



HOUSING  
OPPORTUNITIES  
— *of SW Washington* —

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# EMPLOYEE HANDBOOK

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Revised September 2026

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## Section 100: Introduction

### 101: Welcome

Welcome to HOSWWA! We are so happy that you have decided to join our team. We hope that you will quickly feel at home with us here at HOSWWA and wish you many successes in your new job. We also hope that you will be able to connect to our 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”, “the Agency”, or “the Organization”) 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 any time the employee is performing work for or representing the Agency.

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

HOSWWA reserves the right to revise, add, amend, and delete policies at any time at the sole discretion of leadership. HOSWWA will not implement policy changes except in writing and will do its 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.

**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.

**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 may offer 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.

**201.6 Good Standing.** To be considered in good standing, an employee should not be under current disciplinary action. To be considered in good standing at termination of employment, an employee must provide a minimum of two weeks’ notice.

## **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 various requirements of the Fair Labor Standards Act (“FLSA”) and the Washington Minimum Wage Act, which are 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 in the FLSA.

**202.2: Non-exempt employee.** An employee who is not exempt from the overtime requirements of federal and state law. 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. Holiday and leave hours are not included in determining whether a person has worked more than 40 hours in the workweek. Non-exempt employees will receive overtime pay at one and one-half the regular hourly rate of pay. Non-exempt employees must receive prior approval of the supervisor before working overtime hours.

## **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. 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 honestly and transparently to clients, supervisors, and co-workers.

Employees should avoid discussing HOSWWA business in public and engaging in excessive 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 and diversity 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
- Race/Color
- Caste
- Religion or religious creed (including religious dress and grooming practices)
- National origin, ancestry, or citizenship
- Sex (including pregnancy, childbirth, breastfeeding, or related medical conditions)
- Marital Status
- Age (40+)
- Medical condition (including cancer and genetic conditions)
- Genetic information

- Sexual orientation, including gender identity
- Honorably discharged veteran or military status
- State employee or health care whistleblower status
- Political affiliation
- Any other characteristic protected by state or federal anti-discrimination law covering employment

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.

If you believe that you have been discriminated against or observed possible violations of this policy, you must notify HR. Please refer to **Section 207** for details.

## **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.

If you wish to request an accommodation, please contact HR.

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

HOSWWA prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint or reporting procedure for employees who believe they have been the victims of or have witnessed 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 federal, state or 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 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 or making a report of discrimination or harassment, or for participating in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, gender expression, or other characteristic protected by law. 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. Sexual assault also is considered sexual harassment under this policy.

**207.2 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 requests for a personal or romantic relationship, 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 an employment benefit or advantage, or other conduct of a sexual nature.

**207.3: 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.

**207.4: Discipline for Violation.** 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.

**207.5: Retaliation Protections.** HOSWWA prohibits retaliation against any employee for making a complaint or report regarding conduct that might violate 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.

**207.6: 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 is required to 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 or reports about an employee or non-employee will be thoroughly and promptly investigated. Every complaint and report will be kept confidential to the maximum extent possible, consistent with our need to investigate and take action. All employees have an obligation to cooperate in an investigation of harassment complaints. 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.

## **208: Whistleblowing & Retaliation**

HOSWWA strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local laws. 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

This policy does not address 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 or to the Synchronous Employee Protection Line (see **Section 208.3** for more information). If the employee is dissatisfied with the resolution offered by Human Resources, the complaint may be presented to the CEO. In the event the Complaint concerns the CEO., 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, consistent with the need to investigate and take action, or if 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, if appropriate, 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 will be taken.

**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 Human Resources within thirty (30) days of the date the alleged retaliation action occurred. The notice must describe the alleged retaliatory action, the persons allegedly involved, and identify the relief requested.
2. If possible, Human Resources will respond to the charge in writing within thirty (30) days of its investigation. The response should, if appropriate, identify the alleged retaliatory action and persons involved; identify the relief requested; describe the investigation to be conducted; 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. If the employee is dissatisfied with the resolution offered by Human Resources, the Complaint may be presented to the CEO. In the event the Complaint concerns the CEO, the same shall be submitted to the Board of Commissioners.

**208.3: Synchronous Employee Protection Line.** All HOSWWA personnel are invited to make use of the Employee Protection Line (EPL) provided by Synchronous. The EPL allows employees to make an anonymous report of wrongdoing without giving their name or other identifying information. However, when making a report, an employee must give enough information to ensure that concerns can be addressed.

Employee Protection Line Phone Number: **800-576-5262**.

Employee Protection Line Online Address: [www.EmployeeProtectionLine.com](http://www.EmployeeProtectionLine.com).

HOSWWA's Employee Protection Line organization code: **10463**.

Instructions for using the Employee Protection Line Toll-Free Reporting Line:

1. Prepare what you want to say.
2. Have your organization's Employee Protection Line organization code close at hand. HOSWWA's Employee Protection Line organization code is **10463**.
3. Using a touch-tone phone, dial **800-576-5262** and listen to the message.
4. You will be instructed to enter HOSWWA's Employee Protection Line organization code. Enter your organization code when cued.
5. It is highly recommended that you include the name of your organization in your report and the location where the wrongdoing occurred. Be sure to include the date(s) of the incident(s), the first and last names of any witnesses, and any other information you can provide about the incident(s), but you do not have to give your name or identify yourself in any way. You will have five minutes to speak. If you need more time, call back.
6. Your message will be recorded for accuracy, but the recording will remain in the custody of the third party. Your report will be reviewed for potential conflicts and then a written transcript of your report will be sent to a team of neutral employees in your organization that have been chosen to receive these reports. The third party will not knowingly send your report to anyone named in the report.

Instructions for using the Employee Protection Line Online:

1. Prepare what you want to say.
2. Have your organization's Employee Protection Line organization code close at hand. HOSWWA's Employee Protection Line organization code is **10463**.
3. Open your Internet browser and go to **www.EmployeeProtectionLine.com**.
4. Enter your organization's Employee Protection Line organization code where indicated, then confirm your organization's name.
5. It is highly recommended that you include the name of your organization in your report and the location where the wrongdoing occurred. Be sure to include the date(s) of the incident(s), the first and last names of any witnesses, and any other information you can provide about the incident(s), but you do not have to give your name or identify yourself in any way.
6. Your report will be reviewed for potential conflicts and then sent to a team of neutral employees in your organization that have been chosen to receive these reports. The third party will not knowingly send your report to anyone associated with the report.

## **209: Open Door Policy**

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

In addition to the Issue Reporting procedure outlined previously 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:

- Posting dates
- Job title
- Department and location
- Job grade level
- Job description (abbreviated)
- Job specifications (required skills and abilities)
- Wage scale or salary range
- General description of all benefits
- General description of other compensation

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 promotion or lateral 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 one position to another, the employee's anniversary/leave accrual date and leave balance will not change. Prior position sick leave accrual will remain intact. The CEO will grant either the payout or rollover of any unused annual leave from the non-exempt position.

### **303: Orientation Period**

The first 90 days of employment with the Agency is considered an orientation period. This is a critical period in the employee's development and success with HOSWWA. To that end, annual leave and the floating holiday will not accrue until completion of the orientation period. After the 90-day orientation

period is complete, the employee will automatically accrue their annual leave and floating holiday. Healthcare coverage begins as stated in our health coverage contract.

The orientation period does not change the at-will nature of employment. The employee or HOSWWA may terminate the employment relationship for any reason that is not in violation of law.

### **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 to discuss issues which may arise from the day-to-day operations of HOSWWA.

Additional 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 Handbook or other work-related matters.

### **305: Annual Incentive Program**

HOSWWA recognizes and rewards employees who demonstrate exceptional performance and contribute significantly to the success of the organization. The Annual Incentive Program is designed to incentivize and motivate employees to strive for excellence while aligning with the Agency's goals and values.

**305.1 Eligibility Criteria.** Employees must be in good standing with HOSWWA, meeting performance expectations, and adhering to HOSWWA policies and values. Eligibility for the annual incentive is based on merit and exceptional performance as evaluated against specific criteria outlined in the performance evaluation process. Employees who are still in the orientation period are not eligible for the Annual Incentive.

The following criteria will be used to assess an employee's eligibility for the Annual Incentive:

- Consistently sets a good example for the people around them
- Willing to go above and beyond while performing their duties
- Dependable and trustworthy in following through on assigned tasks
- Works well as a member of the team for the success of the Agency
- Works in a solution-oriented manner to find effective, practical solutions to problems
- Takes pride in their work and strives to improve and do their best.

#### **305.2 Evaluation Process.**

1. Managers will conduct evaluations utilizing the quarterly evaluation process.
2. In June of each year, under a budgeted pre-set limit, managers will make recommendations for staff incentives based on the performance evaluations conducted throughout the year.
3. Incentive amounts will be set by budget and determined based on scoring metrics established in the standard operating procedure for this policy.

4. Incentive recommendations will be reviewed and approved by the appropriate management level, then forwarded to the Finance Manager for budget review before being routed to HR/Payroll.
5. Employees will be notified of their incentive eligibility and the amount awarded.
6. Incentives will be distributed in a lump sum according to the Agency's standard payroll schedule.

### **306: 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) must check in with their supervisor on a regular basis. The Human Resources department will determine an appropriate frequency (if any) 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 termination of employment. It is solely within the discretion of HOSWWA to determine what is excessive.

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

### **307: Remote Work**

HOSWWA has chosen to provide remote work for positions whose essential functions can be completed remotely in a fully remote or hybrid arrangement. HOSWWA considers remote work arrangements to be a viable, flexible work option to attract and retain a diverse and talented workforce, be an employer of choice, reduce operating costs, and increase productivity. Remote work is not an organizational-wide employee entitlement or benefit and in no way changes the terms and conditions of employment with HOSWWA.

- Fully Remote is defined as a position in which the employee could perform 100% of essential job duties in an authorized alternate work location. Fully Remote employees may be required to work at the central workplace location from time to time, at the discretion of HOSWWA.
- Hybrid is defined as a position that requires some essential job duties to be done in-person at the central workplace location and some can be performed at the authorized alternate work location.

Employees in a remote position must use telecommunications technology without affecting service quality or organizational operations. The analysis to determine a position's eligibility for remote work is determined by HOSWWA.

The primary focus of all employees, whether working remotely or in a central workplace location, is to provide the highest quality service to clients while performing the essential job duties of their position.

Remote work does not change the basic terms and conditions of employment with HOSWWA; such terms and conditions of employment that apply at the central workplace between HOSWWA and the employee also apply when an employee is authorized to work remotely. The following specific policies and procedures apply for all remote work arrangements.

### 307.1 Definitions.

Central Workplace:

- HOSWWA Main Office 820 11<sup>th</sup> Ave., Longview, WA 98632
- VIP Office 1207 Commerce Ave., Longview, WA 98632
- All HOSWWA satellite offices and owned/managed properties

Alternate Work Location: Authorized work site other than the employee's central workplace where official HOSWWA business is performed. Such locations may include, but are not limited to, employees' home/residence and/or HOSWWA satellite offices and owned/managed properties.

Remote Work: An arrangement in which HOSWWA directs or permits employees to perform their usual job duties away from their central workplace, in accordance with the Remote Work Agreement.

Remote Work Agreement: The written agreement between HOSWWA and the employee that details the additional requirements of an employee's work away from the central workplace.

Work Schedule: The employee's work hours in the central workplace or in an authorized alternate work location.

**307.2 General Provisions.** The CEO is responsible for managing the affairs and operations of HOSWWA and therefore has the discretion to designate positions and approve employees for remote work.

Conditions of Employment: Remote work assignments do not change the conditions of employment or compliance with HOSWWA policies and procedures. To the extent possible, HOSWWA and the employee will agree mutually to remote work arrangements. HOSWWA may establish remote work as a condition of employment, based on the organization's needs. In such cases, this requirement will be included when the position is advertised and in correspondence offering employment.

Compensation and Benefits: An employee's compensation and benefits will not change because of remote work.

Hours of Work: The total number of hours that employees are expected to work will not change, regardless of the authorized work location. Employees agree to apply themselves to their work during work hours.

HOSWWA and the employee must document the work hours of employees who remote work, in particular ensuring compliance with the Fair Labor Standards Act and the Washington Minimum Wage Act. This will include filling out and returning to your supervisor a remote work time card in addition to other time card requirements.

Attendance and Meetings: HOSWWA may require employees to report to a central workplace for work-related meetings or other events or may meet with the employee at the alternate work location to discuss work progress or other work-related issues, as needed. The employee is expected to maintain a presence with their department while working remotely. Presence may be maintained by using Teams,

Zoom, email, phone etc. as determined by the employee's supervisor. Attendance on platforms that include video capability, shall be with cameras on. The employee is expected to maintain the same response times as if they were at the central work location.

Use of Leave: Remote work is not intended to be used in place of annual leave, Family and Medical Leave, Medical/Disability Leave, or other types of leave. Requesting time off is to occur in the same fashion regardless of whether the employee is working at a central or authorized alternate workplace.

Domestic Care: Remote work is not intended to serve as a substitute for dependent care. If dependents in need of primary care are in the authorized alternate work location during employees' work hours, some other individual must be present to provide the care. During established work hours, dependent care demands shall not compete with work except in the case of an emergency.

Workers' Compensation: An authorized alternate work location shall be maintained by the employee. worker's compensation liability will be limited to work-related injuries at the authorized alternate work location as opposed to applying to all areas of the home/residence.

Health and Safety: Employees may be required to participate in periodic health and safety inspections of the authorized alternate work location to ensure it meets HOSWWA standards.

Equipment and Materials: HOSWWA may provide equipment and materials needed by employees to effectively perform their duties. HOSWWA-owned equipment may be used only for legitimate HOSWWA business purposes by authorized employees, and may not be used by family members or others. Employees are responsible for protecting HOSWWA-owned equipment from theft, damage, and unauthorized use.

Equipment Maintenance: HOSWWA-owned equipment used in the normal course of employment will be maintained, serviced, and repaired by HOSWWA. Employees are responsible for communicating immediately any issues or concerns with HOSWWA-owned equipment.

Transporting and Installing Equipment: Employees authorized for remote work will receive the designated HOSWWA-owned equipment, transport it to the authorized alternate work location and coordinate with HOSWWA's information technology (IT) support provider to complete installation and authorized access to HOSWWA systems.

Costs Associated with Remote Work: HOSWWA is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their home/residence as an authorized alternate work location.

Agency Information: Employees must safeguard Agency information used or accessed while working remotely.

Employees must agree to follow HOSWWA-approved security procedures to ensure confidentiality and security of data.

**307.3 HOSWWA Responsibilities.** Work performed in an authorized alternate work location is considered official HOSWWA business; therefore, HOSWWA may establish specific conditions that apply to employees working in authorized alternate locations.

Establish Agency Policy: HOSWWA shall establish internal procedures related to remote work that will facilitate employee performance and service delivery.

HOSWWA procedures also may:

- Identify positions that are appropriate for remote work
- Require a Self-Certification Safety Checklist for employees authorized to use their home/residence as an alternate work location
- Require compliance with local zoning regulations

Develop Work Agreement: HOSWWA and employees must agree to the terms of remote work before an employee may work at an authorized alternate work location.

HOSWWA may include the conditions listed below in a remote work agreement:

- the duration of the agreement;
- the work schedule and how it can be changed;
- how leave is to be requested and approved by the supervisors;
- status of employees during an emergency or adverse weather-related closing affecting the central or alternate workplace;
- how routine communication between the employee, supervisor, co-workers, and customers will be handled;
- employee's performance plan/expectations;
- the equipment and/or supplies that will be used, and who is responsible for providing and maintaining them;
- any applicable data security procedures;
- safety requirements.

HOSWWA may include additional conditions in the work agreement that require employees to:

- Comply with all local, state, federal and HOSWWA rules, policies, practices, procedures and instructions;
- Use HOSWWA-owned equipment/supplies only for business purposes, and to notify HOSWWA immediately when equipment malfunctions and/or supplies need to be replenished;
- Notify their supervisor and the Administrative Services Director immediately of any work-related illness/injury;
- Agree to allow supervisors and the Administrative Services Director to visit the alternate work location immediately after any accident or injury that occurred while working;
- Absolve HOSWWA from any liability for damages to real or personal property resulting from participation in remote work; and
- Be responsible for the security of information, documents, and records in their possession or used during remote work and not take restricted-access material to an alternate work location without the prior written consent of HOSWWA.

Termination of Agreement: HOSWWA may terminate the Remote Work Agreement at its discretion. HOSWWA will attempt to give employees advance notice if a decision is made to terminate a Remote Work Agreement; however, advance notice is not required.

Training: HOSWWA will provide training to ensure successful and appropriate use of remote work within the Agency and effective management of employees working remotely.

Interpretation: HR is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to HR and elevated to the CEO as needed. HOSWWA reserves the right to revise or eliminate this policy at any time, with or without advance notice.

**307.4 Determining positions that are appropriate for remote work.** In making decisions about which positions may be appropriate for remote work, HOSWWA shall thoroughly analyze the duties of the position and how the work is performed.

Generally, the following types of positions may be appropriate for remote work:

- Employee classification (i.e.: full-time, part-time, non-exempt, exempt, etc.)
- Require independent work
- Require little in-person interaction
- Require concentration
- Result in specific, measurable work products
- Can be monitored by output, not time spent doing the job

Employee qualities that are appropriate for remote work: In making decisions about which employees are designated or authorized for remote work, HOSWWA shall review the work qualities of employees, in addition to ensuring that their positions are appropriate for remote work.

Generally, employees who are successful for remote work:

- Are able to work productively on their own, self-motivated and flexible
- Are knowledgeable about the job
- Have a low need for social interaction
- Are dependable and trustworthy
- Have an above average performance record
- Are organized
- Have good communication skills
- Are in good standing (i.e.: employee has regular attendance, has not had a negative performance review and/or is not in a current Performance Improvement Plan, and has not been disciplined)

### **308: 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 Handbook 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,

### **309: 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 shall 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.

**309.1: 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.

**309.2: 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.

To the extent permitted by 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.

**309.3: COBRA.** Health insurance coverage ends at the end of the last month worked. In the event of separation of employment with HOSWWA, or at other times if appropriate, employees will be notified of the steps necessary for continuation of coverage.

**309.4: 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 Agency, or (c) consistent with the Agency's legal duty to furnish information.

### **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 date 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 pay 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.

If a COLA is approved in the budget, it will be applied at the beginning of the budget cycle. Any merit increases are awarded in June of each year (please see **Section 305**).

**403.1 Acting Roles.** 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 all court-ordered garnishments.

Every employee must complete and sign an IRS W-4 on or before their first day on the job at 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 an 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 coworker. Doing so may result in disciplinary action, including dismissal of both employees.

#### **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 no one in maintenance staff is 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 starts 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 actually worked in excess of forty hours per week will be overtime payable at 1 ½ times the regular rate of 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 this 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.** Each non-exempt employee will receive a paid 10-minute rest period for each 4-hour work period, scheduled as near as possible to the midpoint of each work period.

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

## **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 need to take time off to de-stress and regain perspective. Regular Full-Time and Regular

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

HOSWWA has a use-it or lose-it policy. Annual leave in excess of 24 hours that is not used by the date of the next anniversary is lost (see end of this section for definition of Anniversary Date). Up to 24 hours of annual leave may be rolled over with manager approval.

Additional carryover may be allowed in the case of extenuating circumstances. If workload and/or business need have prevented a non-exempt employee from using annual leave prior to their anniversary date, then the non-exempt employee may request, in writing, that up to 40 hours annual leave be rolled over into the following year. Circumstances will be reviewed by both the CEO and the employee's manager, and rollover will be granted if both approve. Except as noted for Exempt employees, employees do not receive payment for unused leave except in the case of employment separation.

Annual leave must be submitted for approval to the appropriate supervisor at least 3 working days in advance 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 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 if the employee is in good standing with HOSWWA as defined in **Section 201.6 Good Standing** and has no outstanding debt with HOSWWA.

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 on 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 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<br/>(Beginning on Hire or Anniversary Date)</b> | <b>Annual Leave Hours Allowed Per Year<br/>(Shown for 40 hour/week employees)</b> |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1 <sup>st</sup> Month following 90-day orientation period                        | 56 Hours                                                                          |
| 1 <sup>st</sup> Anniversary Date                                                 | 96 Hours                                                                          |
| 2 <sup>nd</sup> Anniversary Date                                                 | 112 Hours                                                                         |
| 3 <sup>rd</sup> Anniversary Date                                                 | 128 Hours                                                                         |

|                                              |           |
|----------------------------------------------|-----------|
| 4 <sup>th</sup> Anniversary Date             | 144 Hours |
| 5 <sup>th</sup> Anniversary Date             | 160 Hours |
| 6 <sup>th</sup> Anniversary Date             | 176 Hours |
| 7 <sup>th</sup> Anniversary Date             | 192 Hours |
| 8 <sup>th</sup> Anniversary Date             | 208 Hours |
| 9 <sup>th</sup> Anniversary Date             | 224 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 90 days 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:

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

**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 an extension or pay, at their rate of pay, calculated for these purposes only on a daily basis, for earned and accrued annual leave 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 are 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.

Employees may use paid sick leave for themselves or their family members for the following reasons: a mental or physical illness, injury or health condition; to diagnose, care for, or treat a mental or physical illness, injury or health condition; to receive preventive medical care; for leave that qualifies under the state's Domestic Violence Leave Act; or if an employee's workplace, or their child's school or place of care, has been closed by order of a public official for a health-related reason. Family member is defined as a child (biological, adopted, foster, stepchild, etc.) regardless of age or dependency status; a parent (biological, adoptive, foster, stepparent, etc.) or the parent of the employee's spouse or registered domestic partner; a spouse or registered domestic partner; a grandparent; a grandchild; and a 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 annual leave 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 the orientation period. 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 they fall 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 is an administratively required absence from duty without loss of pay or charge to leave. The purpose of this policy is to define when employees may be placed on a leave of absence for administrative reasons.

Administrative leave is a general leave status which is paid. Examples of when an employee may be placed on 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.

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 approved by the CEO.

### **505: Manager Approved Leave**

Manager Approved leave (also referred to as “excused absence”) is an administratively authorized absence from duty without loss of pay or charge to leave.

Awarded leave is a general leave status, initiated by the supervisor, which is paid. 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 awarded leave must be used before an employee’s next anniversary date, or it will be lost (“use or lose”). All awarded leave must be approved by the CEO.

### **506: 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 Handbook. Employees that find they have a need for time away from work must contact their supervisor.

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

### **507: 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.

An Employee may take intermittent leave or a reduced leave schedule, in accordance with Washington’s PFML law.

You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

**507.1: 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 percentage 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.

**507.2: 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 (meaning salaried employees that are among the highest paid ten percent of employees) should discuss with their supervisor an anticipated leave.

### **508: Family and Medical Leave Act**

HOSWWA complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact HR.

**508.1: Eligibility.** To be eligible for leave under this policy, employees must meet all of the following requirements:

- Have worked at least twelve (12) months for HOSWWA.
- Have worked at least 1,250 hours for HOSWWA over the twelve (12) months preceding the date the leave would commence.
- Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

**508.2: Reasons for Leave.** To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To bond with a newborn or newly placed child.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

**508.3: Amount of Leave.** An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. HOSWWA will measure the 12-month period as a rolling 12-month period measured

backward from the date an employee uses any leave under this policy. Each time an employee takes leave, HOSWWA will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, HOSWWA will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for HOSWWA may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

**508.4 Intermittent Leave or a Reduced Work Schedule.** Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

HOSWWA may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, HOSWWA and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt HOSWWA's operations.

**508.5 Employee Notice Requirement.** All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the department manager or HR manager.

When the need for leave is foreseeable, the employee must provide HOSWWA with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with HOSWWA's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

**508.6 Designation of FMLA Leave.** Within five business days after the employee has submitted the required certification or other documentation, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

**508.7 Employee Status and Benefits During Leave.** HOSWWA will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the pay date. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

HOSWWA will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, HOSWWA will require the employee to reimburse the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, HOSWWA will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or HOSWWA may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, HOSWWA will discontinue coverage during the leave. If HOSWWA maintains coverage, HOSWWA may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

**508.8 Employee Status After Leave.** An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in HOSWWA's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. HOSWWA may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

**508.9 Use of Paid and Unpaid Leave.** An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all paid annual leave, personal or sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA, unless contrary to Washington law. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid annual leave, personal leave or sick leave (as long as the reason for the absence is covered by HOSWWA's sick leave policy) prior to being eligible for unpaid leave.

**508.10 Intent to Return to Work from FMLA Leave.** On a basis that does not discriminate against employees on FMLA leave, HOSWWA may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### **508.11 Definitions**

**Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

**Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

**Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

**Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

**Qualifying exigency** includes short-notice deployment, military events and activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

**Covered active duty for members of a regular component of the Armed Forces**, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

**The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

**Covered service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

**Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office,

grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

### **509: 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.

**509.1: 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.

### **510: 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.

### **511: 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 either use 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.

### **512: 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. Unless business necessity dictates otherwise, employees may request and receive an additional five days of unpaid leave. Bereavement pay will be based on the Employee's current compensation, not including bonuses, commissions, or shift differentials.

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

HOSWWA recognizes the importance of our employees' 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 notice to serve on jury duty or appear in court.

### **514: Volunteer Emergency Services Leave**

State law mandates that some emergency services volunteers have a right to protected leave in connection with 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.

### 515: 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, HR will make complete descriptions of these programs available to employees. Briefly the benefits available are as follows:

### 601: Deferred Compensation

Regular employees, who have completed their orientation period are eligible to 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 the orientation period, eligibility for HOSWWA match is governed by rules listed below.

After the employee completes 12 months of employment, HOSWWA will match dollar for dollar the employee's voluntary contributions up to a maximum 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 Insurance Benefits

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

All premiums for coverage that exceeds 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 shows they are eligible for a waiver because of other group coverage and HOSWWA enrollment obligations are met without covering this employee.

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 who are regularly scheduled for at least 30 hours per week, and their dependents, may be eligible for HOSWWA contributions on a pro-rata basis 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                              |

Employees who are regularly scheduled for fewer than 30 hours per week are not eligible for group insurance coverage.

### **603: Pension**

HOSWWA shall contribute to the Washington State Public Employees Retirement System (PERS) on behalf of employees 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 is exempt from the Social Security system. If you qualify for the State PERS plan, you will not have Social Security deductions taken from your gross pay. On the other hand, 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.

All employees of the Agency have 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. Excessive 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; content that contains violence or threats of violence; 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, 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 the

Agency. 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 purpose 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 Agency 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 refrain 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 qualified individuals, regardless of whether a potential employee has a relative working for HOSWWA, to apply for positions at the Agency.

Relatives may not have a supervisory role with respect to any employee. This includes direct and indirect supervision, such as approving of expense reports or making judgements regarding the 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 or seek a dating or romantic relationship with 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 Agency 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.

Employees are expected to meet hygiene requirements while at work. This includes maintaining personal cleanliness and being free of strong or offensive bodily odors. Proper oral hygiene should also be maintained. 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.

**709.1 Fragrances.** Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, HOSWWA is a fragrance-free workplace. Personal fragrant products (including colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees. Other fragrant products (scented candles, potpourri and other similar items) should not be used in the workplace. Any employee with a concern about scents or odors should contact their manager or the Human Resource Department.

If a staff member's poor hygiene or use of fragrances is an issue, the supervisor ordinarily will discuss the problem with the staff member and point out the specific areas to be corrected. If the problem persists, the supervisor should follow the normal corrective action process.

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

Employees may not solicit anywhere on Agency premises or property or by using Agency computers or 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 Agency-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 Agency premises at any time and must not be provided access to any employee's Agency 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-dem 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: <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 Agency vehicle available to use, or Agency cost of an employee using his personal vehicle is the same or less and the employee's insurance meets Agency 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 passes 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 Agency 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 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 ensure 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 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 ensure 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 or alcohol, and to promote the greatest efficiency of the work force.

Although Washington State has legalized cannabis for medicinal or recreational purposes, HOSWWA does not 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 Agency business.

Any employee using, possessing, selling, distributing, manufacturing or being under the influence of alcohol or drugs illegal pursuant to state or federal law 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 notice is also prohibited.

HOSWWA reserves the right to require employees to submit to drug testing to detect the presence of alcohol or drugs illegal pursuant to state or federal law 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.

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 last chance 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 with an option to remain home during inclement weather, the Agency 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 Agency 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 HOSWWA 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.

HOSWAA has the discretion to change or eliminate any benefits upon notice to employees.

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 HOSWWA to safeguard private information provided to HOSWWA by persons who apply for and/or participate in assistance programs administered by HOSWWA. 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 I gain 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 HOSWWA 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 HOSWWA's CEO 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, I agree to maintain strict privacy of information and to follow HOSWWA 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 HOSWWA employee who require it to conduct their job activities.

If I am subpoenaed or otherwise believe that I may be called upon to make a disclosure of private information to any court or governmental agency, I shall immediately notify the HOSWWA CEO. If so required by the HOSWWA CEO or his/her designee, I shall cooperate in all lawful efforts to protect private information.

My failure 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 my employment with HOSWWA.

I understand the protections of the Defend Trade Secrets Act of 2016. Specifically, 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.

Nothing in this Agreement is intended to or shall have the purpose or effect of preventing me from disclosing or discussing conduct (or the existence of a settlement involving conduct) that I reasonably believe under Washington state, federal, or common law to be illegal discrimination, illegal harassment, illegal retaliation, a wage and hour violation, or sexual assault, or that is recognized as against a clear mandate of public policy, where the conduct occurred at the workplace, at a work-related event coordinated by or through HOSWWA, between employees, or between HOSWWA and me, whether on or off the employment premises.

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 with HOSWWA. 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, HOSWWA 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**

HOSWWA 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. HOSWWA 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. HOSWWA 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 HOSWWA 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 HOSWWA 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. HOSWWA 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 Prevention Plan

1. Care must be taken to ensure that no open flame or sparks are generated when flammable materials are exposed.
2. Absolutely no smoking is allowed around flammable materials.
3. 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.
4. The necessary disposal of any flammable liquid will be done in accordance with all state, federal and local requirements.

### I. Fire Emergency Action Plan

1. An Emergency Evacuation Route map is posted at each office location. It shows the location of exit doors, fire extinguishers, and the designated meeting spot.
2. All employees will receive training on emergency evacuation procedures as part of their initial orientation by HR.
3. You will be trained to use a fire extinguisher as part of your orientation by HR, and the agency will provide fire extinguisher training at least annually.

4. If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.

If you discover a fire:

1. Tell another person immediately. Call or have them call 911 and a supervisor.
2. Tell other employees, visitors, or guests in the area to evacuate.
3. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
4. If the fire grows or there is thick smoke, do not continue to fight the fire.
5. Go to the designated assembly point outside the building.

If you are a supervisor notified of a fire in your area:

1. Tell your employees to evacuate to the designated assembly location.
2. Check that all employees, visitors, or guests have been evacuated from your area. Tell supervisors in other areas to evacuate the building.
3. Verify that 911 has been called.
4. Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

#### **J. 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 HOSWWA 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. HOSWWA 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 HOSWWA sites and in all HOSWWA 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 HOSWWA.
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 HOSWWA 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. HOSWWA 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. HOSWWA's copy of the health care professional's written opinion and a copy of the information provided to the health care professional.
5. HOSWWA 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. HOSWWA 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 HOSWWA business are allowed in vehicles only in special circumstances.
8. The cleaning of HOSWWA's 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. OUTDOOR HEAT SAFETY

### A. Covered Workers

This plan covers anyone working outdoors more than 15 minutes in any 60-minute period when temperatures are:

- As low as 52°F and up if you are wearing non-breathable clothing or clothing that provides a vapor barrier like rain gear or chemical-resistant suits.
- At or higher than 80°F when you wear any other type of clothing.

### B. Shade or Alternatives

1. The purpose of shade is to cool your body down. Shade helps prevent heat illnesses.
2. We will provide enough shade to fully cover everyone taking a break at the same time with room enough to sit comfortably. Use this shade whenever you need to cool down so you do not overheat, and during any required cool-down rest period.

### C. Hydration

1. Drink water before work so you start your day hydrated.
2. We will ensure you have access to water, such as nearby faucets, drinking fountains, or water bottles depending on your work location.
3. Don't wait to be thirsty to drink. Drink small amounts often throughout the day to stay hydrated. Drink at least 1 cup every 15-20 minutes.
4. Sport drinks low in sugar are okay. Avoid drinks with caffeine and high sugar content like sodas because they won't hydrate you.
5. Your supervisor is responsible for ensuring there is enough suitably cool water to allow you to drink at least a quart each hour.

### D. Cool-Down Rest Periods

1. When covered by this Outdoor Heat policy, you are encouraged to take a preventative cool-down rest period anytime you feel the need to do so to prevent overheating.
2. Any worker who starts to experience heart illness must be relieved of duty, allowed to safely cool down, and be closely monitored to verify they are okay or need prompt medical attention.
3. When the temperature reaches 90°F, every worker is required to take at least a 10-minute cool down rest period in the shade every 2 hours.
4. When the temperature reaches 100°F, every worker is required to take at least a 15-minute cool-down rest period in the shade hourly.
5. All cool-down rest periods are paid time unless taken during a meal period.

### E. Training

We will provide outdoor heat safety training annually. The training will include the dangers of outdoor heat exposure, our measures to protect employees, and actions you and supervisors must follow to prevent heat-related illness.

### F. Responding to Heat-Related Illness

1. Let a supervisor or someone nearby know if you or a co-worker is experiencing any signs or symptoms of heat-related illness, and take immediate action to ensure things don't get dangerously worse.
2. Time is critical. Acting quickly increases the chances of a full recovery. Get the worker away from the hot area and into the cool shaded area provided.
3. Let the worker rest and drink cool water.

4. Never leave an employee who is experiencing heat-related problems alone, because things could get worse.
5. If the employee does not respond quickly, call emergency medical services.

#### G. Warning Signs and Symptoms

1. Signs of heat exhaustion may include: Headaches, dizziness, light-headedness, weakness, mood changes, irritability, confusion, feeling sick to your stomach, vomiting, fainting, decreased and dark-colored urine, and pale, clammy skin.
2. Signs of heat stroke may include: Dry, pale skin, sweating may still be present; hot, red skin (looks like a sunburn); mood changes; irritability, confusion, and not making any sense; seizures or fits, and collapse (will not respond).

### VIII. WILDFIRE SMOKE

Wildfire smoke is a health hazard for exposed employees. The wildfire smoke rules apply to employees working in outdoor environments.

Wildfire smoke rules do not apply to indoor workplaces where doors and windows remain closed, except when it is necessary to briefly open doors to enter and exit.

#### A. Health Effects and Adverse Symptoms of Wildfire Smoke

The main harmful pollutant in wildfire smoke is particulate matter. These tiny particles can reach the deepest parts of the lungs and can be absorbed into the body. The EPA has determined that particulate matter may cause or worsen cardiovascular disease, respiratory disease, cancer, and can harm the nervous system.

1. Exposure to particulate matter in wildfire smoke can cause a wide range of symptoms including:
  - Respiratory: Cough, difficulty breathing, wheezing, shortness of breath, asthma attack, runny nose, sore throat, sinus pain or pressure, or phlegm.
  - Cardiovascular: Chest pain or discomfort, fast or irregular heartbeat, feeling weak, light-headed, faint, or dizzy, or pain or discomfort in the jaw, neck, or back.
  - Symptoms concerning for a stroke: Sudden numbness or weakness in the face, arm, or leg, especially on one side of the body. Sudden confusion, trouble speaking, or difficulty understanding speech. Sudden trouble seeing in one or both eyes. Sudden trouble walking, dizziness, loss of balance, or lack of coordination. Sudden severe headache with no known cause.
  - Headache, scratchy or irritated eyes, fatigue or tiredness, or nausea or vomiting.
2. Symptoms requiring immediate medical attention can include:
  - Symptoms that can lead to a heart attack, such as: Chest pain or discomfort. Feeling weak, light-headed, faint, or dizzy. Pain or discomfort in the jaw, neck, or back. Pain or discomfort in one or both arms or shoulders. Shortness of breath, especially if accompanied by chest discomfort.
  - Symptoms that can lead to a stroke, such as: Sudden numbness or weakness in the face, arm, or leg, especially on one side of the body. Sudden confusion, trouble speaking, or difficulty understanding speech. Sudden trouble seeing in one or both eyes. Sudden trouble walking, dizziness, loss of balance, or lack of coordination. Sudden severe headache with no known cause.
  - Wheezing, difficulty breathing, or shortness of breath

- Asthma attacks
  - Nausea or vomiting
  - Any symptom that is concerning or per a health care provider's advice.
3. Our employees may follow medical advice they have been given or seek medical attention for any symptoms they may experience that are potentially related to wildfire smoke exposure, regardless of the severity.
  4. It is important to notify a manager when an employee is experiencing symptoms of wildfire smoke exposure so we can respond appropriately. Our employees must watch for symptoms of wildfire smoke exposure as a sign to reduce exposure. Wildfire smoke can harm healthy people. The smoke can harm someone even if they are exposed over a short period or a long period. Wildfire smoke is harmful even if there is no smell or symptoms.
  5. By law, HOSWWA will not retaliate against our employees for reporting symptoms, seeking medical attention, following medical advice they have been given, or for filing a workers' compensation claim.

## B. Communicating Wildfire Smoke Hazards

1. HOSWWA will monitor the Air Quality Index (AQI) by subscribing to EnviroFlash Air Quality notifications.
2. HOSWWA will take action depending on the AQI score:

| AQI Score | Actions Required                                                                                                                                                   |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 72-100    | We will notify employees of the air quality conditions and forecasts.<br>Only trained employees can work outdoors.                                                 |
| 101-350   | All of the above, and:<br>We will make N95 masks available for voluntary use.<br>We will implement exposure controls.                                              |
| 351-848   | All of the above, and:<br>Workers who have smoke exposure symptoms will be moved indoors.<br>We will directly distribute N95 respirators to you for voluntary use. |
| Above 849 | Employees will not be allowed to work outdoors.                                                                                                                    |

3. You can also look up the current AQI any time by going to the Washington Air Monitoring Network at [enviwa.ecology.wa.gov](http://enviwa.ecology.wa.gov)
4. You are encouraged to report worsening air quality conditions to your supervisor.

## C. Training

All covered workers and supervisors must receive training before working outdoors when the AQI is at or above 72, and then at least annually.

## D. Responding to Wildfire Smoke Exposure Symptoms

1. Employees must notify a supervisor if they have symptoms of wildfire smoke exposure. We will monitor these employees to determine whether medical attention is necessary.
2. Employees may seek medical attention or follow medical advice they have been given for symptoms potentially related to wildfire smoke exposure. We will not retaliate against employees for seeking medical attention or following medical advice they have been given.
3. Complete an incident report as soon as possible.

## E. Controlling Employee Exposure

When the AQI is at or above 101, we will use one of these means of reducing your exposure:

1. Changing your work assignment to a building or vehicle where the air is adequately filtered.
2. Avoiding or reducing work that creates additional dust, fumes, or smoke.
3. Reducing your work intensity.

## F. Sensitive Groups

Sensitive groups include people who are at higher risk of experiencing adverse health effects as a result of exposure to wildfire smoke, including those with preexisting health conditions. Sensitive employees are encouraged to communicate with their supervisor and implement exposure controls whenever necessary, even if smoke levels are below the threshold for mandatory action.

## G. Respirators

1. Respirators can be an effective way for our employees to protect themselves from wildfire smoke. When respirators are properly selected, fitted, and worn, they can reduce exposure to wildfire smoke.
2. Different respirators and filters are certified and designed for protection against specific air contaminants. A NIOSH-approved N95 filtering facepiece respirator is the minimum level of protection for wildfire smoke.
3. Surgical masks, KN95 masks, or items worn over the nose and mouth such as scarves and bandannas **will not** provide protection against wildfire smoke.
4. Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations.
5. We will give you instructions for wearing your N95 mask whenever respirators are distributed for voluntary use.
6. Unfitted respirators may not properly seal, which can allow air contaminants like wildfire smoke particles to enter the respirator.
7. Some people cannot use a respirator due to certain medical conditions. Employees who have questions about whether it is safe for them to wear a respirator should talk to their doctor.

Some symptoms or medical conditions may cause problems with respirator use or may limit or prevent the effective use of a respirator. These symptoms can include respiratory, cardiac, or other symptoms, including those identified by a medical provider. If any of our employees develop these symptoms while wearing a respirator, they should go to an area with clean air, take off their respirator, and get help.

## IX. 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.