> <div style="text-align: right;">/</div> <div style="display: flex; justify-content: space-between;"><span>Signature of (one) Board Member</span><span>Date</span></div>
--

## **SOLE SOURCE JUSTIFICATION**

**Requisition Item:** \_\_\_\_\_

**Requisition Number:** \_\_\_\_\_

**Prior Purchase Order Number (if item had been approved previously):** \_\_\_\_\_

**1. Please describe the item and its function:**

\_\_\_\_\_  
**2. This is a sole source\* because:**

- ☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ sole provider of goods and services for which the Agency has established a standard\*\*
- ☐ sole provider of factory-authorized warranty service
- ☐ sole provider of goods or services that will meet the specialized needs of the Agency or perform the intended function (please detail below)
- ☐ the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the Agency (please explain price, availability, etc.)

**3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.**

\_\_\_\_\_  
**4. What steps were taken to verify that these features are not available elsewhere?**

- ☐ Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)  
\_\_\_\_\_
- ☐ Other vendors were contacted (please list phone numbers and names and explain why these were not suitable).  
\_\_\_\_\_  
\_\_\_\_\_

\*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

\*\*Procurements of items for which the Agency has established a standard by designating a brand or manufacturer shall be competitively bid if there is more than one vendor of the item.

ORCAA

TWO Verbal (Tele, Internet) BIDS (\$500-\$2,499)

THREE Verbal (Tele, Internet) BIDS (\$2,500-\$9,999)

THREE Written BIDS – Purchases (\$10,000-\$24,999)

Purchases exceeding >\$25,000-Formal Bid Procedures. Refer to Policy.

ITEM REQUESTED: \_\_\_\_\_

REPLACEMENT OR NEW (R-N)? \_\_\_\_\_

BRAND: \_\_\_\_\_

MODEL NO: \_\_\_\_\_

OTHER IDENTIFYING INFORMATION: \_\_\_\_\_

PURPOSE OF ITEM (LOCATION USED): \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

BID PRICE:\$ \_\_\_\_\_

S&H:\$ \_\_\_\_\_

TOTAL: \_\_\_\_\_

\$

TERMS: \_\_\_\_\_

AVAILABILITY: \_\_\_\_\_

ADDITIONAL INFORMATION(FOB, warranty, etc): \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

BID PRICE:\$ \_\_\_\_\_

S&H:\$ \_\_\_\_\_

TOTAL: \_\_\_\_\_

\$

TERMS: \_\_\_\_\_

AVAILABILITY: \_\_\_\_\_

ADDITIONAL INFORMATION(FOB, warranty, etc): \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

BID PRICE:\$ \_\_\_\_\_

S&H:\$ \_\_\_\_\_

TOTAL: \_\_\_\_\_

\$

TERMS: \_\_\_\_\_

AVAILABILITY: \_\_\_\_\_

ADDITIONAL INFORMATION(FOB, warranty, etc): \_\_\_\_\_

---

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED VENDOR: \_\_\_\_\_ SUB TOTAL \$

GL ACCT #: \_\_\_\_\_ Program: \_\_\_\_\_ Sales Tax \$

GL ACCT #: \_\_\_\_\_ Program: \_\_\_\_\_ TOTAL \$

Submit to Accounting after purchase and approval by supervisor or Executive Director.  
Accounting will attach to original invoice and file with prevailing wage file (if applicable), and file in  
Department of Revenue file (if applicable).

**\*Bid selection is based on total price: including tax and shipping and handling (S&H).**



## **SMALL WORKS ROSTER**

For projects awarded under the small works roster ORCAA may waive the retainage requirements of RCW 60.28.011(1)(a), and assume the liability for contractor's nonpayment of:

1. Laborers, mechanics, subcontractors, material persons, and suppliers; and,
2. Taxes, increases, and penalties under Titles 50, 51 and 82 RCW that may be due from the contractor project.

However, ORCAA has the right of recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits are the first priority for actions filed against the contract.

### Limited public works process definitions-RCW 30.04.155

Procedures shall be established for securing telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010. Responsible bidder is defined as a contractor who meets the criteria in RCW 39.04.350.

## **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” bases 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.

---

Signature

---

Printed Name

---

Date

# Inspections Completed

Between 10/4/2019 and 11/8/2019

Insp. Date	Inspection Type	File #	Source Name	Location	Warning	NOV Issued
<b>MS</b>						
10/10/2019	Full Compliance Evaluation	926	SHELTON ASPHALT PLANT	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
10/11/2019	Partial Compliance Evaluation	421	SHELTON VETERINARY HOSPITAL	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
10/17/2019	Full Compliance Evaluation	421	SHELTON VETERINARY HOSPITAL	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
10/17/2019	Full Compliance Evaluation	639	FOX LUMBER CO	MONTESANO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/23/2019	Investigation	240	101 SHELL	RAYMOND	<input type="checkbox"/>	<input type="checkbox"/>
10/24/2019	Full Compliance Evaluation	337	OCEAN PROTEIN LLC	HOQUIAM	<input type="checkbox"/>	<input type="checkbox"/>
<b>SMS</b>						
10/24/2019	Full Compliance Evaluation	337	OCEAN PROTEIN LLC	HOQUIAM	<input type="checkbox"/>	<input type="checkbox"/>
10/25/2019	Full Compliance Evaluation	888	TUMWATER DELI MART	OLYMPIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/25/2019	Full Compliance Evaluation	343	TENINO SHORT STOP LLC	TENINO	<input type="checkbox"/>	<input type="checkbox"/>
10/25/2019	Full Compliance Evaluation	802	LACEY SHELL FOOD MART	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
10/25/2019	Full Compliance Evaluation	871	LACEY FUEL	LACEY	<input type="checkbox"/>	<input type="checkbox"/>
11/07/2019	Full Compliance Evaluation	1079	R CORNER GROCERY	PORT ANGELES	<input type="checkbox"/>	<input type="checkbox"/>
11/07/2019	Full Compliance Evaluation	206	QUILCENE VILLAGE STORE	QUILCENE	<input type="checkbox"/>	<input type="checkbox"/>
11/07/2019	Full Compliance Evaluation	776	JAMES FOOD MART	SHELTON	<input type="checkbox"/>	<input type="checkbox"/>
11/07/2019	Full Compliance Evaluation	954	DASHMESH PETROLEUM 13 - PORT AN	PORT ANGELES	<input type="checkbox"/>	<input type="checkbox"/>

# Asbestos Permit Status Report

Permit #	Rec'd	Site Address	County	Completion Date
18ASB006457	11/16/2018	COHO Ferry Terminal	Clallam	12/3/2019
18ASB006472	11/30/2018	1902 Marine Dr	Clallam	12/31/2019
18ASB006476	12/4/2018	1214 W First St	Pacific	12/21/2018
18ASB006488	12/14/2018	Puget Sound Energy-All Counties	Thurston	12/31/2019
19ASB006504	1/2/2019	6315 Gull Harbor Dr NE	Thurston	1/14/2020
19ASB006509	1/4/2019	101 W 2nd St	Grays Harbor	12/31/2019
19ASB006513	1/8/2019	WA State Capital Campus	Thurston	1/1/2020
19ASB006565	2/26/2019	2309 Queets Ave	Grays Harbor	4/12/2019
19ASB006576	3/8/2019	322 Milroy St NW	Thurston	9/9/2019
19ASB006581	3/12/2019	301 T St SW	Thurston	3/27/2019
19ASB006617	4/3/2019	7000 Pacific Ave SE	Thurston	4/3/2020
19ASB006631	4/8/2019	200 East Lauridsen Boulevard	Clallam	5/31/2019
19ASB006641	4/17/2019	4045 49th Ave SW #73	Thurston	5/1/2019
19ASB006643	4/18/2019	615 30th St.	Grays Harbor	5/8/2019
19ASB006649	4/22/2019	490 5th Ave to 415 N Sequim Ave	Clallam	5/21/2019
19ASB006663	4/29/2019	703 Simpson Ave	Grays Harbor	12/31/2019
19ASB006680	5/9/2019	1225 Henkle	Pacific	11/18/2019
19ASB006710	6/4/2019	1835 Circle Loop SE	Thurston	6/2/2020
19ASB006732	6/2/2019	939 Caroline St	Clallam	8/31/2020
19ASB006745	7/5/2019	90 Elma Gate Rd E	Grays Harbor	11/1/2019
19ASB006780	8/8/2019	375 Dungeness Meadows	Clallam	8/30/2019
19ASB006783	8/10/2019	2815 E Sequim Bay Road	Clallam	11/29/2019
19ASB006790	8/14/2019	80 5th Ave	Jefferson	8/27/2020
19ASB006798	8/19/2019	5150 Capital Blvd	Thurston	9/13/2019
19ASB006808	8/29/2019	413 Lily Rd NE	Thurston	9/6/2019
19ASB006837	9/19/2019	117 E 3rd Street	Grays Harbor	11/22/2019
19ASB006838	9/20/2019	937 Fern St SW	Thurston	10/2/2019
19ASB006846	9/24/2019	415 N Broadway	Grays Harbor	1/30/2019
19ASB006862	10/2/2019	3111 SW 93rd Ave	Thurston	12/31/2019
19ASB006864	10/3/2019	413 Lilly Rd. NE-OR Hallway	Thurston	10/22/2019
19ASB006872	10/11/2019	2641 114th Ave SW	Thurston	6/24/2020
19ASB006873	10/14/2019	2712 Timber Dr SE	Thurston	10/24/2019
19ASB006874	10/16/2019	2810 Trevue Ave SW	Thurston	10/30/2019

<b>Permit #</b>	<b>Rec'd</b>	<b>Site Address</b>	<b>County</b>	<b>Completion Date</b>
19ASB006877	10/16/2019	231 Rodgers St.	Jefferson	11/29/2019
19ASB006879	10/17/2019	250 East Island Lake	Mason	10/30/2019
19ASB006880	10/17/2019	721 Cherry Rd	Grays Harbor	11/4/2019
19ASB006881	10/18/2019	2345 Old Pacific Hwy SE	Thurston	11/22/2019
19ASB006884	10/22/2019	6997 E State Route 106	Mason	11/25/2019
19ASB006885	10/22/2019	1524 Briarwood Ct NW	Thurston	11/8/2019
19ASB006886	10/25/2019	3131 San Juan	Jefferson	11/5/2019
19ASB006887	10/25/2019	2305 W 2nd St	Grays Harbor	11/5/2019
19ASB006889	10/28/2019	1908 Kirkpatrick Rd	Grays Harbor	1/15/2020
19ASB006890	10/29/2019	221 College St NE	Thurston	11/15/2019
19ASB006891	10/29/2019	911 Howard St	Pacific	11/1/2019
19ASB006892	10/30/2019	5716 Sleater Kinney Road	Thurston	11/29/2019
19ASB006893	11/4/2019	423 Del Ray	Clallam	11/15/2019
19ASB006894	11/4/2019	280 E Lake Devereaux	Mason	11/24/2019
19ASB006895	11/4/2019	106 8th St SE	Pacific	
19ASB006896	11/5/2019	1504 SE Idaho Ave S	Pacific	11/18/2019
19ASB006897	11/6/2019	Various	Thurston	12/21/2020
19ASB006898	11/6/2019	2700 Evergreen Parkway-CRC	Thurston	11/22/2019
19ASB006899	11/6/2019	93 Overmeyer Rd	Pacific	9/28/2019



## Demolition Notifications received between 10/4/2019 and 11/8/2019

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
19DEM005574	10/4/2019	AMF	3790 E Mason Lake Dr. W	Grapeview	Demo notification filed 10/4/19	<input checked="" type="checkbox"/>	ASB
19DEM005575	10/4/2019	AMF	1342 W Simpson	McCleary	No survey	<input checked="" type="checkbox"/>	ASB
19DEM005576	10/4/2019	AMF	7600 Chinook St NE	Lacey		<input checked="" type="checkbox"/>	ASB
19DEM005577	10/4/2019	MS	40 Seiberts Creek Rd	Port Angeles		<input checked="" type="checkbox"/>	ASB
19DEM005578	10/4/2019	AMF	1304 113th Ave SW	Olympia		<input checked="" type="checkbox"/>	ASB
19DEM005579	10/5/2019	AMF	521 W 11th St	Port Angeles	Project size:336	<input checked="" type="checkbox"/>	ASB
19DEM005580	10/7/2019		1963 SR 106	Grayland		<input type="checkbox"/>	ASB
19DEM005581	10/7/2019	AMF	2824 W Edgewood Dr	Port Angeles	Project Size: 720	<input type="checkbox"/>	ASB
19DEM005582	10/8/2019	AMF	1338 46th Ave NE	Olympia	This is the demo for the shop. No a	<input checked="" type="checkbox"/>	ASB
19DEM005583	10/9/2019	AMF	1417 Fones RD SE	Olympia	No survey w/app - emailed for surv	<input checked="" type="checkbox"/>	ASB
19DEM005584	10/11/2019	TG	2641 114th Ave SW	Olympia		<input checked="" type="checkbox"/>	19ASB006872
19DEM005585	10/11/2019	AMF	16415 Lauker Lane SE	Yelm	10/28/19 to allie...still need survey	<input type="checkbox"/>	ASB
19DEM005586	10/14/2019					<input checked="" type="checkbox"/>	ASB
19DEM005587	10/15/2019	AMF	618 Ocean Avenue	Westport	put start date til Mid-Nov to keep op	<input checked="" type="checkbox"/>	ASB
19DEM005588	10/16/2019	AMF	8341 Abelia Ct SE	Yelm	AMF survey reviewed	<input checked="" type="checkbox"/>	ASB
19DEM005589	10/17/2019	AMF	1041 E Sunset Hill Road	Shelton		<input checked="" type="checkbox"/>	ASB
19DEM005590	10/17/2019					<input type="checkbox"/>	ASB
19DEM005591	10/18/2019		2131 Panama Ave	Hoquiam		<input checked="" type="checkbox"/>	ASB
19DEM005592	10/18/2019	AMF	491 Two Cousins Dr.	Forks		<input checked="" type="checkbox"/>	ASB
19DEM005593	10/21/2019	AMF	441 Weel Rd	Clallam Bay		<input checked="" type="checkbox"/>	ASB
19DEM005594	10/22/2019	AMF	3321 Maytown Road SW	Maytown	No asb notification -AMF.	<input checked="" type="checkbox"/>	ASB
19DEM005595	10/23/2019	AMF	1019 Stanford Dr #32	Cosmopolis	Asbestos removed already. No notif	<input type="checkbox"/>	ASB
19DEM005596	10/24/2019	AMF	1286 Sandy Dr	Grayland		<input checked="" type="checkbox"/>	ASB

Permit#	Rec'd	Staff	Address	City	Status	Asb Survey	Asb Permit #
19DEM005597	10/25/2019		323 Oxbow Rd	Raymond	Project size: 1000	<input checked="" type="checkbox"/>	ASB
19DEM005598	10/28/2019	AMF	2615 Capital Mall Drive SW	Olympia	No survey w/app.	<input type="checkbox"/>	ASB
19DEM005599	10/28/2019	AMF	1908 Kirkpatrick Rd	Hoquiam		<input checked="" type="checkbox"/>	19ASB006889
19DEM005600	10/29/2019	TG	925 Howard St	Raymond	Req't start date of 10/30/19 - use lat	<input checked="" type="checkbox"/>	19ASB006891
19DEM005601	10/30/2019	AMF	181 E Cedarbrook Lane	Belfair		<input type="checkbox"/>	ASB
19DEM005602	11/4/2019	AMF	280 E Lake Devereaux	Allyn	Would like to start demo 11/17/19.	<input checked="" type="checkbox"/>	19ASB006894
19DEM005603	11/5/2019		221 College St NE	Olympia		<input checked="" type="checkbox"/>	19ASB006890
19DEM005604	11/6/2019	MS	93 Overmeyer Rd	Raymond	Paper app - emailed from South Be	<input type="checkbox"/>	19ASB006899



# Current ORCAA Land Clearing Burn Permits

FireDistrict	Expiration	#	Burn Site Address	City
	11/10/2019	4787	5331 Pleasant Glade	Olympia
	11/14/2019	4791	12121 Hillcrest Dr SE	Yelm
CFD #3, Sequim	11/9/2019	4781	2713 Happy Valley Rd	Sequim
	11/13/2019	4789	192 Flyrock Rd	Sequim
	11/21/2019	4796	Parcel 033024310170	Sequim
	11/21/2019	4797	372 Guiles Road	Sequim
	11/21/2019	4799	955 S McCrorie Rd	Port Angeles
	12/5/2019	4810	4524 Palo Alto Rd	Sequim
	12/5/2019	4809	Palo Alto Road	Sequim
CFD #4, Joyce	12/5/2019	4807	53573 Hwy 112	Port Angeles
JFD #4, Brinnon	11/16/2019	4794	Black Point	Brinnon
	11/30/2019	4804	left side of 1311 Duckabush Rd.	Brinnon
TFD #1, Rochester	11/9/2019	4776	22030 Lee Rd SW	Centralia
TFD #12, Tenino	11/10/2019	4784	12238 Marshall Rd SE	Tenino
TFD #13, Griffin	11/8/2019	4782	4239 Gravelly Beach Rd.	Olympia
	11/10/2019	4785	6107 Richardson Ln NW	Olympia
	12/4/2019	4806	5716 Durango Court	Olympia
	12/5/2019	4811	5725 Stetson Ct	Olympia
TFD #17, Bald Hills	11/9/2019	4783	17919 Kismet Ln SE	Yelm
	11/10/2019	4786	14810 Rocky Blue acres	Yelm
	11/22/2019	4800	14415 Rainier View Dr SE	Yelm
TFD #2, Yelm	11/24/2019	4801	17428 Topaz Loop Rd	Yelm
	11/30/2019	4803	14223 Rainier View Dr SE	Yelm
TFD #4, Rainier	11/30/2019	4805	12927 Koeppen Rd SE	Rainier
TFD #6, East Olympia	11/21/2019	4795	1232 Sweetwater Loop SW	Olympia
	11/21/2019	4798	9445 Old Hwy 99 SE	Olympia
TFD #7, North Olympia	11/10/2019	4762	8411 Island View Ct NE	Olympia
TFD #8, South Bay	11/13/2019	4788	7715 Kerbaugh Rd NE	Olympia
	11/21/2019	4790	2727 Fishtrap Loop NE	Olympia
	12/5/2019	4808	8647 Johnson Point Road NE	Olympia
TFD #9, McLane	11/16/2019	4792	2542 Delphi Rd	Olympia

# Complaint Report for period from 10/4/2019 to 11/8/2019

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood-stove	Asbestos/Demo	Marijuana	Other
<b>County:</b>													
10/04/2019	Jungle homeless encampment		FLM	<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"/>	<input type="checkbox"/>	
10/04/2019	Jungle Homeless Encampment		FLM	<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"/>	<input type="checkbox"/>	
10/04/2019	tbd		FLM	<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"/>	<input type="checkbox"/>	
10/10/2019	TBD		SMS	<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"/>	<input type="checkbox"/>	
10/14/2019	TBD		SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/14/2019	TBD		SMS	<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"/>	<input type="checkbox"/>	
10/18/2019	TBD		SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/18/2019	TBD		SMS	<input type="checkbox"/>	<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"/>	
10/22/2019	TBD		SMS	<input type="checkbox"/>	<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"/>	
10/25/2019	unknown		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"/>	<input type="checkbox"/>	
10/28/2019	TBD		SMS	<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"/>	<input type="checkbox"/>	
11/02/2019	Homeless encampment		JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/05/2019	TBD		SMS	<input type="checkbox"/>	<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>County:</b> Clallam													
10/04/2019	Resident(s)	Port Angeles	RTM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/04/2019	David & Connie Langman	Sequim	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>County:</b> Grays Harbor													
10/11/2019	ABCO LLC	HOQUIAM	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/18/2019	Brady Tree Farm	MONTESANO	SMS	<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"/>	<input type="checkbox"/>	
10/31/2019	Ase Torjussen	Elma	MS	<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"/>	<input type="checkbox"/>	
11/06/2019	Jeremy Gilstrap	MONTESANO	SMS	<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"/>	<input type="checkbox"/>	
<b>County:</b> Jefferson													
10/11/2019	Clouse, Sarah	Port Townsend	AMF	<input type="checkbox"/>	<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"/>	
10/11/2019	Maitland, Tyler & Natalie	Port Townsend	AMF	<input type="checkbox"/>	<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"/>	
10/28/2019	Douglas Decker	Port Hadlock	RTM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/29/2019	Maitland, Tyler & Natalie	Port Townsend	SMS	<input type="checkbox"/>	<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"/>	
10/29/2019	Richard and Shelley French	Port Townsend	SMS	<input type="checkbox"/>	<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"/>	

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood-stove	Asbestos/Demo	Marijuana	Other
10/29/2019	Sarah Clouse	Port Townsend	SMS	<input type="checkbox"/>	<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"/>	
11/05/2019	Raymond and Lillian Haapala	Port Hadlock	SMS	<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"/>	<input type="checkbox"/>	
<b>County:</b> Pacific													
10/30/2019	Coho Motel - Jerry Edwards	Seaview	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"/>	<input type="checkbox"/>	
<b>County:</b> Thurston													
10/06/2019	Marshall E	Rochester	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/06/2019	Marshall E	Rochester	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/06/2019	Marshall Eberling	Rochester	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/06/2019	Marshall Eberling	Rochester	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/07/2019	tbd	Olympia	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"/>	<input type="checkbox"/>	
10/07/2019	unknown	Rochester	DJM	<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"/>	<input type="checkbox"/>	
10/07/2019	unknown	Rochester	DJM	<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"/>	<input type="checkbox"/>	
10/07/2019	Yihuan Wu	Lacey	SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/09/2019	Bandon Shue	Tumwater	SMS	<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"/>	<input type="checkbox"/>	
10/10/2019	Brett Bittrick	Olympia	SMS	<input type="checkbox"/>	<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"/>	
10/10/2019	Daniel Heryford	Olympia	SMS	<input type="checkbox"/>	<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"/>	
10/11/2019	Lisa Ferrell	Olympia	SMS	<input type="checkbox"/>	<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"/>	
10/11/2019	Nelson Trustee, Gloria C	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"/>	<input type="checkbox"/>	
10/15/2019	have no garbage service - burns garbage	Rainier	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/15/2019	Roman & Patrice Daniels-Brown	Lacey	SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/16/2019	Michael & Kandra Barrett	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2019	Ila M Siegrist Trustee - Stan Siegrist=	Olympia	RTM	<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"/>	<input type="checkbox"/>	
10/18/2019	TBD	Lacey	SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/23/2019	John & Sherri Barberi	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/25/2019	Current Tenant(s) / Prime Locations	Lacey	AMF	<input type="checkbox"/>	<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"/>	
10/28/2019	Lynnette Reynolds	Yelm	SMS	<input type="checkbox"/>	<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"/>	
10/28/2019	Mike Kempinski	Yelm	SMS	<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"/>	<input type="checkbox"/>	
10/29/2019	David Hedgers	Tenino	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/29/2019	Kaylene Marie Lahn	Olympia	SMS	<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"/>	<input type="checkbox"/>	
11/01/2019	Christopher & Katherine Nelson	Tenino	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"/>	<input type="checkbox"/>	
11/01/2019	TBD	Yelm	SMS	<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"/>	<input type="checkbox"/>	

Date	Source	City	Rec'd	Formal	Online	Smoke	Odor	Open Fire	Dust	Wood-stove	Asbestos/ Demo	Marijuana	Other
11/01/2019	The Jungle	Olympia		<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"/>	<input type="checkbox"/>	
11/02/2019	Between Intercity Transit Base Facility	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/02/2019	Fire	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/02/2019	Homeless Camp	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/02/2019	The Jungle (homeless Camp-Martin Way)	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/02/2019	Wheeler encampments and the Jungle	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/04/2019	Burning of Toxic trash	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/04/2019	Open fire from homeless camp off martin way.	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/04/2019	TBD	Olympia	SMS	<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"/>	<input type="checkbox"/>	
11/04/2019	TBD	Olympia	SMS	<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"/>	<input type="checkbox"/>	
11/04/2019	The "Jungle" - Wet lands	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/04/2019	toxic fumes	Olympia	JW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11/05/2019	Le Thanh Ngo & Dieu Thi Huynh	Olympia	SMS	<input type="checkbox"/>	<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"/>	
11/06/2019	knowles, Eric	Olympia	JW	<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"/>	<input type="checkbox"/>	
11/07/2019	Shaw, Lewis E	Olympia	AMF	<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"/>	<input type="checkbox"/>	

# NOV Monthly Report

For the period 10/4/2019 to 11/8/2019

NOV #	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
3824	HARDING	JEFFERSON	Rule 6.3.4(a)	asbestos/demo work with notification/fee	05/20/2019	\$500.00	
			Rule 6.3.4(c)	asbestos/demo Notification Period			
3825	WOLF	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	05/28/2019	\$100.00	10/29/2019
3830	LY	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	05/29/2019	\$1,000.00	
3841	POWERS - LGD PROPERTIES LLC	CLALLAM	Rule 6.3.2(b)	Demo without AHERA survey	07/09/2019	\$1,488.00	10/7/2019
			Rule 6.3.4(a)	asbestos/demo work with notification/fee			
3843	SMITH	PACIFIC	Rule 6.2.5(a)	Burning Prohibitives	07/09/2019	\$10,000.00	
3844	PANELTECH	GRAYS HARBOR	Rule 6.1.8	Conditions in Approval Orders Enforceable	07/29/2019	\$1,000.00	11/5/2019
3846	BIG TUNA CONSTRUCTION	PACIFIC	Rule 6.3.4(a)	asbestos/demo work with notification/fee	07/23/2019	\$1,538.00	10/29/2019
3847	CHRISTENSEN	PACIFIC	Rule 6.3.2(b)	Demo without AHERA survey	07/23/2019	\$1,450.00	10/17/2019
3848	WEYERHAEUSER NR RAYMOND LUMBERMILL	PACIFIC	Rule 8.8	Control Equipment Maintenance and repair	08/02/2019	\$3,000.00	10/11/2019
			Rule 5.1(d)	Operating Permit Program Compliance			
3857	WILSON	PACIFIC	Rule 6.3.9(b)(10)	Asbestos Work Practices - Disturbance	07/29/2019	\$500.00	
3860	MCCOMB & WAGNER FUNERAL HOME AND CREMATORY	MASON	Rule 6.2.8(b)	Failure to comply with conditions of permit	08/02/2019	\$1,000.00	10/29/2019
3861	STAMPS	THURSTON	Rule 6.2.4	Summer Burn Ban	08/09/2019	\$250.00	
3862	HERTZOG	THURSTON	Rule 6.2.4	Summer Burn Ban	08/12/2019	\$250.00	
			Rule 6.2.5(a)	Burning Prohibitives			
3865	ROISUM	MASON	Rule 6.2.5(a)	Burning Prohibitives	08/13/2019	\$10,000.00	
3866	CAMPBELL	GRAYS HARBOR	Rule 6.3.4(a)	asbestos/demo work with notification/fee	08/26/2019	\$2,570.00	
			Rule 6.3.9(a)	Asbestos project by non-certified workers			
3867	MOUNTS	THURSTON	Rule 6.2.4	Summer Burn Ban	08/29/2019	\$500.00	
			Rule 6.2.3	Cities and UGA--No Residential or Land Clearing burning			
			Rule 6.2.7(c)	No burning Lacey Olympi Tumwater			
3870	PA SHELL	THURSTON	Rule 6.1.8	Conditions in Approval Orders Enforceable	09/09/2019	\$1,000.00	

NOV #	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
3877	MURPHY COMPANY	GRAYS HARBOR	Rule 5.1(d)	Operating Permit Program Compliance	10/29/2019		
3878	PIERCE	THURSTON	Rule 6.2.7(c)	No burning Lacey Olympi Tumwater	09/13/2019	\$250.00	
3881	SHOPE	GRAYS HARBOR	Rule 6.2.5(e)	Use of Burn Barrel	09/18/2019	\$250.00	
3885	ARCO - NISQUALLY	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3886	AUDI HERE AUTOMOTIVE	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3887	BLACK LAKE SHELL	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3888	BLOOD OLD SCHOOL AUTOWORKS	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3889	BLUE DIAMOND AUTO BODY	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3890	BRADY FOOD MART	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3891	CALMAS CUSTOM CABINETS	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3892	CFM AUTO BODY	MASON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3893	CHINOOK COUNTRY STORE	PACIFIC	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3894	CONTINUUM	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3895	EVERGREEN STATE COLLEGE	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3896	GRAYS HARBOR COMMUNITY HOSPITAL	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3897	HIGH TIDE SEAFOODS	CLALLAM	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3900	KETTELS 76 CARWASH & DELI	CLALLAM	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3901	LOPEZ GOOD IMPRESSIONS CLEANERS	CLALLAM	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3902	NEXT DAY DRY CLEANERS LLC	MASON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3903	NORTH THURSTON SCHOOL DIST #3-TRANS DEPT	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3904	PYR PRESERVATION SERVICES	JEFFERSON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		



NOV #	Name	County	Regulation(s)		NOV Issued	Total Due	Date Paid
3905	SIMS VIBRATION LABORATORY	MASON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3906	SJ QUICK STOP	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3907	TUMWATER DELI MART	THURSTON	Rule 3.1(d)	Failure to pay Annual Registration fees	10/08/2019		
3908	GRAYS HARBOR COMMUNITY HOSPITAL EAST CAMPUS	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3909	MONTE SQUARE CHEVRON	GRAYS HARBOR	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3910	SHADOW MOUNTAIN GENERAL STORE	CLALLAM	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3911	US COAST GUARD GROUP	CLALLAM	Rule 3.1(d)	Failure to pay Annual Registration fees	10/04/2019		
3912	NELSON	THURSTON	Rule 6.2.8(c)(4) Rule 6.2.5(c)	Landclearing burn without permit Person must be in attendance of fire	10/15/2019		
3913	GEARHART	THURSTON	Rule 6.2.7(c)	No burning Lacey Olympi Tumwater	10/22/2019		
3915	KEMPINSKI	THURSTON	Rule 6.2.5(a)	Burning Prohibitives	10/29/2019		
3916	MARVIN	GRAYS HARBOR	Rule 6.2.5(a)	Burning Prohibitives	11/05/2019		
3918	TORJUSSEN	GRAYS HARBOR	Rule 6.2.5(a) Rule 6.2.5(c)	Burning Prohibitives Person must be in attendance of fire	11/01/2019		
3919	GILSTRAP	GRAYS HARBOR	Rule 6.2.5(a)	Burning Prohibitives	11/06/2019		
3920	B & M GROUP LLC	THURSTON	Rule 6.1(a)	Failure to file NOC	11/06/2019		
<b>Total:</b>						<b>\$45,454.00</b>	

# Industrial / Commercial Air Permits

Pending and Final Permits for period from 10/04/2019 to 11/08/2019

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
7-ELEVEN 32832 - CROSBY BLVD	TUMWATER	ADM	19ADM1346	Gasoline Distribution	Correct required testing frequencies in current NOC	LEW	4/23/2019	final permit delivered	10/18/2019
BLACK LAKE GROCERY & DELI	OLYMPIA	ADM	19ADM1375	Gasoline Distribution	revise error in testing requirements	LEW	7/8/2019	final permit delivered	10/8/2019
CHEVRON - PLUM	OLYMPIA	ADM	19ADM1334	Gasoline Distribution	correct incorrect testing requirements listed in 12NOC872	LEW	4/16/2019	final permit delivered	10/8/2019
FERRARA - STRETCH ISLAND FRUIT	ALLYN	ADM	19ADM1388	Food Processing	name change	AM	8/23/2019	final permit delivered	11/5/2019
JEFFERSON HEALTH CARE	PORT TOWNSEND	NOC	19NOC1381	Medical Facility	install two diesel boilers (after-the-fact)	LEW	8/26/2019	final permit delivered	10/14/2019
JJs QUICK STOP	OLYMPIA	ADM	19ADM1373	Gasoline Distribution	revise error in testing requirements	LEW	7/8/2019	final permit delivered	10/18/2019
LACEY FOOD MART	LACEY	ADM	19ADM1378	Gasoline Distribution	revise error in testing requirements	LEW	7/18/2019	final permit delivered	10/9/2019
PILOT TRAVEL CENTERS LLC	TUMWATER	ADM	19ADM1372	Gasoline Distribution	replace the requirement to perform TP-201.5 with TP-201.4 in 15MOD1095	LEW	7/2/2019	final permit delivered	10/18/2019
SAFEWAY - BELFAIR #1571	BELFAIR	NOI	19NOI1393	Gasoline Distribution	Replace existing Stage II vac-assist with Stage II balance	LEW	10/15/2019	final permit delivered	11/8/2019

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
SAFEWAY - Martin Way #1952	OLYMPIA	NOI	19NOI1391	Gasoline Distribution	Replace existing Stage II vac-assist with Stage II balance	JAD	10/15/2019	final permit delivered	11/6/2019
SAFEWAY - PORT TOWNSEND #4608	PORT TOWNSEND	NOI	19NOI1390	Gasoline Distribution	Replace existing Stage II vac-assist with Stage II balance	LEW	10/15/2019	final permit delivered	11/8/2019
YELM COMMUNITY SCHOOLS #2 BUS BARN	YELM	ADM	19ADM1374	Gasoline Distribution	revise error in testing requirements	LEW	7/8/2019	final permit delivered	10/18/2019
AFC BODY SHOP	LACEY	NOC	19NOC1357	Automotive Services		AM	5/17/2019	waiting on SEPA	7/18/2019
AQUATIC CO	YELM	RFC	18RFC1287	Fiberglass/Marine Services	incorporate conditions from 17NOC1256	MVG	6/1/2018	draft in progress	11/6/2019
ASCENSUS SPECIALTY CHEMICALS LLC	ELMA	NOC	19NOC1380	Manufacturing	increase production and revise synthetic minor order	JAD	8/13/2019	completeness determination pending	10/21/2019
ASCENSUS SPECIALTY	ELMA	AOP	15AOP1134	Manufacturing	renew AOP	JAD	11/4/2015	on hold - per source	8/30/2019
BHP BILLITON CANADA INC	HOQUIAM	NOC	18NOC1301	Manufacturing	establish a potash terminal	AM	9/20/2018	on hold - per source	9/18/2019
CEDAR CREEK CORRECTIONS	LITTLEROCK	MOD	16MOD1143	Corrections Center	modify conditions in approval order	AM	1/28/2016	on hold - per source	1/3/2019
GEORGIA PACIFIC CORRUGATED LLC	OLYMPIA	NOC	19NOC1359	Printing/Paper Products	install 38" Bobst Flexo	JAD	5/31/2019	completeness determination pending	10/24/2019
GLOBAL COATINGS LLC	PORT TOWNSEND	NOC	19NOC1355	Fiberglass/Marine Services	perform abrasive blasing and painting on marine vessels	LEW	5/14/2019	hand off to Debbie for final paymnet	10/29/2019

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
GLOBAL COATINGS LLC	PORT TOWNSEND	NOC	19NOC1355	Fiberglass/Marine Services	perform abrasive blasing and painting on marine vessels	LEW	5/14/2019	final pending final payment	10/29/2019
GRAYS HARBOR ENERGY LLC	ELMA	AOP	09AOP672	Energy Production	Air Operating Permit - Initial	MVG	4/24/2009	public noticing period initiated	11/6/2019
GROCERY OUTLET PLAZA LLC - SOIL	OLYMPIA	NOC	19NOC1387	Soil Remediation	modify condition 1 of 17NOC1245	AM	10/28/2019	draft pending source review	11/7/2019
J & D PAINTING SERVICES INC	CHIMACUM	NOC	19NOC1397	Automotive Services	after-the-fact installation of a spray booth for liquid coatings	AM	10/17/2019	initial payment received, hand off to engineers	10/17/2019
McKINLEY PAPER COMPANY	PORT ANGELES	AOP	18AOP1300	Printing/Paper Products	renew AOP (11AOP816)	MVG	9/4/2018	draft in progress	11/6/2019
PENINSULA TOPSOIL	BELFAIR	NOC	19NOC1398	Wood Products	general rock crusher	AM	10/17/2019	draft pending source review	10/31/2019
PORT ANGELES CHEVRON	PORT ANGELES	NOC	19NOC1396	Gasoline Distribution	soil vapor extraction system	AM	10/16/2019	draft pending internal review	10/21/2019
PORT ANGELES HARDWOOD LLC	PORT ANGELES	MOD	17MOD1243	Wood Products	After-the-fact. modify condition 1	AM	8/8/2017	final pending final payment	11/4/2019
PREMIER COLLISION	YELM	NOC	19NOC1369	Automotive Services	permit after-the-fact spray booth	AM	6/24/2019	draft pending internal review	11/4/2019
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
ROGERS PAINT GROUP LLC	PORT TOWNSEN	NOC	19NOC1366	Furniture/Cabinet Shops	permit after-the-fact spray booth	AM	6/20/2019	draft pending source review	10/16/2019
SAFEWAY - HARRISON #4616	OLYMPIA	NOI	19NOI1389	Gasoline Distribution	Replace existing Stage II vac-assist with Stage II balance	LEW	10/15/2019	draft pending internal review	11/5/2019
SAFEWAY - HARRISON #4616	OLYMPIA	NOI	19NOI1384	Gasoline Distribution	replacing stage I system	LEW	9/16/2019	incomplete application - waiting on data response	10/2/2019

Facility_Name	City	Type	NOC_No	Facility Category	Description	Eng	Application Received	Status	Date of Status Update
SAFEWAY - HARRISON #4616	OLYMPIA	NOI	19NOI1384	Gasoline Distribution	replacing stage I system	LEW	9/16/2019	hand off for final signatures	10/2/2019
SAFEWAY - SEQUIM #1448	SEQUIM	NOI	19NOI1395	Gasoline Distribution	Replace stage II vacuum assist with stage II balance system	AM	10/15/2019	draft pending internal review	11/6/2019
SAFEWAY - TUMWATER #1503	TUMWATER	NOI	19NOI1394	Gasoline Distribution		AM	10/15/2019	initial payment received, hand off to engineers	10/16/2019
SAFEWAY - YELM #1619	YELM	NOI	19NOI1392	Gasoline Distribution		AM	10/15/2019	initial payment received, hand off to engineers	10/16/2019
SIERRA PACIFIC INDUSTRIES -	ABERDEEN	AOP	12AOP873	Wood Products	renew AOP permit	AM	1/11/2012	draft in progress	7/2/2019
SIERRA PACIFIC INDUSTRIES -	SHELTON	RFC	19RFC1321	Wood Products	Align due dates for ACC and SAMR	MVG	2/1/2019	draft in progress	11/6/2019
SIERRA PACIFIC INDUSTRIES -	SHELTON	NOR	19NOR1326	Wood Products	modify condition 3G of 15NOC1128	MVG	2/13/2019	hand off to engineers	2/15/2019
SIMPSON DOOR CO	McCLEARY	RFC	19RFC1319	Wood Products	correct condition R2	MVG	1/30/2019	draft in progress	2/1/2019
WESTPORT LLC	WESTPORT	AOP	14AOP1029	Fiberglass/Marine Services	renew AOP	JAD	3/7/2014	draft in progress	11/4/2019
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	11/4/2019
WEYERHAEUSER NR RAYMOND	RAYMOND	AOP	12AOP915	Wood Products	renew 04AOP387	AM	8/1/2012	public noticing period initiated	10/10/2019
WHOLE FOODS MARKET	LACEY	NOC	19NOC1399	Retail Services	install 3 emergency generators	AM	10/30/2019	incomplete application - waiting on data response	11/6/2019



# Air Quality Monitoring Summary

October 2019

Odelle Hadley, PhD

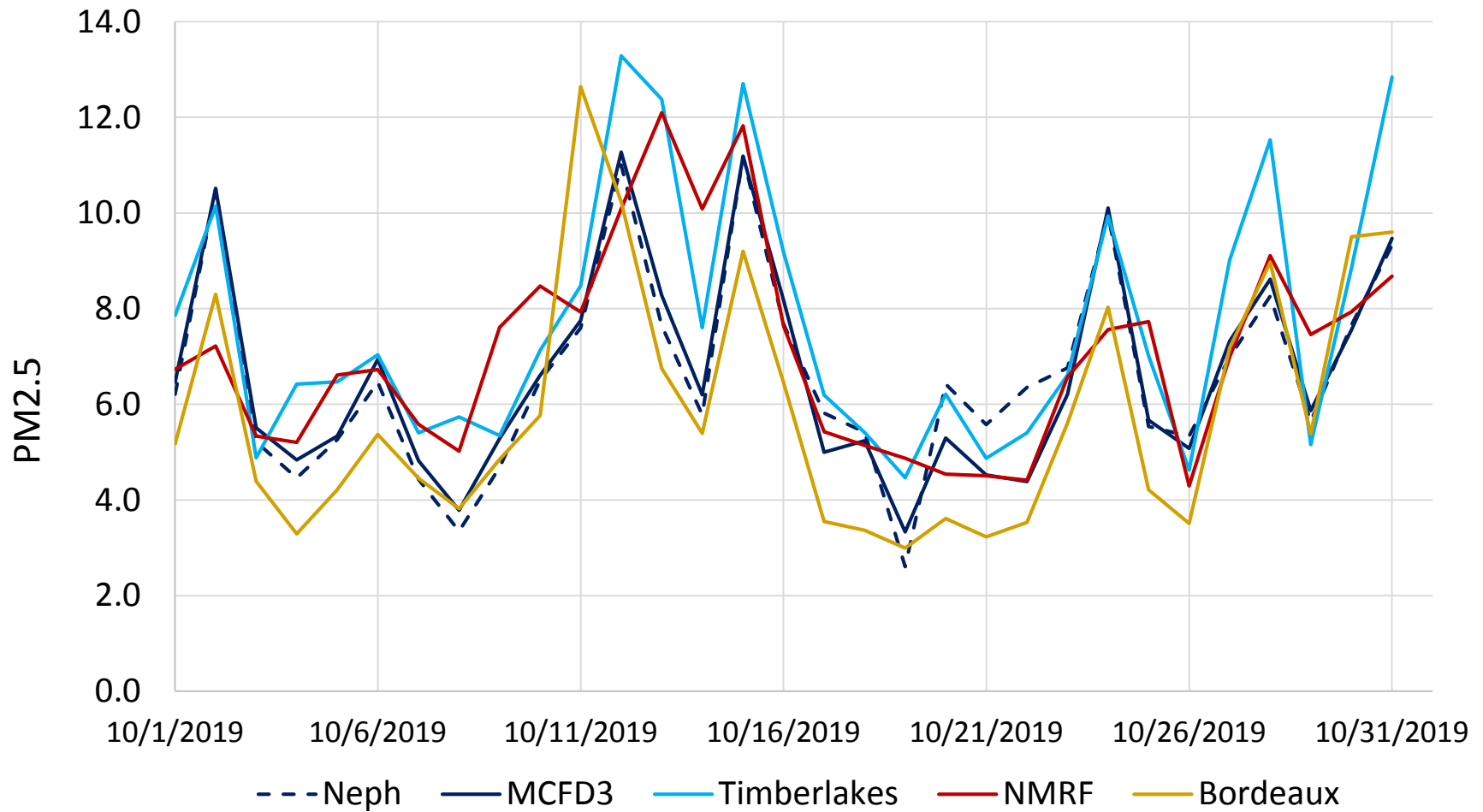
# 2019 October Air Quality Summary – PM2.5

	Minimum	Average	Maximum	GOOD	MOD	USG	UH	VUH
Aberdeen <sup>1</sup>	2.7 $\mu\text{g m}^{-3}$	5.3 $\mu\text{g m}^{-3}$	10.5 $\mu\text{g m}^{-3}$	29				
Cheeka Peak <sup>2</sup>	0.6 $\mu\text{g m}^{-3}$	2.3 $\mu\text{g m}^{-3}$	4.9 $\mu\text{g m}^{-3}$	30				
Lacey	2.1 $\mu\text{g m}^{-3}$	8.0 $\mu\text{g m}^{-3}$	14.4 $\mu\text{g m}^{-3}$	29	2			
Port Angeles	2.3 $\mu\text{g m}^{-3}$	7.1 $\mu\text{g m}^{-3}$	12.8 $\mu\text{g m}^{-3}$	31				
Port Townsend	3.0 $\mu\text{g m}^{-3}$	5.8 $\mu\text{g m}^{-3}$	9.9 $\mu\text{g m}^{-3}$	31				
Shelton	2.6 $\mu\text{g m}^{-3}$	6.6 $\mu\text{g m}^{-3}$	11.1 $\mu\text{g m}^{-3}$	31				
Raymond <sup>3</sup>	3.0 $\mu\text{g m}^{-3}$	5.5 $\mu\text{g m}^{-3}$	12.4 $\mu\text{g m}^{-3}$	30				

1. Instrument failure
2. Power loss
3. Power interruptions throughout the day

# Mason County Saturation Study

## Daily averages - October 2019

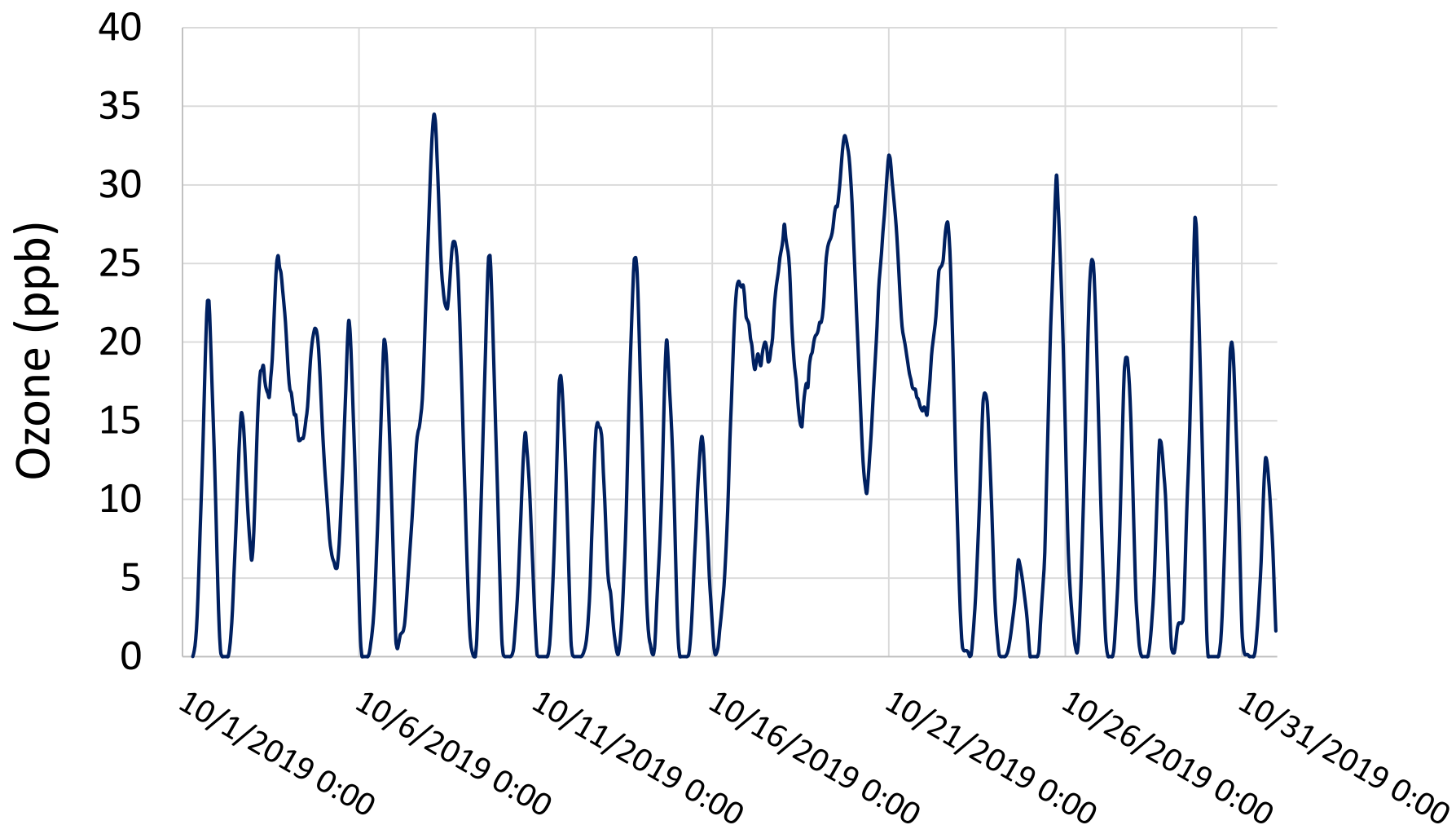


*Sensor data have been corrected to be consistent with the Shelton nephelometer in October*



# Ozone season is over!

(but we kept monitoring at Lacey anyway)



# October Monitoring Activities

## **Odelle**

### **Ambient monitoring**

- Forecasting
- Data processing & analysis
- Help Ecology troubleshoot communication issues

### **Cheeka Peak**

- Repair CO analyzer
- Ecology audit

### **Community Toxics**

- Work with students
- Attend AAAR (aerosol research) conference in Portland OR
- Analyze data

## **Nick**

### **Ambient monitoring**

- Quarterly QC at Port Townsend
- Fix communication at Port Townsend
- Install new nephelometer at Aberdeen

### **Cheeka Peak**

- Help with annual maintenance at CPO

# Contact

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