



**HOUSING  
OPPORTUNITIES**  
— *of SW Washington* —

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# EMPLOYEE HANDBOOK

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Revised March 2024

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## Section 100: Introduction

### 101: Welcome

Welcome to HOSWWA! I am so happy that you have decided to join our team. I hope that you will quickly feel at home with us here at HOSWWA and wish you many successes in your new job. I also hope that you will be able to connect to our agency core values of: putting people first; pursuing excellence; and acting with integrity while providing the foundation needed for people to thrive. Your commitment to these shared values is critical for our mutual success in meeting our clients' needs. The value of "putting people first" also encompasses our employee relations and acknowledges that employee needs must be considered. A healthy work life balance is critical. We must be refreshed periodically so that we can bring healthy, empathetic energy to our work with clients. We aspire to constantly learn and grow so that we can create a healthy, safe space at work where all feel included. We strive to foster belonging and empowerment at work so that all can flourish. Thank you for joining us in providing affordable housing to communities in need in Southwest Washington.

**101.1: Vision.** We envision strong, vibrant, and healthy communities created by providing housing, hope, and opportunity.

**101.2: Mission.** We promote stable, affordable housing, and supportive services in an environment that nurtures individuals and families while encouraging personal responsibility.

**101.3: Values.** At Housing Opportunities of SW Washington, we are committed to the highest standards of ethics and integrity. These are the core values that inspire our organization and individual employees to keep us focused on meeting our mission and celebrating our successes.

#### ***We put people first.***

- We acknowledge and honor the fundamental value and dignity of all individuals.
- We believe in the ability of people to improve their own lives and our responsibility to support them on this journey.
- We seek to partner with clients to foster accountability and success.
- We are committed to the development of the full potential of each person and to the achievement of economic independence when possible.
- Our employees are professionals who take pride in their accomplishments and the progress of our clients and programs.
- Our work environment is built on honesty, trust, mutual respect, and open communication.

#### ***We believe housing is the foundation.***

- We believe that housing is a basic need and a foundation for people to thrive.
- Everyone should have the opportunity to live in a safe, healthy, affordable home.

#### ***We pursue excellence.***

- We are dedicated to a shared vision of excellence, continuous improvement in all operations and thoughtful stewardship and cultivation of our assets.
- We embrace change.
- We are committed to innovation; driven to challenge the status quo and anticipate changing needs.
- The quality of what we do is measured by the progress, success, and satisfaction of those we serve.
- Our agency is strengthened by the value we place on diversity.

- We honor the unique backgrounds and talents of our staff, clients, board and community partners, and our combined ability to effectively reach out to all of those we serve.
- We foster strong external partnerships and collaboration with governmental, educational, business, nonprofit, neighborhood, and faith-based community partners to the benefit of our clients.

*We act with integrity.*

- We conduct our professional duties with the utmost standards of ethics, transparency, professionalism, and respect for our clients.

## 102: Handbook Overview

The policies presented here are designed to communicate the rules and regulations that govern Housing Opportunities of Southwest Washington (referenced as “HOSWWA” or “Agency”) and to outline information about working conditions, benefit eligibility, and other things that might affect employment with the Agency.

Employees must read, understand, and comply with all policies and procedural directions. ***These policies are not meant as a substitute for direct, regular communication between management and employees, but as a resource for employees.***

The policies, either alone or together, do not form a contract, express or implied, nor does it guarantee employment for any specific length of time. Employment with HOSWWA is at-will. This means that either the employee or employer can terminate the employment relationship at any time, for any reason. No statements made by any supervisor or manager can alter this at-will relationship. The at-will relationship can only be changed through a signed written agreement that specifically sets forth the terms between the employee and the CEO.

HOSWWA policies and procedures apply anytime the employee is performing work for or representing the Agency.

HOSWWA’s CEO, with oversight from the Board of Directors, reserves the right to full discretionary authority regarding the interpretation and application of any policy, guideline and/or procedure. Their decisions are considered final and binding.

HOSWWA reserves the right to revise, add, amend, and delete polices at any time at the sole discretion of leadership. HOSWWA will not implement policy changes except in writing and will do it’s best to inform Employees of the changes, modifications, deletions, or additions of the policies.

If the Handbook conflicts with local, state, or federal law, the provision of local, state, or federal law will govern. In all other cases these policies shall apply.

## Section 200: Employment Practices & Expectations

### 201: Definition of Terms

**201.1: Employer.** HOSWWA is the employer of all full-time, part-time, and temporary employees. An employee is hired, provided compensation and applicable benefits, and has work directed and evaluated by the Organization.

**201.2: Full-Time Employee.** A “Full Time Employee” is defined as an employee who has been hired to work a regular schedule of 36 or more hours per week in a regular position established in the HOSWWA budget for a period of at least five consecutive months in a calendar year.



**201.3: Part-Time Employee.** A “Part Time Employee” is defined as an employee who has been hired to work a regular schedule of 20 or more hours per week but less than 36 hours per week in a regular position established in the HOSWWA budget for a period of at least five consecutive months in a calendar year.

**201.4: Temporary Employee.** A “Temporary Employee” may work full-time or part-time schedules, but their services are intended to be of limited duration (i.e., filling in for illness, vacations, summer months, special projects). Temporary employees are not eligible for HOSWWA benefits.

**201.5 Intern.** HOSWWA offers internship positions for high school, tech school or college students studying disciplines related to Agency business. This internship is for the benefit of the student. Interns are not intended to be used in place of employees. Interns are not entitled to a job with HOSWWA at the conclusion of the internship. Interns are not eligible for HOSWWA benefits.

## **202: Fair Labor Standards Act (FLSA) Classification**

There are two different classifications of employees. This classification has important impacts on benefits and other working conditions and expectations. Each position is designated as either “non-exempt” or “exempt” from the “Fair Labor Standards Act” (FLSA) which governs federal and state wage and hour laws.

**202.1: Exempt employees.** These are employees who are exempt from the overtime pay requirements of the law. Exempt employees are paid on a salary basis and occupy positions that are primarily executive, administrative, professional, computer-related or in outside sales, as described within the definitions of the Fair Labor Standards Act.

**202.2: Non-exempt employee.** An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees are entitled to receive overtime for all hours worked beyond 40 in a workweek.

**202.3: Overtime.** All employees classified as non-exempt employees will receive compensation for overtime work in excess of 40 hours in a work week. For purposes of this determination, all holiday and leave hours will be excluded in the calculation of whether a person has exceeded 40 hours in the work week. Non-exempt employees will receive overtime pay at one and one-half the regular hourly rate of pay. All overtime must receive prior approval of supervisor.

## **203: Workplace Conduct**

HOSWWA believes that proper workplace conduct among our employees contributes to a more productive and successful working environment and better serves the companies and people we deal with.

Proper conduct starts with dressing appropriately, being properly groomed and following commonly accepted personal hygiene practices for the work you are doing.

HOSWWA also expects courtesy to fellow employees and the people and companies we serve. Joking around, off-color jokes, ridiculing other employees or using offensive language will not be condoned in the workplace. Condescending remarks among employees and between supervisory personnel and those who are being supervised must be avoided. Reprimanding fellow employees in public is to be avoided.

HOSWWA expects employees to communicate with honest and transparency to clients, supervisors, and co-workers.

Employees should avoid discussing HOSWWA business in public and engaging in personal discussions in the workplace should also be avoided.

The use of speakerphones so that fellow employees not participating in the telephone conversation can overhear the conversation is both disturbing and inappropriate for the conduct of our business.

HOSWWA desires to maximize a secure, safe, and pleasant work environment. Following the above guidelines will be of benefit to all of us.

#### **204: Rights**

HOSWWA retains the sole discretion to exercise all managerial functions, including the right:

- To dismiss, assign, supervise, and discipline employees.
- To determine and change starting times, quitting times, and shifts.
- To transfer employees within departments or into other departments and other classifications.
- To determine and change the size and qualifications of the workforce.
- To determine and change methods by which its operations are to be carried out.
- To determine and change the nature, location, services rendered, and continued operation of the Agency.
- To assign duties to employees in accordance with the Agency's needs and requirements and to carry out all ordinary administrative and management functions.

#### **205: Equal Employment Opportunity**

HOSWWA values the differences among our staff, celebrates the diverse backgrounds and unique lived experiences each employee brings to the organization and our work, and strives to create a safe and welcoming work environment for all.

Not only does HOSWWA follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity, it is the intent of the Agency to employ a workforce that reflects the diverse populations we serve. HOSWWA's leadership will not discriminate, nor will it tolerate discrimination against any employee or applicant in a manner that violates the law.

In accordance with Local, State, and Federal Law, it is HOSWWA's policy to provide equal employment opportunity to all employees and applicants for employment without regard to:

- Opposition to a discriminatory practice
- Presence of any sensory, mental, or physical disability
- Use of a trained dog guide or service animal
- HIV/AIDS and Hepatitis C Status
- Race/Color
- Creed
- National Origin
- Sex (including pregnancy)
- Marital Status
- Age (40+)
- Sexual Orientation, including Gender Identity
- Honorably discharged Veteran or Military Status

- State Employee or Health Care Whistleblower Status

It is the intent and resolve of the Agency to comply with the law in all aspects of equal opportunity. This equal employment opportunity policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, transfer, training, compensation, and termination.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all people on an equal opportunity basis.
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law.

Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion, or discrimination because they have exercised any right protected by law.

### **206: Americans with Disabilities Act**

HOSWWA is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state and local laws, ensuring equal opportunity in employment for qualified persons with disabilities.

With regard to qualified applicants or employees with disabilities, HOSWWA offers what the law refers to as "reasonable accommodation" to enable such individuals to apply for or perform their jobs, so long as no undue hardship is created for HOSWWA.

### **207: Non-Discrimination/Non-Harassment**

HOSWWA prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

**207.1: Discrimination and Workplace Harassment.** It is HOSWWA's policy to provide a work environment free from unlawful discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on HOSWWA's premises, at a HOSWWA sponsored off-site event, traveling on behalf of the HOSWWA, or conducting HOSWWA business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

**207.2: Sexual Assault.** Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

**207.3 Prohibited Conduct.** This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding, or blocking movement, or any physical interference with work.
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults.
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

**207.4: Hostile Work Environment.** A hostile work environment is created when harassing or discriminatory conduct is so severe and pervasive that it interferes with an individual's ability to perform their job. Conduct and speech typically considered "hostile" is intimidating, threatening, offensive, abusive and/or otherwise offensive, going beyond rudeness or casual joking.

Isolated incidents or petty slights are generally not sufficient to create a hostile work environment. To qualify as a "hostile" workplace, conduct must be intentional, severe, recurring and/or pervasive and interfere with the employee's ability to perform his/her job.

**207.5: Penalties.** HOSWWA will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. HOSWWA may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action – to disciplinary action, including potential dismissal.

**207.6: Retaliation Protections.** HOSWWA prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. The Agency will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

**207.7: Reporting Procedure.** If an employee believes that they have been the object of harassment or conduct in violation of this policy, or if they witness harassment or inappropriate conduct, the incident should be immediately reported to the Human Resource Specialist. If the individual from Human Resources is the cause of the problem, seems unwilling to resolve the issue, or appears unresponsive, the employee should contact the CEO directly. Any supervisor or manager who witnesses an act of harassment or who receives a complaint of harassment and fails to take appropriate action, which includes reporting the act or complaint to Human Resources, may be subject to disciplinary action.

All complaints about an employee or non-employee will be thoroughly and promptly investigated. Every complaint will be kept confidential to the maximum extent possible. All employees have an obligation to cooperate in an investigation of harassment complaints. The results of any investigation will be communicated to the complaining employee(s). Prompt and appropriate corrective action will be taken if the agency concludes that an employee or non-employee has engaged in harassing conduct, even if the conduct is not unlawful. Corrective action may include discipline up to and including termination of employment or the relationship with the non-employee.

**207.8: Non-disclosure or Non-disparagement Agreements.** Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A non-disparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Organization.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Organization and allows an organization to not rehire that individual in the future.

The Agency will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, non-disparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

**207.9: Time Limitations.** Nothing in this policy precludes any person from filing a formal grievance with the Washington State Human Rights Commission or the Equal Employment Opportunity

Commission. Note that Washington state law requires that reports of harassment or discrimination must be made within 300 days of the most recent incident.

## **208: Whistleblowing & Retaliation**

HOSWWA strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local law. Accordingly, employees are encouraged to bring to the attention of HOSWAA any improper actions of Agency officials and employees. HOSWWA will not retaliate against any employee who makes such a disclosure in good faith and in accordance with the procedures set forth in this policy.

Improper actions are actions undertaken by an officer or employee in the performance of his or her official duties, which:

- a. are in violation of any federal, state, or local law
- b. constitute an abuse of authority
- c. create a substantial and specific danger to public health or safety
- d. grossly waste public funds
- e. are fraudulent actions

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts or policies or procedures set forth in this handbook.

**208.1: Reporting Procedure.** Misconduct can often be corrected most expeditiously if handled internally. Accordingly, an employee who has a good faith concern that improper action has occurred or is about to occur must first raise that concern with HOSWWA. Specifically, the employee must submit their concerns and related information (“Complaint”) in writing to Human Resources. If the employee is unsatisfied with the resolution offered by Human Resources, the complaint may be presented to the C.E.O. In the event the Complaint concerns the C.E.O., the same shall be submitted to the Board of Commissioners.

The identity of a reporting employee will be kept confidential to the fullest extent possible under the law unless the reporting employee provides written authorization for disclosure.

HOSWWA shall promptly address the Complaint raised by the reporting employee and provide the reporting employee with a written response which identifies the alleged improper action at issue, describe the scope and findings of the investigation, states what, if any, action will be taken against the offending officer(s) and/or employee(s), and explains why such action is appropriate.

If the reporting employee is not satisfied with the investigation and/or resolution of the complaint, the reporting employee may request reconsideration in writing within five (5) working days of receipt of HOSWWA’s written response. Written requests for reconsideration must be submitted to the Board of Commissioners and must identify the specific elements of HOSWWA’s investigation or written response which the reporting employee finds unsatisfactory.

HOSWWA will advise the reporting employee in writing whether reconsideration will be granted. Any reconsideration will be limited to examination of the specific issues raised by the reporting party in his or her written request.

Reporting employees who, after exhausting the internal reporting, including elevation to the Board of Commissioners, choose to continue to pursue their Complaints should consider contacting one or more of the following organizations: Office of the Attorney General; Office of the State Auditor; Regional Office of the Department of Housing and Urban Development, Attn: Regional Investigator General for Audits; or the Office of the Cowlitz County Prosecutor.

**208.2: Retaliation.** All HOSWWA personnel are prohibited from taking any adverse employment action against an employee who registers a Complaint in accordance with this policy. If an employee believes there has been retaliation for reporting improper actions in accordance with this policy, the employee may seek redress as follows:

1. The employee must provide written notice of the charge or retaliatory action to the Board of Commissioners within thirty (30) days of the date the alleged retaliation action occurred. The notice must describe the alleged retaliatory action and the persons allegedly involved, and identify the relief requested.
2. The Board of Commissioners must respond to the charge in writing within thirty (30) days of its submission. The response must: identify the alleged retaliatory action and persons involved; identify the relief requested; describe the investigation conduction; state and explain the disposition of the charge, and identify the relief, if any, that is being granted and explain why the relief is appropriate.
3. The charging party is entitled to a hearing if he or she so chooses. However, the hearing must be requested in writing within fifteen (15) days of delivery of HOSWWA' written response to the charge, or, if HOSWWA fails to respond within the allotted thirty-day period, within fifteen (15) days of the last day upon which HOSWWA could have responded.
4. Within five (5) working days of receipt of a timely request for hearing, HOSWWA shall apply to the state office of administrative hearings for an adjudicative proceeding before an administrative law judge.
5. Unless the administrative law judge extends the period, the judge shall issue a final decision no later than forty-five (45) days after the date the timely request for hearing was delivered to HOSWWA. The administrative law judge's decision is subject to court review. (Reference to Board Adoption.)

This policy is permanently posted in HOSWWA policy manual where all employees will have reasonable access to it. Copies of the policy will be distributed to all employees upon adoption and will be available to any employee upon request.

### **209: Open Door Policy**

Constructive thinking and helpful suggestions from employees help HOSWWA progress and succeed as a company. HOSWWA invites employees to share their suggestions, recommendations, or constructive criticisms about the Housing Authority and its operations with their direct supervisor, other member of management, or a member of the Human Resources Department.

In addition to the Issue Reporting procedure outline previous in **Section 208.1**, employees are encouraged to discuss any concern, problem, or dispute they may have with their direct supervisor, other member of management, or a member of the Human Resources Department.

## **Section 300: Hiring & Performance Management**

### **301: I-9 Immigration Reform Policy**

HOSWWA complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If an individual cannot verify his/her right to work in the United States within the legally allowed time period, the Agency must terminate his/her employment.

### **302: Job Posting Procedure**

It is HOSWWA's goal, where possible, to fill job vacancies from within. HOSWWA believes in providing eligible and qualified employees with every available opportunity to advance within the agency; however, management reserves the right to solicit external applicants for all openings as it deems appropriate. Our job posting program gives employees a means of indicating their interest in advancing to higher-level jobs according to their skills and experience.

All internal job openings for hourly and non-exempt positions will be posted at the administrative office in addition to public advertisement. Each notice will include the following information:

- \* The posting dates
- \* Job title
- \* Department and location
- \* Job grade level
- \* Job description (abbreviated)
- \* Job specifications (required skills and abilities)

The hiring manager of the department in which the opening exists makes the final decision for acceptance or rejection of both internal and external applicants.

Any employee may apply for a posted job. There are two exceptions to this rule:

1. Employees under disciplinary action are not eligible for transfer.
2. An employee may not change from one job to another, transfer laterally, or move into a lower labor grade more often than once every 12 months.

Employees must otherwise meet employment requirements (insurable within HARRP guidelines, drug testing, etc.)

When an employee transfers from a non-exempt position to another non-exempt position, the employee's anniversary/leave accrual date and leave balance will not change. When an employee transfers from a non-exempt position to an exempt position, the employee's anniversary/leave accrual date will not change, however, the employee will be subject to a probationary period of six months in the new position. Probationary status is solely for job performance and will not affect leave accrual. Prior position sick leave accrual will remain intact. The C.E.O. will grant either the payout or rollover of any unused annual leave from the non-exempt position.



### **303: Orientation Period**

The first six months of employment with the Agency is considered an orientation period. This is a critical period in the employee's development and success with HOSWWA. Employees will be evaluated closely to determine whether they fill the job requirements or meet HOSWWA standards of performance, attendance, and cooperation. The orientation period may be extended by a supervisor beyond the normal length of time for extenuating circumstances and when the new employee displays a sincere desire to be given another chance. With the C.E.O.'s approval, the orientation period may be abbreviated for high performing employees.

All benefits are accumulated from the time of employment; however, annual Leave will not vest or be available for use until the successful end of the orientation period. Insurance coverage begins as stated in our health coverage contract.

The orientation period does not change the at-will nature of employment. Accordingly, during the orientation period the employee or HOSWWA may terminate the employment relationship for any reason.

Promotions or position changes will be subject to an additional orientation period.

### **304: Performance Reviews**

HOSWWA believes that performance reviews are critical for the sustained success of the Agency and the individuals it employs.

A performance review will be scheduled at least annually, but as often as quarterly and at the end of the orientation period. Any one of the quarterly reviews may be used as the annual review. The performance review will be scheduled so that the Employee and HOSWWA will have an opportunity to prepare for the review.

Reviews may occur after a particular project has been completed or during such project or as HOSWWA believes is appropriate in order to discuss issues which may arise from the day-to-day operations of HOSWWA.

Reviews may be conducted by HOSWWA should an issue arise, which may lead to discipline of an Employee for either violating any of the policies in this Manual or other work-related matters.

### **305: Attendance**

Regular prompt attendance is essential to HOSWWA's mission and efficient business operations. Employees are expected to be at work every day, on time and to work the entirety of their scheduled shift.

Unscheduled absences, tardiness, and working incomplete shifts can create a hardship on HOSWWA clients as well as other staff members.

Employees who will be absent or late for work should contact their supervisor prior to the start of their shift, giving as much notice as possible. If the employee is unable to contact their supervisor directly, a message should be left on their voice mail and/or email.

Employees absent more than one day, but not on an official leave of absence, must make contact (phone, text, or email) each day, prior to the start of their shift. Employees on any approved leave (other than Annual Leave) will check in with their supervisor on a regular basis. The Human Resources department will determine an appropriate frequency for regular call-in for approved leaves. Employees

who have been hospitalized and/or are returning from an absence of three or more days may be required to provide a physician's release.

Failure to call in prior to the scheduled start of the shift, excessive absences, no-call no show, tardiness, or incomplete shifts, will subject the employee to disciplinary action, up to and including immediate termination of employment. It is solely within the discretion of HOSWWA to determine what is excessive.

Additionally, and period of unpaid leave, regardless of the duration, is subject to the approval of the employee's manager and the CEO. (See also section **501.4: Unpaid Leave.**)

### **306: Disciplinary Action & Coaching**

It is the policy of HOSWWA to approach lower-level infractions with coaching. If, after appropriate coaching, there is no sustained improvement or if additional disciplinary or performance issues occur, then escalated actions may be warranted (such actions may include final warnings or termination).

HOSWWA reserves the right to take any disciplinary action it considers appropriate, including termination, at any time. Violations of the policies detailed in this manual may result in coaching and/or escalated disciplinary action, but there are a multitude of other scenarios that may result in disciplinary action.

Nothing in this policy section or any other HOSWWA document is intended to modify the "at-will" nature of employment or promise progressive discipline or disciplinary counseling,

### **307: Termination**

HOSWWA is an 'at-will' employer. This means that employees join the Agency voluntarily and are free to resign at any time, with or without cause. By the same token, HOSWWA may end the employment relationship with or without cause or notice. At no time is the employment relationship with the Agency to be considered an express or implied contract of employment.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

- Resignation - voluntary employment termination initiated by an employee.
- Termination - involuntary employment termination initiated by the employer.

Even though employment with HOSWWA is at-will, the Agency requests a minimum of a two-week written notice (to be given to the direct supervisor) by any employee who intends to resign, otherwise they may be deemed ineligible for rehire. Resignation without the benefit of advance notice may result in forfeiture of any accrued annual leave.

Regardless of whether the separation was voluntary or involuntary, final pay will be made in accordance with applicable state wage and hour law.

**307.1: Communication with HOSWWA Clients.** Upon termination for any reason, former employees are prohibited from any further contact with HOSWWA clients. In the event that a HOSWWA client reaches out to a former employee, the former employee must inform the client that they are no longer employed by HOSWWA and direct them to contact the agency directly.

**307.2: Agency Property.** As all HOSWWA property is entrusted to the employee solely for the purpose of Agency business, all such property must be immediately returned to HOSWWA upon termination.

Employees may not take any HOSWWA documents, software, copies of e-mails or computer files with them when employment ends.

In accordance with state law, the Agency may withhold from an employee's final paycheck or periodic paycheck the cost of items that are not returned to HOSWWA and to offset any money owed by the employee to the Agency.

**307.3: COBRA.** Any benefit coverage ends at the end of the last month worked. If appropriate HR will initiate the appropriate notification to the former employee, to let them know about their benefit continuation rights. In the event of separation of employment with HOSWWA, employees will be notified of the steps necessary for continuation of coverage.

**307.4: Limited References.** If an employee leaves HOSWWA in good standing, they may be considered for re-employment. Should another employer desire information on a former employee, HOSWWA will only provide the employee's hire date, date of separation and final position.

## **Section 400: Compensation & Time Records**

### **401: Pay Transparency & Non-Discrimination**

HOSWWA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### **402: Pay Schedule**

The standard pay period is twice a month for all employees. Pay dates are the 7th and the 22nd of the month. Should any pay period fall on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday, paychecks will be issued on Friday. If a paycheck date falls on a Sunday, paychecks will be issued on Monday.

### **403: Salary Administration**

Within budget limitations, HOSWWA endeavors to pay salaries competitive with those paid by other employers in our industry and in the applicable labor market. An employee's wage rate when hired will be set at the level within the Board approved scale that is determined by the hiring and management team after the evaluation of the applicants' experience, as long as the position is included within the current year's salary budget.

Annual increases may be given to regular hourly employees, as the approved budget allows, if performance meets or exceeds the position standards. Each annual increase will be individually determined based on the recommendations of the Supervisor and is subject to the total approved budget for salaries. Any increase greater than the approved budgetary increase must be approved by the C.E.O.

There may be occasions when, for budgetary or other management reason, the CEO will approve all annual increases be given a specific date, but generally they will be tied to the anniversary date of the employee's current position. If a change in duties, education, or other exception exists the supervisor may recommend a special increase. Special increases that do not coincide with the anniversary of the

employee must be approved by the CEO if the budget total salaries will cover the increase or by the Board if the budget requires adjustment.

**403.1 Acting Rolls.** Employees may be asked periodically to serve in interim roles or assignments. These assignments may include taking on one or two additional tasks outside the usual scope of work, or assuming the duties of a higher-level position that is vacant.

While an increase in compensation for an employee may not be appropriate in every scenario, typical adjustments to compensation include the following:

- A one-time payment or bonus to acknowledge the extra work related to new tasks.
- An increase to base salary for the duration of the interim assignment. For example, if the employee's new role is at the same salary level and involves substantial additional work, an employer may offer supplemental pay of 5%-15%, depending on the nature and amount of the additional work. The amount of supplemental pay may be based on whether the employee functions in both his or her current position as well as the vacated position, or only in the vacated position.
- An increase to base salary to reflect a higher-level position. If the interim role is at a higher level, the employer may pay the employee a salary appropriate to that level position for the duration of the assignment.

Typically, once an interim assignment ends, the employee's salary returns to the original pay plus any merit increases warranted during this time.

#### **404: Deductions & Withholdings**

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from the employee's paychecks. Additionally, HOSWWA is required by law to comply with any/all court-ordered garnishments.

Every employee must complete and sign an IRS W-4 on or before their first day on the job at the HOSWWA. These forms must be completed in accordance with federal regulations. An employee may complete a new W-4 at any time. Every employee will receive an annual Wage and Tax Statement (W-2) for the preceding year on or before January 31st

#### **405: Pay Disputes & Corrections:**

Occasionally, payroll errors may occur. In the event of such error, an adjustment will be made as quickly possible. Pay disputes and corrections should be directed to the employee's immediate supervisor.

#### **406: Time Records**

Because of funding requirements and performance tracking an important part of each Employee's job is to keep accurate time records of the hours worked. With respect to non-exempt Employees, this is necessary so that the Employee receives just pay for the work performed and for HOSWWA to follow the Fair Labor Standards Act and state law.

Each Employee is subject to the requirement of recording their time worked on the official HOSWWA time sheet. Time sheets are required to be updated on a daily basis and must be certified by the employee and approved by the appropriate supervisor at the end of each pay period.

No other person may certify time records for any other Employee. Doing so may result in disciplinary action, including dismissal of both the Employee and the Employee whose timekeeping was performed by another Employee.

#### **407: Work Schedules**

Work schedules are dependent on the Agency's business needs, which may change from day to day. Supervisors will provide their employees with the work schedule for their job. Should the work schedule change as to starting and ending times or days and hours of work, employees will be immediately notified.

#### **408: On-Call Work – Maintenance Staff**

HOSWWA owns rental properties which occasionally require staff to respond to off-hours maintenance emergencies. Since maintenance staff are not exempt from overtime and it is the desire of HOSWWA to compensate them fairly for this responsibility and yet not incur unnecessary expense, HOSWWA has adopted a policy to clearly outline the method and procedures for assignment, response to, and payment for after-hours calls as follows:

**408.1: Assignment of On-Call Duties & Response to After-Hour Calls.** The Maintenance Supervisor will designate one maintenance employee as the primary On-Call employee for a specific time period.

HOSWWA employs an answering service to facilitate communication with On-Call workers. The answering service number will be posted for tenants and managers use after hours.

The On-Call employee will stay within hearing distance of the contact phone number supplied to the answering service during all assigned hours.

The employee is expected to call within ten minutes of being called and, if necessary, be on-site, in an unimpaired condition ready to work, within 45 minutes of the call.

Response to emergency maintenance needs is an important service provided by HOSWWA. Therefore, failure to comply with this policy could result in disciplinary action which may include reprimand, temporary suspension, or termination.

**408.2: Reassigning On-Call Duties.** In the event of illness, vacation or other scheduling issues, On-Call duties may be reassigned. In such instances, the primary On-Call employee will approve the transfer of duties to an alternate employee with the Maintenance Supervisor they report to. When possible, the primary employee should notify the Maintenance Manager a minimum of 3 days in advance of the need for reassignment of On-Call duties.

If there is no one in maintenance staff available to be On-Call in the case of the primary employee's absence, the primary employee can ask the Maintenance Manager to determine what, if any, action will be taken. In no case is it acceptable for there to be no coverage.

**408.3: On-Call Compensation and Record Keeping.** The employee shall record all actual time worked on the proper day on his timecard except, that if a trip to the site is required and total time for the call is less than two hours, then the employee will record 2 hours for pay purposes and indicate "minimum applies" on his timecard.

While Employee is assigned to be on call, they will receive an "on call stipend" of \$200 per week as compensation for being available 24 hours per day. Changes to the "on call stipend" will be determined during the annual budget process.

In the event that the worker has to take or make phone calls with regards to after-hours calls but does not actually go to a site to perform work that day, then the worker shall record the actual time of the phone calls on that day on their timesheet.

If the actual total of phone calls taken or made in one day is less than ¼ hour and calls were taken, the employee will record ¼ hour on his/her timesheet for the day.

For after hour calls only, compensation start when the employee leaves their residence. If the employee is away from home when called, the employee records the lesser of a) the actual travel time, or b) the amount of time it normally takes to travel from the employee's home to the site.

All hours physically worked in excess of forty hours per week, will be overtime payable at 1 ½ times the compensated rate of pay. ~~Annual leave will not be included in the calculation of overtime pay.~~ At the employee's option, after receiving the supervisor's approval the employee may take unpaid time off within the same week, hour for hour, to reduce the total hours in the week to forty. This is not compensatory time as defined in the Employee Handbook. In this case, overtime would not be paid, because total worked hours for the week would not exceed forty.

#### **409: Meal & Rest Breaks**

HOSWWA will provide non-exempt Employees with a meal period of at least 30 minutes beginning after the second but before the fifth hour of any shift. HOSWWA will not require any employee to work more than 5 consecutive hours without a meal period.

Should HOSWWA require an employee to remain on duty during the meal periods, the employee will be paid for such time.

Those employees who work 3 or more hours longer than a normal workday will receive at least one 30-minute meal period prior to or during the overtime period.

Exempt employees are expected to take reasonable meal breaks, although there is no mandated break schedule required by law.

**409.1: Rest Breaks.** HOSWWA complies with the rest period laws of the State of Washington. Each non-exempt employee will receive a paid 10-minute rest period for each 4-hour work period which will be scheduled as near as possible to the midpoint of each work period provided that the employee works for 3 hours or more without a rest period.

For those Employees whose work is of a nature that such Employees can take intermittent rest periods of 10 minutes for each 4-hour work period, such intermittent breaks will be the break periods.

**409.2: Excessive Heat.** When temperatures are at or above 100 degrees, HOSWWA will ensure that employees working outdoors and/or in un-airconditioned facilities have access to adequate shade and water. Additionally, the Agency will provide additional paid rest periods of at least 10 minutes every two hours so that employees may cool down and re-hydrate.

## **Section 500: Time Away from Work**

### **501: Annual Leave**

HOSWWA recognizes the need for its regular employees to have a healthy balance of work and personal life and the needs to take time off to de-stress and regain perspective. Therefore, it offers a competitive leave package with terms that encourage the taking of leave. Regular Full-Time and Regular Part-Time

employees will be given annual leave. Regular Part-Time employees shall accrue vacation based on levels of average weekly hours in a look-back period.

HOSWWA has a use-it or lose-it policy. Annual leave not used by the date of the next anniversary (see end of this section for definition of Anniversary Date) is lost when the next year’s accrual is received; no carryover is allowed. Except as noted for Exempt Employees, employees cannot receive payment for unused leave unless they are terminating employment.

Annual leave must be pre-approved and submitted in writing to the appropriate supervisor at least 3 working days in advance and not more than 60 days before the first date of the leave. The CEO or their designee shall be authorized to approve annual leave requests made less than three (3) working days or earlier than 60 days before the scheduled leave, on a case-by-case basis. In case of conflict in scheduling annual leave, the supervisor will determine who will be given the requested leave and will consider the facts and circumstances and to the dates of submission of the requests for leave.

Once accrued, annual leave can be used in minimum increments of a quarter hour (15 minutes). Annual leave is paid at the employee’s base compensation rate at the time of the annual leave and does not include overtime or any special forms of compensation such as commissions, bonuses, or shift differentials.

In the event of separation from service, the employee shall be paid for any accrued annual leave on the books. The employee must be in good standing with HOSWWA and have no outstanding debt with HOSWWA to receive unused annual leave.

Credit may be awarded to individuals possessing applicable prior work experience. Such determination shall be made by the CEO or their designee. This determination will have the effect of adding years of service for the employee only for the purpose of determining what amount of leave the employee will accrue at anniversary dates. Credit given will be for up to three (3) years for non-exempt hires and five (5) years for exempt hires and will apply starting with the leave accrual determination on the 1st Anniversary Date.

**501.1: Schedule of Annual Leave for Non-Exempt Employees.** The accrual of annual leave shall be as follows, and no prorated leave is accrued if employee terminates prior to the accrual date:

<b>Applicable Year of Employment (Beginning on Hire or Anniversary Date)</b>	<b>Annual Leave Hours Allowed Per Year (Shown for 40 hour/week employees)</b>
1 <sup>st</sup> Month following 6 months of employment	40 Hours
1 <sup>st</sup> Anniversary Date	80 Hours
2 <sup>nd</sup> Anniversary Date	100 Hours
3 <sup>rd</sup> – 4 <sup>th</sup> Anniversary Date	120 Hours
5 <sup>th</sup> – 7 <sup>th</sup> Anniversary Date	160 Hours
8 <sup>th</sup> – 9 <sup>th</sup> Anniversary Date	200 Hours
10 <sup>th</sup> Anniversary Date and Beyond	240 Hours

**501.1.1: Prorating for Non-Exempt Employees Working Less than 36 hours per week.** To calculate average weekly hours, the total hours for the 12 months prior to the anniversary date (or 6 months if this is the 1st year) should be used and this answer rounded to the next whole hour. This is called the look-back period. The average hours will determine what percentage level of leave each employee will earn. The levels and percentages to apply to the Annual Leave Schedule below shall be:

<b>Average Weekly Hours in Look-Back</b>	<b>% of Scheduled Leave Amount</b> (Rounded to Nearest Hour)
36-40 Hours	100%
30-35 Hours	85%
25-29 Hours	70%
20-24 Hours	60%

**501.2: Schedule of Annual Leave for Exempt Employees.** The accrual of annual leave shall be as follows. For the purposes of this policy, one (1) day is the equivalent to eight (8) hours. No prorated leave is accrued if the employee terminated prior to the accrual date:

<b>Applicable Year of Employment</b> (Beginning on Hire or Anniversary Date)	<b>Annual Leave Hours Allowed Per Year</b>
1 <sup>st</sup> Month following end of probationary period, but not less than 90 days after hire.	15 Days
1 <sup>st</sup> Anniversary Date	15 Days
2 <sup>nd</sup> – 4 <sup>th</sup> Anniversary Date	20 Days
5 <sup>th</sup> Anniversary Date	25 Days
6 <sup>th</sup> Anniversary Date and Beyond	30 Days

**501.2.1: Annual Leave Buy-Back for Exempt Employees.** Because of the nature of exempt work and the responsibility carried by exempt workers whose work may not be able to be covered by other staff or temps while they are absent, exempt employees have the ability to request pay in lieu of annual leave under certain circumstances. Exempt employees may request up to a 45-day extension or pay, at their rate of pay, calculated for these purposes only on a daily basis, for earned and accrued vacation up to a maximum of 40 hours per year. Requests will be reviewed against budgetary needs and must receive the CEO’s approval. Payment in lieu of annual leave will be restricted to one payment per employment year and should be requested in writing within 60 days after the anniversary date.

**501.3: Anniversary Date.** The employee’s anniversary date is one year from the first day of the month following employment unless employee begins work prior to the 16th of the month, in which case the anniversary date is one year from the first day of the month employed.

**501.4: Unpaid Leave.** All periods of unpaid leave, regardless of duration, require the approval of the employee’s manager and is at the discretion of the CEO.



## 502: Sick Leave

HOSWWA provides sick leave benefits for all eligible regular Employees for use during illness or injury.

Sick leave benefits may be used (1) to take leave for your own health condition or to care for a family member with a health condition (2) to take leave if you are a victim of domestic violence, sexual assault, or stalking; or you have a family member who is a victim of domestic violence, sexual assault or stalking (3) to take leave when the company is closed by order of a public official or any health-related reason, or to care for a child due to a school or daycare closure for such reason. Family member is defined as child, parent, spouse, registered domestic partner, grandparent or grandchild, and sibling.

Employees should contact their immediate Supervisor prior to the scheduled start of the workday if this is at all possible. If a situation arises where such notification is not possible, the employee should notify their immediate Supervisor as soon as possible.

Verification, including verification from a health care provider where appropriate, may be required after three consecutive days of absence. If such verification requirement results in an unreasonable burden or expense, please contact Human Resources.

Employees may take sick leave in increments of a quarter hour (15 minutes). Sick leave is paid at the employee's regularly scheduled pay rate.

Full-time regular employees shall accrue sick leave at the rate of eight hours each month worked. Regular part-time employees shall accrue sick leave on the same basis as the holiday pay rates.

An employee may use sick time in conjunction with loss-time payments. If sick time is exhausted vacation pay may be used. Any Worker's Compensation leaves will run concurrently to FMLA if the injured employee is FMLA eligible.

The amount of sick leave accrued, used, and available is recorded each pay period on the employee's check stub. Sick leave is paid at your regularly scheduled pay rate. Unused sick leave benefits may be carried over each year, until the employee reaches the maximum of 240 hours. Unused sick leave benefits are forfeited upon termination of employment. Should you be rehired within 12 months after separating from HOSWWA, your previous employment will be counted towards the eligibility waiting period and any forfeited paid leave will be restored.

Retaliation for using paid sick leave for allowed purposes is prohibited.

**502.1: Abuse of Sick Leave.** Abuse of sick leave is prohibited. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging the absence to sick leave or when an employee uses sick leave for unauthorized purposes. Substantiated charges of sick leave abuse will be grounds for disciplinary action up to and including termination.

## 503: Holidays

The following holidays are granted with full pay:

1. New Year's Day
2. Martin Luther King Jr's Birthday
3. President's Day
4. Memorial Day
5. Juneteenth

6. Independence Day
7. Labor Day
8. Indigenous Peoples' Day
9. Veteran's Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas Eve
13. Christmas Day
14. One Additional Floating Holiday

The floating holiday is to be scheduled by mutual agreement of the employee and your supervisor. Employees shall not become eligible for the floating holiday until the successful completion of six month's employment. The floating holiday is accrued at the beginning of each fiscal year, October 1st. Any floating holiday not used by an employee by the end of the fiscal year will be forfeited. The floating holiday must be taken as a single day; it is not payable on an hourly basis spread across more than one day.

If a designated holiday falls on a Saturday, the preceding Friday shall be observed and if the holiday falls on a Sunday, the following Monday shall be observed. This arrangement can only be changed if the federal holiday dates are changed, and the CEO gives his/her approval of the change.

All employees must be in a pay status on the workday prior to and the workday following a holiday to be eligible for holiday pay. All holidays are for eight hours only. Preferably those employees whose regular weekly schedule is other than five 8-hour days will convert to a five 8-hour schedule during holiday weeks.

Regular part-time employees shall observe the established holidays only if it falls on their regular scheduled workday. The employee's regular schedule will determine what level of holiday pay they will receive.

Employees who are regularly scheduled for an average of 36-40 hours per week are entitled to eight (8) hours of holiday compensation for each agency scheduled holiday. Employees who are regularly scheduled for an average of 30-35 hours per week are entitled to six (6) hours of holiday compensation for each agency honored holiday. *Part-time employees scheduled less than 30 hours per week, temporary employees scheduled for less than 20 hours per week, and employees out on unpaid leave are not entitled to holiday compensation. Employees must be paid for their last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday compensation.*

#### **504: Administrative Leave**

Administrative leave (also referred to as "excused absence") is an administratively authorized absence from duty without loss of pay or charge to leave. The purpose of this policy is to define when employees are eligible for, or may be placed on, a leave of absence for administrative reasons.

Administrative leave is a general leave status, initiated by the supervisor, which is paid. Examples of when an employee may be placed on other administrative leave include but are not limited to: a work area must be closed for repairs, an internal review or investigation, or for an investigation of an external

event, such as an arrest. The CEO may also periodically approve administrative leave as a reward for high performance and/or excessive additional hours worked by managers during a crisis. This would NOT substitute overtime pay for non-exempt employees.

Supervisors should consult with Human Resources before placing an individual on leave to determine the appropriate type of leave and to coordinate the appropriate payroll processing information.

All administrative leave must be used before an employee's next anniversary date, or it will be lost ("use or lose"). All administrative leave must be approved by the CEO.

### **505: Leaves of Absence Generally**

It is HOSWWA's policy to abide by every law and regulation that protects an employee's time away from work. There are *many* federal, state, and local leave provisions – more than can be accurately represented in this manual. Employees that find they have a need for time away from work must contact their supervisor to obtain a comprehensive list of all the applicable leaves that may apply to their situation.

(See also Section **501.4: Unpaid Leave**)

### **506: Paid Family Medical Leave**

Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program, administered by the Washington State Employment Security Department, which provides almost every Washington employee with paid time off to give or receive necessary care.

To be eligible for the State benefit, employees must have worked 820 hours in the qualifying period (defined as the first four of the last five calendar quarters), for any employer(s) in Washington State. The program is funded by premiums paid by both employees and employers. The employee portion will be deducted from your paycheck. If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- welcome a child into your family (through birth, adoption, or foster placement),
- experience a serious injury,
- need to care for a seriously ill or injured family member,
- 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.

If you face multiple events in a year, you may be eligible to receive up to 16 weeks, and up to 18 weeks if you also experience a pregnancy-related serious health condition.

With the birth or adoption of a child with a health condition, an Employee may take an intermittent leave or reduced leave schedule, subject to the business needs of HOSWWA. Employees are required to use any accrued time off benefits before moving to unpaid FMLA Leave. The use of paid time does not lengthen the 12 weeks FMLA period.

**506.1: HOSWWA Policy.** If the need for leave is foreseeable, you must provide HOSWWA at least 30 days' notice. While on leave, you are entitled to a partial wage replacement. That means you will receive a portion of your average weekly pay. The benefit is a percent of your weekly wage, as determined by the State. You will file your claim with the Employment Security Department, which is not managed by HOSWWA. If approved, you will be paid by the Employment Security Department.

Retaliation for requesting or taking Paid Family and Medical Leave is prohibited. Employees may not use annual/sick leave to supplement wages while using PFML.

**506.2: Returning to Work.** When an employee returns from leave, the employee will be restored to the same position or one equivalent to it with all applicable benefits. There are certain exceptions involving key employees that may apply when a key employee seeks to return to HOSWWA. Key employees should discuss with their supervisor an anticipated leave.

### **507: Military Service Member's Leave**

HOSWWA provides two types of Service Member Leave. The first is for an employee's spouse, child, or parent who is a Service Member and suffers a serious illness or injury and where such Service Member is a:

- member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or
- veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

This Leave is available where the serious injury or illness occurred on Covered Active Duty, which means:

- in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of Federal law

Employees entitled to Service Member's Leave may take up to an additional 26 weeks of unpaid leave in a single 12-month period to care for a Service member with a serious injury or illness incurred on Covered Active Duty. This Leave is in addition to other types of approved leave described earlier in this Policy.

For purposes of this Policy, Serious Injury or Illness of a Service Member means:

- In the case of a member of the Armed Force (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy means a qualifying injury or illness (as defined by the Secretary of Labor) that was incurred by the Service Member in line of duty on active duty in the Armed Forces (or existed before the beginning of the Service Member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the Service Member became a veteran.

**507.1: Returning from Leave.** When an Employee returns from leave, the Employee will be restored to the same position or one equivalent to it with all benefits. There are certain exceptions involving key employees that may apply when a key Employee seeks to return to HOSWWA key employees should discuss with their supervisor an anticipated leave.

### **508: Military Family Leave**

Employees who have worked for HOSWWA for an average of 20 or more hours per week and is a spouse of a member of the Armed Forces of the United States, National Guard or Reserves who has been notified of an impending call or order to active duty or has been deployed or on leave during a period of military conflict is entitled to a total of 15 days of unpaid leave per deployment after the military spouse has been notified of the impending call or order to active duty.

During a period of military conflict, an employee who is the spouse of a member of the Armed Forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of 15 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment.

An Employee who seeks to take Military Family Leave under this Policy must provide HOSWWA with a notice within 5 business days of receiving an official notice of an impending call or order to active duty or of a leave from deployment of the Employee's intention to take leave under this Policy.

### **509: Domestic Violence Leave**

HOSWWA is very sensitive to victims of domestic violence. This leave policy applies to an employee or an employee's family member, who is a victim of domestic violence, sexual assault, or stalking. An employee may use either accrued leave or take leave without pay.

If an employee is a victim of actual or threatened domestic violence, sexual assault, or stalking, HOSWWA will provide them with reasonable safety accommodations. HOSWWA may request written verification that you are a victim of domestic violence, sexual assault, or stalking.

An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay to:

- \* Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's 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.
- \* Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member.
- \* Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking.
- \* Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or

- \* Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

An Employee seeking Domestic Violence Leave under this Policy must provide HOSWWA with any of the following:

- a. A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- b. A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault, or stalking.
- c. Evidence from the court or prosecuting attorney that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking.
- d. An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- e. Documentation that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking, from any of the following persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault, or stalking: An advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional.

If the victim of domestic violence, assault, or stalking is the employee's family member, verification of the familial relationship between the employee and the victim may include a statement from the employee; a birth certificate; a court document; or other similar documentation.

### **510: Bereavement Leave**

HOSWWA permits full-time employees to take time off due to the death of a family member. A family member is defined as a parent, stepparent, sibling, spouse, domestic partner, significant other, child, stepchild, grandparent, grandchild, child-in-law, any of the prior as related to a spouse, domestic partner, or significant other, or a person living in your residence as part of the employee's household.

Regular full-time employees will be given up to 5 days of paid leave for bereavement. Employee may request and receive an additional five days of unpaid leave based on business necessity. Bereavement pay will be based on the Employee's current compensation, not including bonuses, commissions, or shift differentials.

### **511: Jury Duty and/or Court Appearance**

HOSWWA recognizes the importance of our Employee's civic obligation to serve on jury duty or appear in court when ordered. A regular employee will be granted leave at his/her regular rate of pay. Should an employee's absence from work while serving on jury duty cause HOSWWA an unreasonable hardship, the Agency may request a delay of the employee's jury service. It is therefore important that employees inform HOSWWA as soon as they receive a notice to serve on jury duty or appear in court.

### **512: Volunteer Emergency Services Leave**

State law mandates that some emergency services volunteers have a right to protected leave in connection to their response to an emergency call. These volunteers include volunteer firefighters, reserve police officers and members of the Civil Air Patrol. HOSWWA will not discipline employees for

absences related to their response to genuine emergencies, nor will it retaliate against employees for utilizing this leave. Participating in training exercises or non-emergency activities is not protected under this policy.

As with any absence, employees are expected to proactively communicate with their supervisor regarding their Volunteer Emergency Services commitments and provide as much advanced notice as reasonably possible.

### **513: Voting Leave**

HOSWWA shall arrange working hours on the pay of a primary or election so that each employee will have a reasonable time available for voting during the hours that the polls are open. If the employee's regular schedule does not allow ample time for voting, they should address this issue with their supervisor prior to election day so that accommodations can be made.

## **Section 600: Retirement, Health, & Welfare Benefits**

A number of benefits are provided to employees that contribute to their total compensation. Because these benefits are complex, employees will need to obtain complete descriptions of these programs from HR. Briefly the benefits available are as follows:

### **601: Deferred Compensation**

Regular employees, who have completed their initial probation may participate in the State of Washington's Deferred Compensation Plan (DCP) through HOSWWA's sponsorship.

Participation for eligible employees begins the first of the month following execution of a DCP participation deferral agreement. Participation is optional for eligible employees. While employee participation can start on the first of the month following the end of probation or six months of employment, whichever is latest, eligibility for HOSWWA match is governed by rules listed below.

After the employee completes 18 months of employment, HOSWWA will match dollar for dollar the employee's voluntary contributions up to a maximum HOSWWA contribution of 5.5% of the employee's gross compensation as defined under the DCP plan regulations.

In all cases the amount that can be deferred from compensation is limited by the State of Washington DCP regulations and the IRS Section 457 limitations. The catch-up options contained in these regulations allow special catch-up provisions for employees aged 50 and over. Any catch-up contributions do not qualify for HOSWWA matching contribution.

For further regulations regarding this plan, see the publication called Deferred Compensation Program Regulations. A link to this information can be found at [www.drs.wa.gov](http://www.drs.wa.gov).

### **602: Group Health Insurance Benefit**

Regular Full-Time employees and their qualifying family members are eligible for medical, dental, vision, and life insurance paid on their behalf, as defined by HOSWWA. The CEO may authorize changes to benefits subject to board approval through the budget process.

All premiums, which exceed the annual approved benefits, shall be paid entirely by the employee.

The employee must sign up for group insurance coverage, if required by HOSWWA enrollment agreement, unless the employee is eligible for a waiver because of other group coverage and HOSWWA enrollment obligations are met without covering this employee.

Employees granted a waiver may be eligible for additional compensation in the amount of 20% (plus 1% for each full year of HOSWWA employment completed) of the insurance benefit. The benefit is dependent based on the budget and meeting all other criteria in this section. In order to receive this compensation, employees must demonstrate their participation in another health care program.

Eligibility for group insurance, including minimum hours of work, term of employment, etc. will be governed by HOSWWA’s agreement with the insurance provider.

Part-time regular employees and their dependents are eligible for HOSWWA contributions on a pro-rata basis determined by their regular scheduled hours as follows:

Average Weekly Hours in Regular Schedule	Medical Benefit Will Be this % of Full-Time
36-40 Hours/Week	100% of Benefit
30-35 Hours/Week	75% of Benefit

### 603: Pension

HOSWWA shall contribute to the Washington State Public Employees Retirement System (PERS) as prescribed by law. Eligibility for the PERS system is regulated by the Washington State Department of Retirement Systems and HOSWWA follows those regulations in enrollment, deductions, notices, and all administrative duties it undertakes. If an employee has questions about the State Retirement system, they can address those to the HR or with the Department of Retirement Systems at 1-800-547-6657 or [www.drs.wa.gov](http://www.drs.wa.gov).

### 604: Social Security & Medicare Taxes

HOSWWA exempted out of the Social Security system in the early 1980’s. This was allowed because of HOSWWA’s federal connections (as far as being a primary distribution agency for federal grants) and because they were providing State pensions to their employees. Because of this, if you qualify for the State PERS plan, you will not have the employee’s Social Security deduction taken from your gross pay. Likewise, if your position or hours do not qualify you for PERS, you will see a Social Security deduction on your paychecks. Because of this exemption from FICA tax, if you retire with a PERS pension based on your employment at HOSWWA, any Social Security benefits you earned based on other employment may be substantially reduced. For more information, you can look up the “Windfall Elimination Provisions” for government workers at [www.socialsecurity.gov](http://www.socialsecurity.gov). Also, if you retire on a PERS pension based on HOSWWA employment and your spouse receives social security for his/her employment, the amount you might receive in spousal social security if that spouse dies can also be substantially decreased.

In all cases employees of Housing Opportunities will be paying Medicare deductions on all taxable wages.

## Section 700: General Practices

### 701: Computer & Technology Usage

Computer, voice mail, e-mail and Internet availability are intended for business purposes only. Such tools and devices are to be accessed and used only while carrying out legitimate job responsibilities. Personal use of HOSWWA technologies is always prohibited.

Unacceptable non-work-related activities, including downloading, viewing, or sending insulting, disruptive, offensive, derogatory, profane, or discriminatory messages or material, are prohibited. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome



propositions or love letters; ethnic or racial slurs; illegal activities; violence; drugs; or any other message that can be construed to be harmful to morale, harassment, or disparagement of others based on their sex, race, age, national origin, gender, disability, or religious beliefs.

All activities are subject to monitoring, and employees should not expect privacy regarding such use. Employees must respect copyright, trademark, trade secret, patent, license, policy and other proprietary rights and restrictions relating to the use, access, or download of software or information. Unauthorized copying of software or documentation is strictly prohibited. No employee may download any software without the express permission of the CEO. HOSWWA may from time to time, conduct system audits to ensure compliance with this policy. Employees who become aware of any misuse of software or documentation must notify their supervisor.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their supervisor.

Employees are responsible for maintaining secrecy of passwords and may not share passwords with others. Employees are prohibited from using passwords to gain access to unauthorized materials.

Use of unauthorized communications devices during work hours (computer, notebook, telephones, text messaging devices) and or misuse of HOSWWA's communication/information systems (including, but not limited to; computer, telephone, radio, surveillance equipment, etc.) may result in disciplinary action up to and including immediate termination of employment.

## **702: Social Media Usage**

HOSWWA encourages employees to share information with co-workers and with those outside the Agency for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, HOSWWA has established the following guidelines for employee participation in social media.

*Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, and YouTube, among others.*

**Off-duty use of social media.** Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, HOSWWA considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with Agency policies or business.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference clients, co-workers, or vendors without express permission. HOSWWA monitors employee use of Agency computers and the Internet, including employee social networking activity.

Employees should not utilize personal social media accounts for official communication with HOSWWA clients and should always take care not to make statements that conflict with HOSWWA policies and values.

**Respect.** Demonstrate respect for the dignity of HOSWWA, its clients, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender. Employees must keep in mind that if they post information on a social media site that is in violation of HOSWWA policy and/or federal, state, or local law, any disclaimers (that the views of the employee posted on the site do not reflect the views of the company/employer) will not shield them from disciplinary action.

**Confidentiality.** Do not identify or reference HOSWWA clients, employees, partners, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. When in doubt, ask before publishing.

Please remember that new ideas related to work, or the Agency's business belong to HOSWWA. Do not post them on a social media site without permission.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, copyright, trademark, and harassment laws.

**Trademarks and copyrights.** Do not use the Organization's or others' trademarks on a social media site or reproduce any material without first obtaining permission.

**Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local law to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

### **703: Conflicts of Interest & Outside Activities**

Each employee of HOSWWA has a duty to the Agency to be entirely free from the influence of any personal consideration when dealing on behalf of HOSWWA or making recommendations with respect to such dealings or passing judgment on such dealings.

HOSWWA expects that each employee shall perform the employee's position solely on the basis of what is in the best interest of HOSWWA and wholly free from the influence of personal considerations or relationships. Each Employee should have no business interest outside of HOSWWA which in any way conflicts with or could be construed to conflict with the individual employee's duties to the Agency.

HOSWWA encourages employees to avoid any situation which could affect their undivided loyalty and the fiduciary duty to HOSWWA, or which would reflect upon the integrity of the Agency or their individual integrity as an employee.

**703.1: Outside Employment.** An employee may hold a job with another organization or participate in other activities as long as the employee satisfactorily performs the job responsibilities with HOSWWA, and the other employment or activities do not have an adverse impact on HOSWWA nor present an actual or potential conflict of interest. To avoid any misunderstanding, employees are required to submit an "Acknowledgement of Outside Employment" form to their supervisor within seven days of accepting outside employment. All employees will be judged by the same performance standards and will be subject to our scheduling demands, regardless of any existing outside work requirements.

If HOSWWA determines that an employee's outside work interferes with the employee's performance or the ability to meet our job requirements, including any future changes in the requirements, the employee may be asked to terminate the outside employment if the employee wishes to remain employed by HOSWWA.

**703.2 Political Activities.** Because HOSWWA is in part financed by federal funds and because of the sensitive nature of the services that we provide, employees are prohibited from the following political activities:

- Use of your position within authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. (This should not be construed to prevent HOSWWA from having voter registration materials available for the public to pick up.)
- Using your position directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes.

Holding a part time public office in a political subdivision of the State, County or City will be prohibited when the holding of such office is incompatible with, or substantially conflicts with, the discharge of the duties of the employee as determined by HOSWWA's Board of Commissioners.

#### **704: Financial Dealings with Family Members, Clients, & Suppliers.**

Employees have a fiduciary duty to HOSWWA. Employees are precluded from having a material financial interest in, a significant indebtedness to, or a personal contract or understanding with any entity with whom HOSWWA does business.

An employee whose duties involve business dealings with a concern in which the employee or a family member has a material interest or to which the employee has a significant indebtedness, or one employing a relative or close friend, is to disqualify themselves from acting on behalf of HOSWWA unless properly authorized in writing by HOSWWA after a full disclosure to the Agency of the relationship.

An employee may not perform work or services for a competitor or an entity doing or seeking to do business with HOSWWA, may not be an officer, partner or consultant of such entity nor allow the employee's name to be used in a way indicating a business connection with such an entity.

This policy applies equally to family members and other close relatives of each employee.

An employee shall not accept, for personal use or benefit, or for the benefit of any relative or friend, any payments, loans, services, or gifts involving more than an ordinary social amenity, from any party doing or seeking to do business with HOSWWA.

#### **705: Employment of Relatives**

HOSWWA encourages all individuals, regardless of whether a potential employee has a relative working for HOSWWA, to apply for those positions which an applicant believes are qualified and suitable for.

Relatives may not have a supervisory role with respect to any relative/employee. This includes direct and indirect supervision, such as approving of expense reports or making judgements regarding the relative employee's performance review or compensation.

Additionally, employees are prohibited from working in the same department or reporting to the same supervisor as a relative.

The term relative is defined as mother, father, wife, husband, domestic partner, child, grandchild, sister, brother, grandparent, stepmother, stepfather, stepchild, in-law, aunt, uncle, or cousin. This policy will also apply to those individuals between whom a “significant other” or other romantic relationship exists.

### **706: Employee Socializing**

HOSWWA recognizes that co-workers often form friendships and socialize with one another. HOSWWA does not prohibit employees from socializing with one another outside of the workplace, provided that it does not adversely affect job performance or lead to violations of other workplace policies.

HOSWWA does not permit employees with a supervisory role to date employees who are their subordinates or where one of the employees approves the wages, overtime or expense accounts of the other employee involved in the relationship.

When in doubt about what is appropriate, employees should consult their supervisor or Human Resources representative.

### **707: Personal Property**

HOSWWA’s property including desks, computers, web cams, etc., is furnished by the Agency for the convenience of employees in performing their jobs. HOSWWA has the right to monitor the workplace and to inspect, with or without notice, all HOSWWA property.

Employees should not bring any personal property into the workplace that they do not want to have subject to inspection. Employees are responsible for their own belongings.

Any employee found to be in unauthorized possession of another employee’s personal property will be subject to disciplinary action, including termination.

### **708: Personnel Files**

HOSWWA maintains employee records for the purpose of administering our human resource function and to comply with both federal and state law. Employees may review their individual files upon a written request to HOSWWA and with reasonable notice once a calendar year.

Employees will be allowed to view their file in the presence of a HOSWWA representative at or near the workplace. Should the employee request a copy of their personnel file, HOSWWA will make copies of the information requested by the employee. HOSWWA from time-to-time may remove irrelevant or erroneous information in an employee’s file. If the employee disagrees with information in the records, the employee may place a statement in the personnel records of the employee’s desired correction.

HOSWWA also protects the privacy of an employee’s social security number, and uses the number only as required to facilitate payroll, employee reports required by law or for other lawful purposes.

### **709: Dress Code**

HOSWWA strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, HOSWWA department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their teams.

**Procedures.** All HOSWWA employees are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance is an ongoing requirement of employment with HOSWWA.

In general, employees are expected to dress in Business Casual attire unless advised otherwise by their manager or supervisor. In any case, clothing must be free from political or personal statement, slogans or imagery that may be offensive to others. Clothing must be in good repair, and free from rips, tears, and/or holes. Likewise, athletic wear, tight, revealing or otherwise inappropriate dress is not permitted.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any employee who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

**Reasonable Accommodation of Religious Beliefs.** HOSWWA recognizes the importance of individually held religious beliefs to persons within its workforce. HOSWWA will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for certain positions. Employees who wish to request a dress code related accommodation based on religious beliefs should contact human resources.

**Addressing workplace attire and hygiene problems.** Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire, or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

### **710: Non-Solicitation**

Employees may not solicit anywhere on company premises or property or by using company computers and e-mail during work hours, nor solicit co-workers in person or over the phone during their assigned work hours without approval of the CEO. Approval is generally limited to official company-supported charities and youth-oriented organizations in which children of employees participate. Solicitation for any purpose or cause may include requests for subscriptions, donations, pools, gifts, charities, memberships, or other forms of requests.

Non-employees are prohibited from distributing material or soliciting employees on company premises at any time and must not be provided access to any employee's company equipment, including e-mail or computer systems, for solicitation.

### **711: Business Travel Expenses**

All travel involving an overnight stay shall be approved via a travel authorization.

Meals and incidental expenses (M&IE) will be reimbursed based solely on the local's per diem rates. Lodging expenses will be reimbursed at actual cost. For necessary non per diem expenses (point to point transportation, parking, automobile rentals, etc.) actual costs will be reimbursed. Per Diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States

(CONUS). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam. For more information on rates, visit: [www.gsa.gov/travel-resources](http://www.gsa.gov/travel-resources)

- Meals and incidental expense (M&IE) rate includes taxes and tips in the rate, so travelers will not be reimbursed separately for those items.
- Lodging taxes are not included in the CONUS per diem rate.
- On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for their temporary travel location (not the official location).
- Incidental expenses include Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others.
- If the city is not listed, but the county is, then the per diem rate is the rate for that entire county. If the city and the county are not listed, then that area receives the standard CONUS location rate.

**711.1: Travel without overnight stay.** If attendance at a meeting/conference does not involve overnight travel meals will not be allowed unless the traveler is in travel status for at least three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day. The exception for this is for noon meals required to be taken at mandatory conferences or training events held more than 15 minutes from the employer's location.

**711.2: Mileage for Personal Vehicle Use for Training Events.** When personal vehicles are used for transportation to conferences/meetings within reasonable distances, reimbursement shall be at the rate per mile currently approved by the Internal Revenue Service. Use of personal vehicles for conferences, trainings, or other business purposes should not occur unless there is not an appropriate Housing Opportunities vehicle available to use, or Housing Opportunities cost of an employee using his personal vehicle is the same or less and the employee's insurance meets Housing Opportunities criteria. The Supervisor should approve the personal use and proper vehicle insurance documentation must be on file in the finance department.

**711.3: Mileage for Personal Vehicle Use for Other Business Purposes.** For management and maintenance staff, it is sometimes an essential business function to drive, and the position may require driving a personal vehicle. Rules governing business use in these cases is in HOSWWA "Vehicle & Driver Policy." Also, the following applies to reimbursement for personal use of vehicle:

If an employee goes by another HOSWWA site on the way to or from work, reimbursement for mileage is only allowed for the number of miles that exceed the normal commute for that employee.

**711.4: Automobile Rental.** Automobile rentals shall not be charged to HOSWWA or reimbursed to the traveler except in unusual situations, which shall be determined upon review by the CEO. An example of a situation would be where the cost of the auto rental is equal to or less than the cost of taxi or shuttle service or such service is not available.

**711.5: Submission of Expenses.** Upon completion of travel, the traveler shall complete a travel expense voucher form, attaching original receipts and agenda, as soon as possible, but no later than fifteen (15) days from completion of travel, unless unusual circumstances prohibit such submission. This applies to all travel where any expenses were incurred including expenses charged on Housing

Opportunities accounts or paid by the employee. The travel expense form must include a signed certification regarding the fact that the travel or expenses were necessary business expenses.

**711.6: Requests for reimbursement of mileage.** All requests for reimbursement for business use of a personal vehicle shall include the miles per trip, the dates, the destination of travel, and business purpose if it is not otherwise obvious (i.e., “bank” as a destination would also imply a banking purpose). Staff members that regularly use their personal vehicles for business should turn in their mileage for reimbursement by the 15th of the month following the end of the month the mileage occurred.

**711.7: Receipts.** Original receipts are required for all actual expenses being requested for reimbursement.

## **712: Government Agency Inspections**

From time-to-time HOSWWA may be visited by representatives of the federal, state, and local governments for purposes of conducting inspections and gathering information. It is not unusual for these inspections to be unannounced.

When a government inspector arrives at HOSWWA, employees are to be courteous to the inspectors.

HOSWWA will be fully cooperative with the inspectors, within an inspector’s area of responsibility. HOSWWA has identified an individual who should be promptly contacted when an inspector arrives.

Employees being approached by an inspector either on or off the premises should examine the inspector’s credentials, making a record of the inspector’s name, title, the name, and address of the governmental agency to which the inspector is attached and the date and time of the inspection. This information should be promptly given to the appropriate HOSWWA representative.

While HOSWWA will be fully cooperative with all inspections, no other information should be given to inspectors except through the Agency designated representative nor should the inspector be allowed past the reception area without a designated HOSWWA representative escorting them.

## **Section 800: Workplace Safety**

### **801: Occupational Health & Safety**

HOSWWA will fully comply with of all applicable federal, state, and local occupational safety and health laws applicable to our operations.

All of our operations are to be conducted in a safe manner in order to prevent accidents, injuries, and occupational illnesses. Employees are to avoid acting in any manner that may pose a danger of injury or illness to themselves or fellow employees. Every Employee is to do the utmost to create an environment where both injuries and occupational illnesses are non-existent or reduced to a minimum.

However, in the event of an injury or occupational illness, an Employee is required to follow Agency policy on “Employee Work-Related Injuries.”

### **802: Employee Work-Related Injuries**

HOSWWA strives to provide a safe and secure working environment for all of our employees. When a work-related injury or illness occurs, HOSWWA must be immediately notified so the injured or ill employee can be given immediate and appropriate medical care and treatment.

Proper and timely notification of an injured employee will assure prompt medical attention and verify the illness or injury so a covered employee may make use of our workers’ compensation program.

HOSWWA's policy requires employees to report all injuries and work-related illnesses, regardless of severity, to their supervisor and complete the necessary forms, including Workers' Compensation forms as soon as is reasonably possible after an occupational injury or illness. Employees must recognize that the failure to promptly report the injury or illness may result in a workers' compensation claim being denied. Any employee who witnesses an injury of a fellow employee must ensure that the injury is immediately reported to the appropriate supervisor.

HOSWWA will provide immediate first aid and/or coordinate transportation to an appropriate medical provider depending on the nature of the Employee's Injury. In case of serious or life-threatening injury, HOSWWA may arrange transportation to an Emergency Room.

HOSWWA employees who experience an injury or illness which requires care beyond first aid may be required to be seen by a designated Workers' Compensation provider. The employee's supervisor or immediate manager will provide this information to the injured or ill employee.

Injured employees are expected to return to work as soon as is reasonably possible. HOSWWA may require the Employee to receive certification from a medical professional that the employee is able to return to work. An employee who is unable to report for the employee's regular work schedule due to an on-the-job illness or injury, must immediately notify the employee's supervisor or management by telephone. The injured employee should give HOSWWA as much notice as reasonably possible when ready to return to work so that the Employee can be placed back on the work schedule.

HOSWWA may require an employee who has an on-the job injury or illness to be examined by a medical professional designated by HOSWWA. Failure of the employee to be so examined may result in the employee being denied those benefits made available to injured employees.

### **803: Violence in the Workplace**

HOSWWA is committed to having a safe workplace and environment for its Employees. We are also mindful of the increased violence that is occurring in workplaces as a result of certain Employee behavior.

HOSWWA believes in fully complying with all federal, state, and local occupational safety and health laws and regulations in order to have our business operate in a safe and healthy environment, to prevent injuries and occupational illness to our Employees and damage to property.

HOSWWA will not condone any actual or threatened acts on the part of an Employee that result in violence or threats against another Employee or visitor to our HOSWWA. Firearms and other dangerous weapons are expressly prohibited from HOSWWA' properties. HOSWWA adheres to a zero-tolerance level for all such acts. Employees violating this policy are subject to immediate discharge.

Employees who are subject to the prohibited acts outlined in this Policy or see or hear of any of the prohibited behavior or any other out-of-the-ordinary behavior by fellow Employees, visitors to HOSWWA or from other sources, should report such activities immediately to HOSWWA' management. The confidentiality of notifying a senior member of HOSWWA will be maintained to the greatest extent possible.

We cannot overstate HOSWWA's commitment to a safe Workplace, and we encourage all Employees to act appropriately to insure such an environment.

### **804: Substance Abuse**

The purpose of this policy is to communicate HOSWWA's standards on employee substance abuse, to guide employee conduct in order to ensure a safe and efficient work environment, to protect employees



and HOSWWA's assets from injury or damage caused by an employee who is under the influence of drugs and alcohol, and to promote the greatest efficiency of the work force.

Although Washington State has legalized cannabis for medicinal or recreational purposes, HOSWWA is not required to allow the medicinal or recreational use of cannabis or products containing cannabis in the workplace. Cannabis use or being under the influence is strictly prohibited on HOSWWA property and while conducting company business.

Any employee using, possessing, selling, distributing, manufacturing or being under the influence of drugs illegal pursuant to state or federal law, or alcohol on the job or when such use adversely affects the employee's on-the-job performance, behavior or the organization's reputation or product quality will be subject to disciplinary action, up to and including discharge. The use of prescription or over-the-counter medication that is contrary to its intended use or used on the job without prior advanced notice is also prohibited.

HOSWWA reserves the right to require employees to submit to drug testing to detect the presence of alcohol, drugs illegal pursuant to state or federal law, or other controlled substances if it has reason to believe that an employee may be under the influence of such substances or is currently using such substances. Refusal to consent to such a test may result in disciplinary action up to and including dismissal.

Any employee found to be in violation of this policy is subject to immediate discharge. Any employee who is suspected of a policy violation will be immediately suspended pending investigation with intent to discharge.

An employee who voluntarily seeks assistance for a substance abuse program before such problems result in a violation of this policy, will not be subject to disciplinary action. However, HOSWWA reserves the right to administer appropriate disciplinary action for incidents occurring prior to or after the request for assistance, if such actions or conduct violates this policy, other work rules, or standards of HOSWWA.

In lieu of discharge, HOSWWA, at its sole discretion, may place the employee on suspension, pending outcome of the employee's willingness to seek assistance to treat his or her problem. As a condition of continued employment, the employee must enter into a Rehabilitation Agreement, which requires a number of conditions to be met to retain employment with HOSWWA.

### **805: Smoking**

HOSWAA maintains a tobacco and vaping free environment.

Those employees who must smoke should do so only before and after business hours or during breaks, outside the workplace. Smoking and vaping cannot occur within 25 feet of any door, window, or air intake device. Smoking in the workplace is strictly prohibited

### **806: Inclement Weather**

While we generally enjoy mild weather, there are occasions when there can be the potential for flooding, snow, or ice storms.

Generally, all employees are expected to report to work unless major thoroughfares have been closed due to extreme weather. Quite often, bad weather conditions are localized in our area and, simply by waiting, you may be able to safely arrive at work later in the day. Under these circumstances, you should call your immediate supervisor to advise them of the poor weather conditions in your area and your expected time of arrival.

On occasion, bad weather occurs during the day after you have arrived at work. Depending upon the circumstances, you may be directed to a place of safety within the building, or you may be told to leave. At times, only certain tasks will be canceled. For example, exterior maintenance may be canceled even though the office is not closed. Employees whose assignments are canceled due to bad weather may be reassigned to other tasks or sent home. Employees sent home will be paid only for hours worked. If the office has been closed non-exempt employees may be required to continue or return to work to ensure the safety of tenants or property. When the employee believes they can travel safely to the worksite, the supervisor may approve the employee to work. Such "call backs" during inclement weather will be compensated at double the normal rate of pay. The supervisor should limit the hours worked to the time needed to provide necessary emergency services.

If the office is closed early due to the possibility of bad weather, you are to turn off the same equipment you turn off for the weekend. Additionally, if your computer is not attached to a surge protector, disconnect it. All printers should be disconnected.

In the event that the office is opened late or closed early because of hazardous weather, the following will be applied for paying wages to hourly employees:

- If the CEO closes the office to permit employees to arrive late or leave early, employees will be paid for their full scheduled hours,
- It may be necessary to work longer hours later in the week due to a closing. Overtime pay will be paid for those employees who actually work more than 40 hours in that week.

With regard to employees who are exempt from overtime they will receive a full day's pay if they arrive at all. If they do not report to work, with supervisor approval, the individual may take the day as a vacation day.

As you are provided an option to remain home during inclement weather, the company will not be responsible for any personal injuries or property damage if you attempt to arrive at work. You should use your best judgment in deciding whether it is reasonable for you to attempt to get to work. If the office remains open, but an employee feels that they are unable to safely commute to work, they may be allowed to utilize available annual leave to cover the absence.

### **807: Driving on HOSWWA Business**

Driver inattention is a factor in many motor vehicle accidents. We are not only concerned about employee welfare, but also the welfare of others who could be put in harm's way by inattentive driving. The driver's primary responsibility is to pay attention to the road. When driving on HOSWWA business, state law is the controlling factor, but the following applies:

**807.1: Cellular Phone Use.** Cell phone use while driving is a common, often harmful, distraction. We are concerned about employee safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Employees must not accept or place calls unless it is an emergency, meaning the call cannot wait until the employee can safely pull off the road or arrive at the destination. If an employee must use a cell phone while driving, please use good judgment: keep the call short, use a hands-free device as required by state law, get to know the phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.)

**807.2: Obey the Law.** HOSWWA is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding employee driving habits and operation/care of

the employee's personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the Organization.

**807.3: Personal Vehicle Use.** Employees who use their personal vehicles for approved business purposes may receive a mileage reimbursement at the current rate authorized by the Internal Revenue Service. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Employees who operate personal vehicles for company business must obtain auto liability coverage for bodily injury and property damage as determined by their personal insurance agent. HOSWWA is not liable for automobile or property damage sustained nor personal injury to any third-party drivers or passengers that may occur.

**807.4: Other Safe Driving Precautions.** Employees must use sound judgment when road conditions are poor. Limit or avoid driving when rain or snow conditions threaten safety.

- Employees must try to avoid distractions such as eating, applying makeup, paying too much attention to vehicle music/entertainment controls, or other distracting behavior.
- Employees should not drive if the ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- If an employee is using a vehicle not their own (rental or otherwise) mirrors should be adjusted appropriately, and the vehicle's controls should be studied before operating.
- Employees should be concerned for coworker safety. Employees who are driving when a call comes in should refrain from answering or should request that the caller wait until the driver can call back.
- Employees who drive for HOSWWA business must have a current, valid driver's license and submit proof of insurance as directed.

## Employee Handbook Receipt & Acceptance

The Employee named below acknowledges receipt of the **HOSWWA Employee Handbook** and that such handbook does not create a contract of employment between Housing Opportunities and the Employee.

Employee acknowledges that employment is always at-will unless otherwise stated in writing and signed by the CEO.

The Employee further acknowledges that the equipment, working areas, break areas, offices and all HOSWWA property, services and technology including access to the Internet and e-mail always remain the property of HOSWWA.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

HOSWWA reserves the right to monitor the workplace, telephone conversations and internet traffic, including e-mail, and retrieve and read any data composed, sent, or received through HOSWWA online connections and stored on all computer systems.

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Printed Name of Employee

Signature

Date

## **CONFIDENTIALITY & PRIVACY POLICY & AGREEMENT**

It is the policy of HOUSING OPPORTUNITIES to safeguard private information provided to Housing Opportunities by persons who apply for and/or participate in assistance programs administered by Housing Opportunities. Private information is any information obtained about a person who might identify him/her as an applicant for assistance or a program participant.

Private information to which the undersigned commissioner, officer, employee, or consultant of Housing Opportunities (herein referred to generally as a Housing Opportunities associate) gains access shall not be used, published, disclosed, or disseminated in any form to any person, agency (governmental or otherwise), corporation or other entity except:

As required in fulfilling the legal responsibilities of HUD or other contractual obligations in administering a program.

As required by law, as determined by an opinion of Housing Opportunities general counsel or, with respect to name, address, and social security number, to a request of law enforcement or a government agency, provided that any response shall be made only by Housing Opportunities' C.E.O. or his/her designee.

As requested in writing by the applicant, enrollee, or program participant specifying the information to be given, the form in which it is to be given and the party or parties to whom it is to be given.

By acknowledging receipt of this policy, this Housing Opportunities employee or associate agrees to maintain strict privacy of information and to follow Housing Opportunities procedures established from time to time to insure the privacy of data concerning individuals. Access to private information is to be strictly limited to those Housing Opportunities employee or associates who require it to conduct their job activities.

If the acknowledging employee or associate is subpoenaed or otherwise believes that he/she may be called upon to make a disclosure of private information to any court or governmental agency, he/she shall immediately notify the Housing Opportunities' C.E.O. If so required by the Housing Opportunities C.E.O or his/her designee, the employee shall cooperate in all lawful efforts to protect private information.

The failure of the acknowledging employee to comply with the above confidentiality requirements is grounds for dismissal. The restriction of this agreement regarding use and disclosure of private information shall continue to apply after termination of employment or other relationship with the Housing Opportunities.

Notice of Immunity pursuant to the Defend Trade Secrets Act of 2016. An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: 1) in confidence to a federal, state, or local government official, either directly or indirectly, solely for the purpose of reporting or investigating a suspected violation of law; 2) in confidence to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or 3) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Furthermore, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual: 1) files any document containing the trade secret under seal; and 2) does not disclose the trade secret except pursuant to court order.

I acknowledge receipt of the above Confidentiality Policy and Agreement and have read and understand the contents. I understand that failure to abide by this policy is grounds for dismissal or termination of

my relationship with Housing Opportunities. I understand this Agreement does not alter the at will status of my employment.

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Printed Name of Employee

Signature

Date

## **Addendum A: SAFETY POLICY**

### **I. OBJECTIVES AND ORGANIZATION**

The personal safety and health of each employee of HOUSING OPPORTUNITIES is of primary importance. The prevention of occupationally induced injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary. No employee should undertake a job that appears to be unsafe. Work should be stopped immediately when an unsafe act is taking place.

Personnel should be moved to a safe position and a safe method of conducting the work initiated. To the greatest degree possible, Housing Opportunities will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

This policy is to aid and assist those employees in the understanding, the execution of safe practices and the development of safe working habits. This policy is for your information, guidance, and welfare. All employees will be required to adhere to policies.

### **II. SAFETY COMMITTEE MEETINGS**

Housing Opportunities will hold Safety Committee Meetings monthly to ensure compliance with all items in this policy. The Safety Committee will include a representative from each department and consist of the following:

- A. A review of any unsafe work practice reports and the corrective action taken.
- B. A review of any safety training courses taken by staff.
- C. The subjects discussed and those in attendance shall be documented.

### **III. GENERAL SAFETY REGULATIONS**

#### **A. Instructions**

1. No employee is expected to undertake a job until he or she has received job instructions on how to do it properly. Employees should ask questions if they are in any way unsure of how to perform a job.
2. It shall be the responsibility of the immediate supervisor to review the safety policy with all new employees and clarify any questions the employee may have regarding the policy.
3. Housing Opportunities will maintain accurate records on all components of the safety program, i.e., OSHA-200 forms, safety meetings, safety inspections, accident reporting, safety training, accident investigations and other safety activities.
4. Supervisors must keep the line of communication open by on-the-job safety contact with employees, and working closely with the Safety Committee; also, by receiving safety recommendations, and seeing that safety suggestions are carried out.
5. Housing Opportunities will require staff at all locations to be trained in first aid/ CPR.

#### **B. Housekeeping**

Each employee must accept the responsibility of keeping their work area and/or equipment free from hazards by maintaining orderliness and cleanliness. All work areas should be cleaned regularly. All spills should be cleaned up immediately. All areas should be kept free from objects which may cause accidents and/or injuries to staff and public and which may block access to office equipment and files.

### C. Vehicles

All Housing Opportunities vehicles shall have a basic first aid kits and safety equipment. All operators are responsible for proper maintenance and must recognize what specific safety requirements, precautions, and work area hazards exist. All persons, while traveling in appropriately equipped Housing Opportunities' vehicles, either as drivers or passengers, shall use seat belts and obey all traffic laws.

### D. Guards and Safety Devices

1. Such equipment shall be maintained in good condition and in place around machinery at all times.
2. All equipment requiring eye or ear protection shall be used in conjunction with such protective measures.
3. Individuals shall be expected to wear such protective clothing as will adequately meet the requirements for the type of work to which they are assigned.

### E. Lifting

Before attempting to lift by hand, an employee shall ascertain whether additional help will be needed to safely lift the load. The employee will make sure of good footing and hands holds, then lift with his/her legs using a free, easy motion. Lifting should never be done while off balance or in an awkward position.

### F. Cleaning Materials

Only approved commercial liquids which are not dangerous to the health or flammable should be used for cleaning purposes. Gasoline shall NEVER be used for cleaning. Housing Opportunities shall provide non-flammable cleaners for all shops.

### G. Reporting Unsafe Conditions and Practices

It is the duty of all employees to immediately report to their supervisor any unsafe physical or mechanical conditions which may jeopardize the safety of anyone. This also applies to unsafe practices or work habits. In addition to receiving employee safety reports, it is the supervisor's responsibility to observe and report unsafe working practices and conditions with the aim of immediate corrections. All observations of unsafe work practices must be reported immediately to the employee's supervisor.

### H. Fire Precaution

1. Care must be taken to assure that no open flame or sparks are generated when flammable materials are exposed.
2. Absolutely no smoking is allowed around flammable materials.
3. The uniform rule in case of fire is "Sound the Alarm, and then fight the fire".
4. Each employee will be expected to know the location of the fire extinguisher within their work area. Employees should learn how to operate these fire extinguishers. Access to all firefighting equipment shall be always kept free and clear.
5. Employees shall also acquaint themselves with location of all telephones.
6. Flammable liquids in bulk should be isolated in a safe location. Small quantities removed from the bulk supply shall be kept in safety containers. Glass or plastic containers shall not be used.
7. The necessary disposal of any flammable liquid will be done in accordance with all state, federal and local requirements.

### I. In Case of Accident or Injury

1. Give first aid.



2. If a doctor or ambulance service appears to be needed, immediately notify 911. (If possible, have someone do this while you stay with the injured party.)
3. DO NOT move the victim unless necessary to do so to prevent death or further complications of the injury.
4. All injuries, regardless of severity, must be reported immediately to your supervisor.

#### **IV. MATERIAL SAFETY DATA SHEETS (MSDS)**

The Maintenance Department will have on hand at the main office copies of all material safety data sheets where all employees will be able to review. Each offsite area will have copies of material safety data sheets and will review incoming data sheets for new and significant health and safety information. Purchasers should request data sheets from vendors any time new chemicals products are ordered. If data sheets are not available, or if new chemicals in use do not have data sheets, please contact a Safety Committee representative.

#### **V. BLOOD-BORNE ILLNESS PREVENTION**

It is the policy of Housing Opportunities to use "Universal Precautions" in handling blood or body fluids of potentially contaminated materials.

##### **A. Universal Precautions**

This is a term that refers to a method of controlling infectious diseases and assumes that any direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids are infected with blood-borne pathogens. (HIV/HBV are only two of many blood-borne pathogens).

##### **B. Purpose**

Universal Precautions are intended to prevent employees from parenteral, mucous membrane and non-intact skin exposures to blood-borne pathogens and must be used. DO NOT dismiss universal precautions because you know the person.

##### **C. Body Fluids**

The CDC recognized the following bodily fluids as being directly linked to the transmission of HIV and/or HBV and to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, and concentrated HIV or HBV viruses.

##### **D. Hand Washing**

Employees shall wash their hands:

1. Immediately after hand contact with blood or other bodily fluid or any infectious material.
2. After removal of gloves and/or protective clothing.

##### **E. Provision and use of PPE**

1. Housing Opportunities is committed to its safety program and will do its utmost to see that you, the employee, have the personal protection equipment (PPE) required for the job at hand and also the proper instruction in the use of your PPE. However, as with any safety program, you, the employee, has the ultimate responsibility to see that this instruction and equipment is understood and utilized. The equipment list includes but is not limited to the following: Head and foot coverings, face shields or mask, eye protection, mouth pieces, resuscitation bags, pocket masks or other ventilation devices.

2. Proper protective equipment will be accessible at all Housing Opportunities sites and in all Housing Opportunities vehicles.
3. PPE shall be removed immediately upon leaving the work area, (accident scene) and placed in an appropriate area or container for storage, washing, decontamination or disposal.

#### F. Gloves

1. Gloves shall be worn by the employee when potential for direct skin contact exist with: blood, infectious materials, mucous membranes, non-intact skin and when handling any items of surfaces soiled with blood or other infectious material.
2. When body fluids are handled, the employee must use disposable type gloves provided by Housing Opportunities.
3. Gloves with evidence of deterioration such as cracks, peels, punctures, tears, or discoloration shall not be used.

#### G. Masks, Face Shields, and Safety Glasses

Eye protection or chin length face shields shall be worn whenever splashes, spray, spatter, droplets or aerosols of blood or other potentially infectious material may be generated and there is potential for eye, nose, or mouth contamination.

#### H. Cleaning and Disposal of Contaminated Articles/Areas

1. A "Bio-Bag" will be provided by Housing Opportunities for disposal of contaminated materials.
2. Areas where blood or body fluids have been generated shall be cleaned as soon as reasonably possible, with appropriate cleaning agents such as sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water and prepared fresh daily.
3. This method of cleaning requires the removal of all organic matter first and sufficient application of the cleaning solution to allow for ten minutes of wet exposure.
4. Disposal of all waste will be in line with State and Federal regulations.

#### I. Performing First Aid

1. Always wear gloves.
2. Have the person cover his/her wound with a bandage if the person is able to do so without discomfort or danger of further injury.
3. Avoid contact with blood when possible.
4. Wear protective equipment appropriate for the exposure. Place contaminated articles in plastic bag and seal for laundering, cleaning, or disposal.
5. Clean up spills promptly with fresh diluted bleach, disinfectant or soap and water.
6. Clean equipment and clothing.
7. Wash hands and exposed areas.

#### J. Performing CPR

1. Wear gloves if you need to clear blood, mucous, saliva etc. prior to performing CPR.
2. Use a pocket face mask with one-way valve.

3. Avoid any contact which would expose the mucosal lining of your mouth to the person's blood.
4. Clean hands, face, equipment, and your clothing.

#### K. Other Workplace Practices

1. Keep all wounds covered with dressing or bandage to avoid exposure to possible infected body fluids.
2. Wash hands thoroughly after contact with body fluids, blood, contaminated items and after removing gloves. Wash other exposed skin areas as well.
3. Keep all equipment (flashlights, first-aid box, splints, etc.) clean.
4. Keep all PPE and supplies clean and available.

#### L. Hepatitis B Virus/HIV-AIDS

The potential for HBV in the workplace setting is greater than for HIV. The modes of transmission for these two viruses are similar. Both are transmitted by contact with open wounds, non-intact skin such as chapped, abraded, weeping or dermatitis areas.

Mucous membrane of the eyes or mouth would put a person at risk of HBV and contrary to HIV, saliva injected through a human bite can transmit HBV.

#### **BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV AND HBV IN A WORKPLACE SETTING.**

#### M. Reporting & Management of HIV/HBV

If you experience a "substantial exposure" to another person's blood or body fluids, you can request HIV testing of the source individual through your state and local health officers providing:

1. The exposure occurred on the job.
2. The request to the health officer is made within seven days of the occurrence.
3. The health officer may determine that testing is unnecessary.

#### N. Eyes/Mouth

1. If your eyes are splattered with blood or body fluids, flush immediately with water for at least five minutes. It is best to use clean running water rather than bottled water.
2. If blood or any bodily fluid gets into your mouth, rinse your mouth with a 50/50 mix of hydrogen peroxide and water and rinse with plain water.
3. For BOTH incidents involving your eyes and mouth, report to your health care provider or medical authority immediately for follow-up treatment and care.

O. Bite or Scratch Wound. For any bite, scratch, or lesion that may have blood or body fluid exposure, do the following:

1. Wash the area thoroughly with soap and water or pour a small amount of hydrogen peroxide on the wound. (Hydrogen peroxide is known to destroy HIV and other viruses with seconds).
2. Cover the wound with sterile dressing.
3. Get medical care/counseling.

#### P. Record Keeping

1. Housing Opportunities will establish and maintain an accurate record for each employee with occupational exposure. This record will include:
2. The name and social security number of the employee,
3. A copy of all results of examinations, medical testing, and follow-up procedures; and
4. Housing Opportunities' copy of the health care professional's written opinion and a copy of the information provided to the health care professional.
5. Housing Opportunities shall ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.
6. Housing Opportunities shall maintain the records required by the Washington Secretary of State Archives.
7. Training records shall include the dates of the training sessions; the content or a summary of the training session; the names and qualifications of persons conducting the training; and the names and job titles of all persons attending the training session.
8. Training records shall be maintained for three years from the date on which the training occurred.

### VI. VEHICULAR SAFETY

#### A. Pre-Operational Safety Check

1. The driver shall be responsible to periodically check the vehicle to make sure it is in safe operating condition. Any deficiencies found shall be corrected. Vehicles shall remain free of debris at all times.
2. A vehicle or piece of equipment that is personally assigned to an individual that is used on a daily, 8-hour basis, will not need to be checked every day. Weekly may be sufficient. That determination will be left to the employee.
3. The driver will be held accountable for any repairs or damages that are not the result of normal operating procedures.
4. No one will be asked to operate a vehicle which is deemed unsafe.
5. It will be the responsibility of the immediate supervisor to provide an orientation program for all new employees on daily procedures regarding vehicles and equipment. It is the responsibility of the immediate supervisor to ensure that an employee has the ability to operate any assigned equipment before they are allowed to use said equipment without direct supervision.
6. All drivers must provide verifiable proof of valid driver's license & personal insurance.
7. Passengers unrelated to Housing Opportunities business are allowed in vehicles only in special circumstances.
8. The cleaning of Housing Opportunities' vehicles is required and will be done when needed.

## B. Defensive Driving

1. Professional drivers must realize that defensive driving is the key to accident-free safe operations. Defensive driving embraces more than legal responsibility; it includes emphasizing safety and doing the utmost in order to avoid involvement in an accident.
2. Do not tailgate, allow sufficient room between vehicles.
3. Yield the right of way at all times.
4. Look first, then sound your horn before backing.
5. Obey all traffic laws at all times.
6. Use of alcoholic beverages or illegal drugs before or during working hours is prohibited. If an employee is under the care of a physician or is using a prescription or non-prescription drugs that may affect his/her work performance, the employee is required to inform his/her supervisor.
7. All employees operating passenger vehicles, pick-ups, and trucks will use the seat belts while in transit. All drivers will be responsible for ensuring that passengers use seat belts.

## C. In Case of Highway Vehicular Accident

1. Stop at once, identify yourself by name, address, and employer.
2. Immediately notify the appropriate outside law enforcement agency before moving the vehicle.
3. Immediately notify your supervisor.
4. Collect all witnesses' names and addresses.
5. Do not provide any additional information other than items listed above.

## VII. THIS IS YOUR POLICY

We ask you to take the time to do your job safely, thereby assuring continued and safe satisfactory service.

Carelessness, disregard, or violation of this safety policy by any employee may result in disciplinary action. The degree of discipline administered will depend on the severity or the repetitiveness of the infraction. It is the responsibility of the supervisor to evaluate thoroughly the circumstances and facts as objectively as possible.

Participate in the program and make safety habits a part of standard operation.

If you have any questions or do not understand any of the regulations in this policy, consult your supervisor.