



OLYMPIC REGION CLEAN AIR AGENCY

Policies & Procedures Manual

**Approved by the Board of Directors
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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 policies we are providing you with a 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 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 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.

The Executive Director is authorized to establish, maintain, and modify work rules within ORCAA for purposes of protecting the health and safety of ORCAA staff and the public.

Employees are required to read and understand this policy manual in its entirety and to sign and return the Acknowledgment, Credit Card Agreement, and the Code of Ethics found in the Appendix. This Policies & Procedures Manual should be consulted as needed and reviewed annually. If you have any questions about any of these 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, age, citizenship status, national origin, marital status, pregnancy, veteran or military status, sexual orientation, genetic information, gender identity or 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 their supervisor 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, gender identity, 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, gender identity, 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 they have 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 their supervisor.

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 decide 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 their 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 their position with or without an accommodation that does not create an undue hardship for ORCAA.

Employees in safety-sensitive jobs must notify their supervisor 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. 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 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 found in the Appendix 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, your supervisor, 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.
- 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.

In addition, when working remotely on agency laptop, be aware of your surroundings so you do not inadvertently allow others to see confidential information.

Conflicts of Interest. No employees should represent ORCAA in any transaction where they have 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 their 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, they 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 supervisor 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 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 will ask for or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom the activity is directed.
- No employee will distribute or circulate any written or printed material in work areas at any time, during their 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 where staff may post fund raising forms and other non-work-related activities. Posts must not be inappropriate, 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 for full-time employees 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 correspond with our operating hours, 8:00 a.m. to 4:30 p.m. Our regular workweek begins on Monday and concludes on the next following Sunday.

An employee who wants to change their work schedule temporarily or permanently must consult with, and receive written approval from, their supervisor.

All employees working five (5) hours, or more, during the regular workday are entitled to a meal period of thirty (30) minutes. This meal period should occur halfway through one's workday. Meal periods are unpaid and will be recorded on the employee's timekeeping record.

All 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 need to be taken on an informal basis throughout the day. Breaks will be considered time worked for pay purposes.

Breaks should 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 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 their rest/meal break. Any employee who gets into an unforeseen situation and needs to work through a lunch or rest break should contact their supervisor 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. TELEWORKING

Purpose: Teleworking offers mutual benefit to our employees and employer by reducing the environmental impact of commuting, and increasing employee morale and satisfaction, which may lead to increased work productivity. This policy provides consistent teleworking practices for staff, safeguards the security of information and systems, and ensures continuity of operations.

Telework allows employees to work at an alternate location, other than the main or satellite offices. Employees perform essentially the same work they would at the office with the same performance expectations and other agreed upon terms. Telework arrangements may be established for varying duration depending on the work to be accomplished.

Although ORCAA functions are normally performed in our offices, on-site or at a source or complaint location, supervisors have the authority to designate employees eligible for telework. Approval for telework is based upon criteria for work to be accomplished and mutual agreement with staff and management. While alternative work arrangements may meet the needs of ORCAA and the employee, supervisors have sole discretion to determine when telework is appropriate.

Policy: Telework is considered official ORCAA business; therefore, specific conditions may apply to employees engaged in telework. Prior to beginning a telework arrangement, a formal telework agreement must be executed by both the employee and ORCAA. Telework will not increase the workload of staff in the office to accommodate the teleworking employee.

Responsibility: The amount of time the employee is expected to work will not change due to participation in a telework agreement. Staff will maintain their normal work hours. Because it is important for teleworking staff to be available during normal work hours to collaborate and communicate with staff and others, teleworking staff will coordinate with their supervisor if there is a deviation from normal work hours. The procedures for leave approval will remain the same. Failure on the part of the employee to meet all specified guidelines and procedures of the telework policy will result in immediate termination of the agreement.

Areas of Responsibility:

Information Technology Department

- Manages remote access and network connectivity as well as ORCAA's telecommunications and security infrastructure.
- Provides the resources (laptop computer) for agency staff to support teleworking employees.
- Provides technical support for teleworking employees.

Managers/Supervisors:

- Implements teleworking employees working arrangements as practicable for staff in accordance with ORCAA's policies, procedures, and guidelines.
- Provides support for teleworking employees to include:
 - Approve or deny employee's request for teleworking based on the suitability of the work.
 - Review and authorize the required forms for approved teleworking arrangements and technology requests.
 - Obtain feedback from staff regarding the impact of teleworking arrangements on the agency and, the ability to work collaboratively with staff and others while maintaining high productivity.
- Reviews and approves telework schedules for employees.
- Reviews teleworking employees' performance on a regular basis to ensure goals and expectations are met in a timely and efficient manner.

Teleworking Employees:

- Obtain their supervisor's approval before commencing telework.
- Identify the work tasks/activities to be accomplished and will report on the projects progress as needed.
- Keep informed of ORCAA's telework policy, ensuring relevant work meets the criteria for approval.
- Remains accessible to sources, co-workers, supervisors; coordinates meetings with sources, co-workers, supervisors in an efficient way not disrupting the work environment.
- Utilizes Teams, Chat, Zoom and other technology as needed for effective communication.

- Structures telework to be as transparent as possible to sources, co-workers, and supervisors.
- Plans and organizes tasks for telework to ensure efficiency and productivity.
- Utilizes approved computer equipment solely for the purpose of teleworking.
- Will reasonably secure issued laptop computers in a locked area or container during transportation and non-work hours.
- Abide by ORCAA's standard security protocols. Employees will not circumvent security protocols on any remote-use computer.
- Immediately report any potential compromise of security or theft of an ORCAA-provided device to IT Department and their supervisor.
- Provides availability to come to the office, when necessary, by management.
- Acknowledges they are not eligible for the Commute Trip Reduction Program credit when working from home.
- Notifies their supervisor for any change in status (e.g., loss of internet access, coming to the office, requesting time off, etc.).
- Notifies their supervisor immediately upon the event of a job-related incident or accident during telework hours; ORCAA does not assume responsibility for injury to any persons other than the teleworker at the telework site; auto and homeowners' insurance is required and is the responsibility of the teleworker.
- Completes Security Training.

Procedure:

Selection and Enrollment

- Employees suited for telework are solid performers who understand and agree to meet ORCAA's goals and expectations.
- They work independently, do not require close supervision, and have good communication skills. They are reliable, disciplined, and self-motivated.
- Work constituted as telework involves some form of processing such as research, writing, calculating, analyzing, designing, programming, and managing data. Most of the work products can be measured.
- Employees must meet goals and expectations of their supervisor.
- Employees will be reviewed by their supervisor as needed to determine whether the teleworking arrangement will be continued.
- ORCAA Management may suspend or discontinue the telework arrangement at any time. Written notification of suspension of telework arrangement will be provided to the employee.

I. CONDUCT

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

Dishonesty, violence, or abusive conduct is 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 manager or supervisor, or the use of abusive or threatening language toward any manager or supervisor.
- Falsification of employment records, employment information, or other records.

- Failing to record time accurately and completely 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 timecard, 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.

J. 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.

K. 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 coworkers, it is necessary to a productive work environment. Employees should be at their workstations and ready to begin their workday at 8:00 AM.

If an employee must miss work, needs to arrive late, or leave earlier than their normally scheduled workday, they must notify their supervisor, manager, or the Executive Director prior to the start of their scheduled shift, and as far in advance as possible. Leave slips will 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.

L. 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 will 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.

M. SAFETY AND WORKER'S COMPENSATION

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

The supervisor or Executive Director 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.

N. SAFETY AND FIRST AID

The personal safety and health of each employee within ORCAA is of primary importance. The agency is committed to providing a safe work environment for all staff, as the Safety and Accident Prevention Plan (SAPP) reflects. Management will ensure the implementation of this program by dedicating time and resources to comply with all present and future safety and health codes and regulations. We want each employee to have a safe and productive work setting and return home each day to family and friends free from injury. As a condition of employment, employees must read and adhere to the Agency SAPP.

O. 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.

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. 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 their supervisor 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 their 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 their supervisor 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 their supervisor must be obtained via their Travel Request form.
- An overnight stay is required due to an emergency, unplanned event, or inclement weather. The employee must contact their supervisor 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. They employee must notify their supervisor 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 they are 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 Financial 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 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.

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, will occur during the employee's on-duty time and should be moderately priced. Per our Drug Free Workplace policy, alcoholic beverages and marijuana will 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, they are 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 ORCAA 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 is restricted and only the employee, their supervisor, manager, 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 managerial or 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 their 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 their supervisor of the employee. Only the Executive Director, or the supervisor may respond to these requests.00

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 they 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. 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 coworkers 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.

E. 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 and are classified as exempt or non-exempt 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.000

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 Financial 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.

Exempt Position. Exempt positions are paid a fixed salary which meets a minimum threshold and satisfies certain job duties as an executive, administrative, professional, or computer professional employee. An exempt position is exempt from the overtime provisions of the federal Fair Labor Standards Act and Washington's Minimum Wage Act.

Non-Exempt Position. Non-exempt positions may be salaried or paid hourly. Pay for a non-exempt position must meet the minimum wage requirements set by the federal Fair Labor Standards Act and Washington's Minimum Wage Act. A non-exempt position must adhere to the overtime provisions of the federal Fair Labor Standards Act and Washington's Minimum Wage Act.

V. JOB DESCRIPTIONS AND CLASSIFICATIONS

A. JOB DESCRIPTIONS AND CLASSIFICATIONS

The supervisors 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 (see Salary Step Progression). 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, the Executive Director 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 do 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.

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.

Examples of taxable items include cash, gift cards, door prizes, raffle prizes, and Wellness rewards. Examples of de minimis non-taxable items are t-shirts, hats, or other small value items.

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.

C. 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.

D. OVERTIME

Employees should be able to perform their jobs within 40 hours per week. However, there may be occasions on which an employee needs to work overtime. On such an occasion, employees who believe they need to work overtime must get advance approval from their supervisor and the Executive Director. If overtime is unplanned and unavoidable, oral approval from their supervisor with documented follow up approval within one business day may satisfy this requirement.

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 more than 40 per week. When computing overtime, only hours worked are included, excluding holiday, vacation, or sick leave.

All exempt employees are ineligible to receive overtime pay for work over 40 hours a week.

E. COMPENSATORY TIME

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

Non-exempt employees may accrue up to 40 hours compensatory time. 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.

Non-exempt employees are encouraged to use compensatory time off before using accrued vacation time. Accrued compensatory time, of more than 8 hours, will be used by the employee's anniversary date. A balance of up to 8 hours may be carried over from year to year. The Executive Director may grant an exception under certain circumstances.

All accrued compensatory time must be used prior to leaving the agency.

F. EXCHANGE TIME

Full-time, exempt employees may accrue exchange time at a rate of one hour for each hour worked over 40 hours in the regular workweek. Exempt employees must obtain advance approval from their supervisor and the Executive Director when accruing exchange time.

Exempt employees may accrue up to a maximum of 40 hours of exchange time.

Employees are encouraged to use exchange time off before using accrued vacation time. For exempt employees, any remaining exchange time in excess of 8 hours will be forfeited and will not carry over

beyond the employee's anniversary date. The Executive Director may grant an exception under certain circumstances.

All accrued exchange time must be used prior to leaving the agency.

G. TIME ACCOUNTING

All employees must account for hours worked by program, function, and description by inputting workload data into timesheet database.

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 supervisor or the Operations Manager.

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.

H. SPECIAL PROGRAMS

ORCAA occasionally administers special programs. Please check with your supervisor to determine time accounting procedures if you are working in a special program.

I. 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 1st 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 Financial Services Manager or the Executive Director. Summary descriptions

of our employee benefit plans are available from the Financial 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 Financial Services Manager. It is the employee's sole responsibility to notify the Financial Services Manager of the necessary changes for tax and benefit purposes.

J. DEFERRED COMPENSATION

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

K. 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 Financial Services Manager. The Financial Services Manager will inform regular part-time employees of the hours needed to work, per month, to receive full-service credit toward retirement.

L. WORKERS COMPENSATION

Any employee sustaining an on-the-job injury is immediately required to report the injury or illness to their supervisor 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 will present a certificate to their supervisor 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 will have on file with the Agency a current certificate from their designated treating physician verifying the employee's inability to return to work and the expected date of return.

Employees must immediately notify their supervisor and 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 their supervisor and 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 request the use of accrued vacation, sick, compensatory time, or family leave act funds 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 will not exceed the employee's regular pay.

M. EMPLOYEE RECOGNITION

The expenditure of agency funds for staff recognition is limited to no more than \$200 per employee each fiscal year.

Employee recognition means any reward such as, but not limited to, pens and desk sets, plaques, pins, framed certificates, clocks, etc., that is intended specifically to promote good will, foster a sense of pride in affiliation with ORCAA, promote safety, productivity, reliability, dedication, commitment to the agency and/or cost savings for the Agency among agency employees. Recognition awards may not be given in the form of cash or cash equivalents such as gift cards.

All regular full-time and regular part-time employees are eligible to receive a service award for every five years of continuous service at ORCAA.

N. SALARY STEP PROGRESSION

Employees may be eligible for a yearly step increase based upon meeting performance criteria. The eligible date for a step increase is determined by an employee's time in position rather than their anniversary date.

- New employee with a hire date or start date no later than the 15th of the month has a time in position start date of the 1st of that month.
- New employee with a hire date or start date later than the 15th of the month has a time in position start date of the 1st of the following month.
- An employee placed in a higher salary range due to a promotion will have their time in position start date change to the 1st of the month the promotion was granted.
- An employee placed in a lower salary range due to a demotion will have their time in position start dated changed to the 1st of the month the demotion was granted.
- An employee whose salary range changes due to a market adjustment will retain their current time in position start date

VII. LEAVE

A. HOLIDAYS

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

Observed Holidays	State Statute Designation of Holidays RCW 1.16.050
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
Juneteenth	June 19
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, they are not eligible for holiday pay during the unpaid leave.

Regular part-time employees who normally receive holiday pay equal to their part time status will 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.

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 they want to take the two unpaid holidays after consultation with their supervisor. 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 they 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 a minimum of seven days prior to the requested day. Approval of the unpaid holiday will not be considered approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor will 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 a start date other than the 1st 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 are earned per the following schedule:

Number of Consecutive Years of Employment	Hours Earned per Month	Total Hours Earned per Year
2	8.667	104
3, 4	9.333	112
5	10	120
6	10.667	128
7, 8, 9	11.333	136
10	12	144
11, 12	12.667	152
13	13.333	160
14, 15	14	168
16	14.667	176
17, 18, 19	15.333	184
20 +	16	192

Employees may begin using vacation leave as soon as it is accrued. Employees must send a Leave Request to their supervisor. The supervisor must approve vacation requests in advance. Requests for extended vacation of two weeks or more should be given to the supervisor 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 with no maximum, however, any accrual over 240 hours must be used prior to the employee's anniversary date. On the employee's anniversary date, 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 their 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 found in the Appendix. 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. 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 1st 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 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 will 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. 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 pre- 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/regs/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 will 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 their 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. 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 one (1) hour unused sick leave for one (1) hour vacation leave; up to a maximum of forty (40) hours sick leave for forty (40) hours vacation leave. The hours must be converted in whole hour increments. A request can be made twice a year, calculated from the employee's anniversary date, 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 Operations 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 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 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 may be unpaid unless it is a qualifying event under the Family Medical Leave Act, 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 their 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 their supervisor. Employees will also report to work on any partial days unless excused by a supervisor. Upon release from jury duty, the employee must report for work on their 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 will notify and receive approval from their supervisor.

Time away in case of the death of a non-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.

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 their 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 their 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 will make a request for gifted leave first to the employee's supervisor and then to the Executive Director.

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 will make the gift in writing, using a form prescribed by the Executive Director. In making the gift, the donating employee will acknowledge that the gift is nonrefundable while the affected employee is using the donated time and will certify that they have 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, regulatory, and other aspects of our industry, and to provide outstanding service to the community. Annual written performance evaluations are a key ingredient to ongoing professional growth. Supervisors and employees are encouraged to discuss job performance and development on a regular basis and are provided the tools to facilitate this. Note that any disciplinary findings must be documented in writing.

C. PROBATIONARY PERIOD

A new employee's first six months with the agency, referred to as the probationary period, is considered a continuation of the hiring process. The probationary period is used to train and evaluate the employee's performance, conduct, and adherence to policies. During this time, the employee's supervisor will establish clear measurable goals for the new employee and communicate assessed performance on a continual basis.

The agency may extend an employee's probationary period for additional observation at any point during the probationary period. In such cases, appropriate communication will be made between the employee, supervisor, and Executive Director. The decision to extend an employee's probationary period is at the sole discretion of the Executive Director.

D. 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.

E. 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, professional certification, or licensure, 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 covered as a budgeted training expense.

Employee Eligibility. All regular full-time employees who are meeting and/or exceeding acceptable performance standards for their position may be eligible for tuition reimbursement if funding is available. The employee must have completed one year of successful service with ORCAA when requesting tuition reimbursement. The employee's supervisor and Executive Director will approve or deny the opportunity to take part in this program based on an employee's job performance and agency funding.

Funding Priorities. The course or degree program must be related to an employee's career objectives or reasonable career opportunity within ORCAA. ORCAA may cease tuition reimbursement at any time and is dependent on budget availability.

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

- books,
- lab fees,
- travel expenses,
- other required class materials.

Maximum Tuition Reimbursement. Reimbursement will be limited to preestablished annual amount per fiscal year. Tuition reimbursement will be calculated by using the current average in-state undergraduate tuition rate at The Evergreen State College and South Puget Sound Community College.

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 approval by their supervisor and the Executive Director. 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. Tuition reimbursement is contingent on the employee successfully completing the course by 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 term.)

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 reasonably. 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.

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.

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 will 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 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. REDUCTION IN FORCE

Fluctuating revenue, budget constraints or reduction in workload may force ORCAA to reduce personnel hours or cause layoffs temporarily or permanently in one or more program or functional areas. ORCAA will consider alternative solutions before workforce reductions, which includes layoffs, furloughs, and reduction in hours. If workforce reductions are necessary, staff will be given as much notice as possible, at a minimum 10 working days. Budget savings and workforce reductions may be accomplished through the following options:

A. PARTIAL EMPLOYMENT

This option could reduce hours up to 50%. Affected employees may collect partial unemployment benefits to replace a portion of the lost wages if ORCAA is enrolled in the Employment Security Department Shared Work Program. ORCAA will continue to pay the entire cost of the health benefits premium for employees working 30 hours or more a week. This includes the current portion of the premium cost for dependent coverage if applicable. For employees working less than 30 hours a week, ORCAA will pay a pro-rated portion of the premium based on the employee's FTE status, as well as a pro-rated portion of the premium cost for applicable dependent coverage. For example, ORCAA will pay 50% of the premium cost and 50% of the established dependent care contribution, if applicable, for employees working 20 hours a week.

B. REDUCTION IN HOURS

This option allows the employee to work reduced hours. The reduction in hours must be approved by the employee's supervisor and Executive Director and be consistent with workload, budget reduction outcomes and needs to benefit the organization. The employee's reduced-hours schedule will be reviewed periodically to assess the needs of the agency.

C. SHARED WORK PROGRAM

The Shared Work Program is a tool that may potentially be utilized by ORCAA. The program was approved by the Legislature and is managed through the Department of Employment Services (ESD) per RCW 50.60 and WAC 192-250-010.

1. The Shared Work Program is a voluntary program which offers Washington employers an alternative to laying off skilled employees during periods of general economic downturn. ORCAA would apply for the program, if needed, when reducing staff hours for budget savings.
2. An employer may reduce an employee's usual weekly hours of work from 10 to 50% allowing the employee to receive the same percentage of unemployment benefits. For example, an eligible employee who usually works 40 hours each week is reduced to 30 hours per week, a reduction of 25%. The employee is eligible to receive 25% of their weekly benefit amount, regardless of the wages earned that week.
3. To participate in the Shared Work Program, ORCAA must submit a signed Shared Work Plan application to the ESD Commissioner for approval. A plan that meets the approval criteria listed in RCW 50.60.030 will be approved for a maximum of 52 weeks.
4. Participation in the Shared Work Program under RCW 50.60 will not impact, in any manner, the retirement benefits of any member of a plan administered by the Department of Retirement Systems.

D. PERMANENT/TEMPORARY LAYOFF

This may be implemented because of reduced revenues or workload.

- **Furlough** – Furloughs are a form of temporary layoff that consist of a complete work stoppage or reduced work hours over a defined period. See Furlough Policy for a full explanation. The Association of Washington Cities requires a furlough policy be included in ORCAA’s Policies and Procedures Manual to allow ORCAA to continue providing health care benefits to furloughed employees.
- **Layoff** – ORCAA may lay off employees if there are: Changes in duties, reorganization, a position, or service is eliminated, lack of work, funding shortages, or for other legitimate budgetary or workload reasons. Based on budget and workload, ORCAA may provide the option for an employee to move to a lower paying classification or reduced hours in lieu of layoff.
 - If a layoff is anticipated, employees whose jobs may be affected will be notified at least 10 working days prior to the layoff and provided available options, as soon as possible, to allow time to make necessary arrangements.
 - The order of layoffs is determined by classification as determined by the reason for the layoff. Employees will be retained based on their ability to perform needed work to meet program objectives with available revenue. Where there is no demonstrable difference in ability to perform in the classification, where a reduction is necessary, employee with longer service will be retained.
 - Employees who have been laid off and remain in good standing with ORCAA will be offered the first opportunity to fill comparable vacant positions that become available. These employees will be placed on a job announcement mailing list, developed by ORCAA, for a period of one year from the effective date of layoff to assist them in applying for job vacancies within ORCAA for which they are qualified.

If ORCAA participates in the Shared Work Program during the time an employee is furloughed or temporarily laid off, retirement benefits will not be reduced and will continue as if their hours had not been reduced. The terms of the Shared Work Program may change based on Legislative/RCW rules and guidelines.

E. FURLOUGH POLICY

Due to economic impact of unforeseeable events, ORCAA may implement a mandatory furlough for certain positions due to funding shortfalls or workload reductions. This policy provides general guidelines for the implementation of this policy and the effect of a furlough on compensation and benefits.

Definitions

Furloughed employee – Any employee who is placed in a temporary status without duties and without pay because of a financial emergency or workload reduction necessitating a budget reduction.

Exempt Employee – An employee who is exempt from the provisions of the Fair Labor and Standards Act (FLSA) and is not entitle to overtime payments. Exempt employees are paid on a salary basis and include administrative, executive, and professional employees and certain highly skilled computer professionals.

Nonexempt employee – An employee who is subject to the minimum wage and overtime provisions of the FLSA and is typically paid either on an hourly or salary basis.

Furlough – Any period in which a furloughed employee is placed in a temporary status without duties and without pay due to a financial emergency necessitating the budget reduction.

Applicability

Furlough positions – The agency may select certain positions or all agency positions for a mandatory furlough, based upon the needs of the agency and the financial situation. Furloughs for full-time employees may be in partial or full workweek increments. Part-time employees will observe the mandatory furlough on a prorated basis according to their Full Time Equivalent status.

Length of Furlough – The Executive Director retains discretion to implement furloughs for a defined period for specified positions, departments, or the entire agency. The agency may allow departments to retain flexibility in determining when employees will be furloughed. This may include implementing varying mandatory furlough schedules for an entire department or staggering furlough days for employees based upon funding and workload. Managers are responsible for establishing schedules to be documented and discussed with the Executive Director.

Pay Considerations

Furlough time is unpaid and never considered as hours worked. Overtime and compensatory time policies will continue to apply for time worked and are describe in the Compensation and Benefits section of this manual. Overtime is not permitted for making up furlough hours, as this does not achieve the savings expected with the implementation of this policy.

Employees may not use paid leave in place of mandatory furlough time. Once the mandatory furlough is enacted, all pre-scheduled paid leave, which would occur during the furlough time, is cancelled (vacation, sick, compensatory, or other). Paid leave will be suspended until the mandatory furlough period has ended. However, sick leave being used for absences related to a Worker's Compensation injury where the employee is still unable to return to work in a modified duty position will be allowed. The employee may be required to observe alternate mandatory furlough time upon return to work.

In cases where a furloughed employee is required to work during furlough, time will be paid at their regular rate of pay for hours worked. However, the employee may be required to observe alternate mandatory furlough time at a later pre-determined date.

Benefit Considerations

Anniversary Date. An employee's anniversary date will not be changed due to mandatory furlough time.

Leave Benefit. An employee's eligibility to accrue vacation and sick leave will not be affected by the implementation of a mandatory furlough. Employees will receive vacation and sick leave for the month based on their accrual rate in effect prior to the mandatory furlough.

Insurance Benefit. Insurance benefits will be unaffected by the mandatory furlough. The agency will continue to pay its portion of the premiums regardless of the mandatory furlough. Employees contributing to their insurance benefit costs will be required to submit their share to ORCAA if pay is insufficient to allow for deduction.

Recordkeeping and Payroll Considerations

Mandatory furlough time is to be recorded as Unpaid Leave in the timesheet database.

All employees, including exempt employees, who are furloughed are *strictly* prohibited from working during mandatory furlough periods. All email, phone calls, messages and mail will be forwarded to the furloughed employee's supervisor.

Exempt employees placed on mandatory furlough will be converted to non-exempt during the furlough period. Such employees will be required to track their hours consistent with the requirements of non-exempt employees. During the period when exempt employees are converted to non-exempt, they must comply with all recordkeeping and wage and hour rules applicable to non-exempt employees (e.g., rest periods and meal periods, leave request, pre-approval for overtime).

F. VOLUNTARY SEPARATION

This program gives ORCAA the option to offer incentives to employees who voluntarily resign their employment.

Purpose

The program aims to reduce salary costs and staffing levels, as well as facilitate a reorganization, making effective use of remaining personnel while maintaining ORCAA services based on federal, state, and local laws and ORCAA's regulations. The goal of this option is to provide a savings to ORCAA's budget without compromising ORCAA's ability to protect air quality in our region.

Availability

The program will be activated at the discretion of the Executive Director in consultation with program supervisor and the ORCAA Board of Directors and with notification to ORCAA employees. Requests must be put in writing and sent to the Executive Director.

Upon approval, we ask that the employee return all property owned by ORCAA (e.g., vehicles, tools, computers, keys, credit cards etc.) prior to your departure.

Basic Provisions

This voluntary program is a management tool, not an employee right. Basic program provisions include:

1. Voluntary separation may be limited by agency program needs and thus not available to all staff.
2. Employees choosing to apply for the voluntary separation option will sign a form indicating their decision to participate is entirely voluntary and they fully understand and agree to the program terms as outlined.
3. Upon the employee's request to voluntarily separate, ORCAA will determine if the employee's separation provides the needed on-going savings to ORCAA. Although initiated by the employee, it must be agreed upon by the Executive Director and the employee's supervisor.
4. If the requests results in a position vacancy, the position may not be eliminated. It must be vacant for at least one year unless otherwise approved by the Executive Director. This does not preclude ORCAA from moving employees from other positions into the position formerly held by the separating employee, provided that a position that ultimately is vacated remains unfilled for at least one year unless approved by the Executive Director.
5. Employees will receive a lump sum payment:

- a. Employees will negotiate and agree to a severance pay prior to finalizing their participation in this option.
- b. The severance payment is determined by the base salary and does not include ORCAA paid benefits.

Eligibility and Participation

1. Participation in the program is entirely voluntary.
2. An employee is not eligible for this program if their employment is terminated because of misconduct, normal retirement, previous notice of separation, permanent disability, or death.

ORCAA Approval

1. Participation is subject to review by the employee's manager and Financial Services Manager.
2. Requests for participation will be reviewed as they are received.
3. All recommendations for acceptance of an application for voluntary separation will be reviewed and must be approved by the Executive Director. The Executive Director's decision regarding acceptance is final.
4. Final approval for any employee using this program is conditional upon execution of a written agreement between ORCAA and the employee acknowledging the terms and conditions of the program.

Approval Criteria

Approval is subject to consideration of the following criteria by ORCAA:

1. Retention of positions, occupations and skills that are critical to achieving ORCAA's mission and priorities.
2. Difficulty or cost of replacing employees with specific and required skills.
3. Potential disruption due to the overall loss of experienced workers.
4. Overall cost of separation to the program.

Repayment

Following a separation payment, any employee who returns to ORCAA service, as an employee, within one (1) year must repay the severance payment in full. An employee who returns to ORCAA employment after more than 1 year and who received a severance payment, may be required to repay a portion of the payment based on the time out of ORCAA's employment. This will be negotiated with the Executive Director.

Effect on Retirement System

Employees who participate in the Voluntary Separation option cannot increase pension contribution rates. A separation payment must be a lump sum. It is subject to applicable withholdings and is not considered income by the Department of Retirement Systems for retirement purposes.

Effect on Benefits

Employees who seek voluntary separation under this program are eligible for COBRA coverage. Accrued vacation leave may be cashed out at the time of resignation. Sick leave cannot be cashed out.

G. 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 rehire decisions will be considered and approved by the Executive Director. To be considered for rehire, an employee must have given, at the least, a 2-week notice prior to leaving the agency.

H. RETIREMENT

An employee may choose to retire following Department of Retirement Services guidelines for individuals participating in PERS 2 or PERS 3 Retirement Systems. 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.

I. RESIGNATION

An employee wishing to leave ORCAA in good standing will file a written letter of resignation, including a statement explaining the reasons for resigning and the effective date of resignation. The written resignation notice must be completed at least two (2) weeks prior to the effective date of resignation. Accrued vacation leave may be cashed out at the time of resignation. Sick leave cannot be cashed out. The Executive Director may waive notice requirements.

J. 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 Financial Services 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 know of any accommodations they believe are medically necessary 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 employees' medical information, we will 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 a supervisor. If the employee believes that a supervisor was involved in the improper action, they wish to report, the employee may raise the issue with a manager or Executive Director. If the employee believes that the Executive Director was involved in the improper action, they wish 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 their 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 they 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 will 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 Executive 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 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 monthly.

ORCAA employees should immediately notify the Financial 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, or the Executive Director.

Surrender of ORCAA Credit Card. A cardholder must surrender their 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 is the policy of ORCAA to buy supplies, equipment, materials, and services necessary for its operation at the least cost of public funds. The agency is committed to purchasing goods and services at the most economic and cost-effective option available, reflected in the agency's Purchasing and Procurement Plan. Management will ensure compliance with this plan and will dedicate resources sufficient to ensure the Plan is kept up to date with all requirements and regulations. As a condition of employment, employees involved in the purchasing of goods and services must read and adhere to the ORCAA Purchasing and Procurement Plan.

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.

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 their 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 their 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 their race, color, creed, sexual orientation or gender identity, 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.

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, data.orcaa.org, and 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, sexual orientation, or gender identity.
 - 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 provide a method of communication used by the public to interact and participate with ORCAA. Consistent with ORCAA's Policies and Procedures 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), 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 break room provides a place for employees to take their breaks and meal periods, free from assigned duties. An employee must accompany a visiting guest. The employee is responsible for the conduct of guests 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 WORKSTATION

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 70A.15.1560.

*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

TELEWORK AGREEMENT

ORCAA supports teleworking arrangements provided employees meet the eligibility criteria set forth herein. This agreement ensures the employee, the employees' supervisor and the Executive Director understand the terms and conditions of the employee's telework arrangement.

EMPLOYEE NAME: _____

- Position:
- Supervisor:
- Telework schedule and/or timeframe (to be determined by the employee and their supervisor):
- Telework Site Address: (which must be in the State of Washington):
- Start date:
- Proposed work schedule for in office and telework days:
- End date, if applicable:
- Review Date:

Work hours will remain the same unless a change is agreed upon by their supervisor.

Employee agrees to the following:

- To be available, responsive, and productive during approved work hours.
- Duties, obligations, and responsibilities will remain the same as if the employee were physically present in ORCAA's offices. This includes all obligations to be responsive to voicemails, e-mails, and all other messages and correspondences in a timely manner.
- While teleworking, the employee shall work at the above-listed location during teleworking hours, unless prior approval to work elsewhere has been received.
- Employee agrees to above by ORCAA's Policy and Procedure Manual.

Productivity/Performance Expectations:

- All teleworking employees are required to maintain the same level of productivity and performance (quality, quantity, timeliness) as their non-teleworking counterparts in ORCAA's offices.
- All teleworking employees agreed to take reasonable steps to protect and safeguard all confidential information and documents accessible while teleworking, including preventing the unauthorized access to ORCAA's systems or information, and disposal of work-related documents per the Washington State Records Retention policy.
- All teleworking employees are required to maintain a telework site that is safe, functional, ergonomically suitable, and free from recognized hazards. Telework employees are responsible for all costs associated with setup and ongoing maintenance of their telework workspace (including, but not limited to, remodeling, furniture or lighting, repairs, or modifications).

Equipment & Supplies provided to the employee:

- Laptop computer and necessary, approved, office supplies.

Technology Support & Requirements:

- All teleworking employees are required to provide and maintain reliable internet connectivity and speed to support their work demands and position for the duration of their telework arrangement. In the event of equipment failure or service interruption, employees must notify their supervisor immediately to discuss alternate assignments or other options. All telework employees shall be solely responsible for any increased costs of utilities or internet usage occasioned by their telework arrangement.
- Telework employee will immediately report loss or damage of ORCAA provided equipment and software.
- Equipment/technology and software provided by ORCAA will be maintained and repaired by ORCAA and must be used for business purposes only. All teleworking employees are subject to the same ORCAA policies regarding the use of ORCAA provided equipment as that of employees working from ORCAA's offices. All ORCAA property must be returned to ORCAA when the telework arrangement ends, is suspended due to vacation, or other leave, or the employee separates from employment with ORCAA.

Employee Acknowledgements:

- All teleworking employees acknowledge that Telework Agreements may be discontinued at any time by ORCAA, at the sole discretion of their supervisor, upon 24 hours' notice.
- Teleworking employees must read and understand the ORCAA Telework Policy and agree to all the provisions, including those further detailed in this Agreement.
- Teleworking employees acknowledge that they are required to comply with all timekeeping, leave and overtime requirements and regulations defined by ORCAA.
- Teleworking employees will maintain and update their telework schedule on the outlook office calendar.
- Telework employees will update and maintain their contact information.
- Teleworking employees acknowledge the work they perform while teleworking remains subject to all applicable records retention schedules, and applicable regulations, including the Washington State Public Records Act RCW (42.56)
- Teleworking employees acknowledge work-related injuries at their respective telework locations during working hours may be covered by Workers' Compensation. Teleworking employees agree to timely report any work-related illnesses or injuries (Accident/Incident Reporting).
- Telework employees agree to maintain the confidentiality of all ORCAA information and documents and to take reasonable steps to prevent unauthorized access to any ORCAA systems or information.
- Telework employees agree to comply with all applicable ORCAA policies.
- Telework employees agree to report to ORCAA's offices, when requested by their supervisor or by the Executive Director.
- Telework employees will attend all job-related meetings and/or training sessions, at ORCAA's Olympia office when requested to do so by their supervisor or by the Executive Director.
- Telework Employees acknowledge that for any day upon which they begin their workday at the Olympia or Pacific County office, any travel time between their telework location and the office will be considered a normal commute schedule for the day and associated time will not be compensated.
- Teleworking employees acknowledge for any day upon which they begin their workday at the telework location but are then required to report to the Olympia office mid-shift, the time spent traveling between the telework location and the central worksite will be considered hours worked. Teleworking employees further acknowledge if they later return to their

telework location to complete the day, the time spent traveling between the Olympia office and their telework location will also be considered hours worked.

- Teleworking employees acknowledge when using their personal or ORCAA owned vehicles for work travel during the workday, they must comply with all conditions listed in ORCAA's Personnel Policy, including but not limited to insurance coverage requirements and completion of Defensive Driver training every three (3) years. Reporting to and from the Olympia office mid-shift is considered work travel.
- Telework employees acknowledge ORCAA will not be responsible for any incidental increase in auto or home insurance rates or premiums, or tax implications occasioned by the telework arrangement.
- Telework employees acknowledge ORCAA will not be responsible for any damage to personal property occasioned by the telework arrangement.
- Telework employees acknowledge ORCAA will not be responsible for property damage or personal injury to another individual during performance of official duties or while using ORCAA-provided equipment when working from home.
- Teleworking employees acknowledge violations of this agreement may result in disciplinary action up to and including termination of employment.

This telework agreement is not a contract of employment and does not guarantee continued employment with ORCAA.

Employee Signature: _____

Date: _____

Supervisor: _____

Supervisor Signature: _____

Date: _____

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 BID SHEET

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 Manager.

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 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: _____

1. Select mode(s) you anticipate using:

_____ Carpool

_____ Bus

_____ Bicycle

_____ Vanpool

_____ Walk

_____ Other (_____)

2. 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

3. 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 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

POLICIES AND PROCEDURES ACKNOWLEDGMENT

ORCAA's 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 all previous 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