



SRTC EMPLOYEE HANDBOOK

APPROVED
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SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL

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DISCLAIMER:

The statements in this handbook do not constitute a contract of employment but are general statements of the Spokane Regional Transportation Council's (SRTC) current policies. SRTC reserves the right to modify these policies at any time at its sole discretion.

Offers of employment or specific terms and conditions of employment outside of those generally described in this handbook must be in writing and signed by the SRTC Executive Director. Any oral statements to employees are not binding upon SRTC.

Employment between SRTC and each employee is at-will, which means either SRTC or the employee may terminate the employment relationship with or without cause at any time. Nothing in this handbook (1) is intended to create, and shall not be construed as, a contractual arrangement or agreement between SRTC and the employee; (2) shall be construed to affect or modify the employee's at-will employment; or (3) shall be construed as a guarantee or promise of specific treatment in specific situations or as a guarantee of continued employment.

SRTC follows all currently applicable State of Washington and Federal employment laws, regardless if listed or specifically referred to in this document.

WELCOME

Welcome to the Spokane Regional Transportation Council (SRTC). SRTC is the lead agency for transportation planning services for the area covered by Spokane County. The agency has several roles; at the federal level, SRTC is designated a Metropolitan Planning Organization (MPO) and is designated a Regional Transportation Planning Organization (RTPO) by state law.

Your contribution as part of an overall team is what leads to the success of this organization. Your skills allow us to serve our citizens with pride, honesty, competence, loyalty, and respect. The diverse perspective you bring to our organization allows each of us to be personally and professionally enriched and to problem-solve in creative and meaningful ways.

This employee handbook contains the key policies and benefits for the employees here at SRTC.

SRTC Mission, Vision, and Values

Mission:

Develop plans and programs that coordinate transportation planning in the Spokane region.

Vision:

The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods for a region of our size.

Values:

Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity

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SRTC STRUCTURE

SRTC is the duly authorized Metropolitan Planning Organization (MPO) conducting the regional transportation planning function within Spokane County under U.S.C Title 23 Section 134, RCW 35.63.070 and RCW 36.70.060. SRTC also serves as the WA state designated Regional Transportation Planning Organization (RTPO) for Spokane County under RCW 47.80. RTPOs are voluntary associations of local governments, authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans. SRTC is governed by a Board of Directors representing its member agencies. Board composition is established by the SRTC Interlocal Agreement.

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SRTC POSITION STATEMENTS

Equal Employment Opportunity/Discrimination/Harassment

It is the policy of SRTC to provide an equal employment opportunity (EEO) for all persons, regardless of race, color, religion, national origin, age, gender, disability, use of a service animal, sex, marital status, sexual orientation and/or gender identity, military status, genetic information or being a victim of domestic violence or other protected category under state or federal law. All recruiting, hiring, training, promoting, and terminating of persons in all job classifications will be done without regard to race, color, religion, national origin, age, gender, disability, use of a service animal, sex, marital status, sexual orientation and/or gender identity, military status, genetic information or being a victim of domestic violence or other protected category under state or federal law.

Likewise, any benefits offered by SRTC will be given or withheld without regard to race, color, religion, national origin, age, gender, disability, use of a service animal, sex, marital status, sexual orientation and/or gender identity, military status, genetic information or being a victim of domestic violence or other protected category under state or federal law.

Unlawful Harassment

SRTC's Anti-Harassment and Discrimination Policy is to provide employees with a work environment free of harassment and discrimination. Harassment of employees, clients, customers, or any other person(s) doing business with the SRTC because of the person's protected status such as: race, color, religion, national origin, age, gender, disability, use of a service animal, sex, marital status, sexual orientation and/or gender identity, military status, genetic information or being a victim of domestic violence or other protected category under state or federal law is prohibited.

Examples of prohibited harassment include, but are not limited to, actions, words, jokes, or comments based on race, religion, color, national origin, gender identity, sexual orientation, age, marital status, or any other legally protected characteristic. Also, ethnic slurs, innuendos or other verbal or physical conduct because of a person's nationality, race, color, age or other protected status are prohibited. Specifically included in this prohibition is conduct of a sexual nature. In a nutshell, treating someone disrespectfully because of the person's protected status will violate this policy and an employee can be subject to discipline up to and including termination for this violation.

Sexual Harassment

Sexual harassment is a specific type of unlawful harassment and includes unwelcome sexual advances, requests for sexual favors, or physical contact of a sexual nature, as well as jokes, comments, or innuendoes with a sexual connotation. Sexual harassment affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment. Sexual harassment may include conduct that displays sexually suggestive emails, objects, pictures, cartoons or posters. SRTC prohibits verbal abuse of a sexual nature, or sexually oriented jokes, innuendos, or obscenities.

Sexual conduct sought in return for job benefits or opportunities, such as the loss or threatened loss of a job for failing to comply with a supervisor's sexual demands is considered discrimination. This may include situations that began as mutual attractions, but later ceased to be reciprocal.

Harassment not involving sexual activity or language is also discriminatory if it is sufficiently patterned or pervasive and directed at an employee because of the person's protected status. For example, hazing an employee based on gender because he or she is transgender or based on sexual orientation is prohibited.

Complaint Procedure

Any employee with questions or concerns about what he or she believes is inappropriate behavior, or with a complaint that he or she is experiencing any harassing or discriminatory conduct, is strongly encouraged to report his or her concerns to his/her supervisor, the Chair of the SRTC Board of Directors, or the Executive Director.

The Chair of the STRC Board of Directors rotates annually. The current contact information for the SRTC Chair is located on the organization's website and in the Board Contact Lists folder on the Admin Drive of Sharepoint.

If your immediate supervisor is involved in the matter, report to the Chair of the SRTC Board of Directors or the Executive Director. An investigation will be launched once a complaint is received. Although investigations and complaints can be kept private as allowed by applicable law, they cannot always be kept confidential. If an investigation substantiates that any unlawful harassment and/or discrimination occurred, the offending employee will be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

Any employee can raise concerns or make reports without fear of reprisal. It is strictly against SRTC policy to retaliate against any employee making a complaint on behalf of the employee or another. Upon receipt of the complaint, SRTC will investigate the matter in a timely fashion and will treat the information reported as private as allowed by law.

Anyone found to have engaged in any retaliatory behavior in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Alcohol and Drugs

SRTC has an unwavering commitment to a completely drug and alcohol-free work environment. The purposes of this commitment are as follows:

1. To establish and maintain a safe, healthy working environment for all employees;

2. To reduce the incidence of accidental injury to a person or property; and
3. To reduce absenteeism, tardiness, and diminished job performance.

This policy applies to all SRTC employees.

Definitions

Alcohol. A positive test for alcohol is defined as having a blood-alcohol level of .02 or greater based on a breathalyzer and/or 20 mg/DL on a urinalysis test. Prohibited conduct involving alcohol includes being under the influence of alcohol while on—or on route to—SRTC property, and consuming alcohol on SRTC property.

Collection Facility. A place where individuals present themselves for the purpose of providing a specimen for drug testing. For the purposes of this Policy, the Collection Facility is *Spokane Testing Solutions*, or other facility designated by SRTC administration.

Illegal Use of Prescribed Drugs. Prescription drugs used contrary to a licensed medical practitioners' instructions or prescribed drugs used by a third-party without a prescription.

Positive Test. A positive test result is defined as having a urinalysis which renders a positive result for any alcohol in excess of the permissible amount defined in this Policy or for drug defined as illegal under state or federal law, any non-over the counter substance not prescribed by your physician, and/or any prescription medication prescribed to you.

Prohibited Drugs. Any drug or controlled substance under state and federal law, the non-prescription sale, possession, or use of which is illegal, including the illegal sale, possession, or use of prescription drugs. Prohibited drugs include any controlled substance that is not medically authorized for the user. Prohibited drugs also include: Amphetamines; Benzodiazepines; Barbiturates; Cocaine; Marijuana; Methadone; Methaqualone; Opiates (heroin, morphine); Phencyclidine (PCP); and Propoxyphene.

Tampering with a Specimen. Providing a diluted or substituted tissue or product of the human body that is capable of revealing the presence of drugs or their metabolites, or alcohol.

Prohibited Conduct

1. Consuming alcohol while on SRTC premises or while on route to report for duty.
2. Drinking or being under the influence of alcoholic beverages while on duty. An employee will be considered to be "under the influence" when consumption of any alcoholic beverage has impaired or is likely to impair the employee's job performance and who exhibits symptoms that gives SRTC reasonable suspicion to believe that the employee is under the influence.
3. Consumption of alcohol at SRTC-sponsored events.

4. The use of prescription drugs on SRTC premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner. Prescription drugs should only be used in the manner, combination, and quantity prescribed.
5. The use of any substance which carries a warning label that indicates “mental functioning, motor skills, or judgment may be adversely affected” that prohibits the employee from performing safety-sensitive functions (e.g., drive on SRTC business) without a written release from his/her doctor that the employee is deemed safe to perform or execute such duties.
6. The use of an illegal drug or the possession of same on duty.
7. The sale, trade, or delivery of illegal drugs by an employee to another person on or off duty. Individuals who violate this prohibition may be referred to law enforcement authorities.
8. Tampering with a specimen in an attempt to change the results of a drug or alcohol test.
9. Failing to report to the Collection Facility as directed by SRTC.
10. The "occasional," "recreational," or "off-duty" use of prohibited drugs will not be excused.

Employees who engage in prohibited conduct may be subject to disciplinary action, up to and including termination.

Confidentiality

The results of any/all physical examinations and blood and urine tests will be treated as confidential as allowed by law, and distribution limited to the employee and those (Management or Supervisor) having a bona fide "need to know" unless otherwise required.

Types of Testing

1. **Reasonable suspicion test:** Drug/Alcohol testing may be used to determine “fitness for duty” should an employee be exhibiting signs or symptoms of impairment in the workplace. Whether reasonable suspicion exists depends on the indicators used to determine that an employee may use or be under the influence of alcohol or prohibited drugs. Employees who are instructed to submit to testing under reasonable suspicion will be escorted to the collection facility. Employees will not be allowed to operate a motor vehicle or return to work until the test results are confirmed. If the test results are negative, the employee will be compensated for the normal number of hours that they would have worked while waiting for the results. If the test is positive, no compensation will be given for time lost. An employee that tests positive may request to retake the test at his or her own expense.
2. **Post-accident test:** Testing that follows an accident or near-miss situation to determine the root cause of an incident following a work-related, workplace, or on-the-job accident. Testing must occur and be completed as soon as practicable. An employee subject to post-accident testing must remain available for testing. If the employee does not remain available, this action is considered a refusal to submit to testing. An employee will not be considered available for testing if he/she leaves SRTC premises for verifiable medical treatment of anyone involved in the accident.

3. **Return to duty & follow-up test:** Testing that occurs following receipt of a test result showing the presence of drugs or alcohol to determine fitness-for-duty.

Employee Assistance Program

SRTC's contracted Employee Assistance Programs (EAPs) are confidential resources for employees and members of their household who wish to speak to a counselor regarding any number of issues - from family, to work, to stress, to depression and more - **including substance abuse problems**. Twenty-four (24) hour assistance (800-570-9315) is available with services that include assessment, referral, outpatient counseling, inpatient and alternate care programs, utilization management, and case management. Employees are encouraged to contact their EAP for assistance in the early detection of substance abuse problems and treatment program referrals. More information on EAP's is available in Appendix A of this Handbook.

Although the decision to seek diagnosis and accept treatment is completely voluntary, the first time any employee comes forth and notifies SRTC of alcohol or drug abuse problems he/she will be provided the same opportunity for assistance as extended to employees with any other illness. This self-identification must occur prior to any accusation, detection, or investigation into suspected violations of SRTC's Drug and Alcohol policy.

An employee who elects to self-identify drug or alcohol abuse may be given an opportunity to seek evaluation, education, or treatment to establish control over his/her substance problem. SRTC will try to ensure the confidentiality of the problem insofar as it does not impede good management practices. SRTC will consider a reasonable accommodation to facilitate the employee's treatment. Employees may use accrued Paid Time Off (PTO) or Sick Leave for such absence if available, in addition to unpaid time.

Upon successful completion of the recommended treatment program, as established by a signed release by the attending program director or counselor, the employee may return to work. Upon return to work and at any time thereafter, a Fitness for Duty assessment may be required.

Safety

It is a continuing policy of SRTC that the first consideration in the performance of work shall be the safety of employees. Safety is the responsibility of all employees. Employees should watch for potential safety hazards and report unsafe conditions or practices to the Executive Director. All reasonable methods, procedures, and equipment necessary to achieve a safe working environment will be used. There will be no compromise with safety.

SRTC's Responsibility: To carry out this policy, SRTC, including all levels of supervision, accepts the responsibility to:

1. Keep work areas free of unnecessary hazards;
2. Provide or make available to employees such protective equipment as needed to perform the work safely;
3. Provide safe tools and equipment to employees;
4. Provide employees with the necessary instruction to perform his/her work safely;

5. Engage in a continuing program of improving safety methods, techniques, concepts, and equipment; and
6. Provide a continuing program of safety instruction to employees.

Employee's Responsibility: To make this policy fully effective, it is the responsibility of each employee to:

1. Maintain work habits and attitudes that protect themselves and other employees;
2. Follow instructions and do not take chances. If you do not know, ask;
3. Report immediately any condition or practice he/she thinks might cause injury to himself/herself, others or damage to equipment;
4. Put everything he/she uses in its proper place. Disorder causes injury and wastes time, energy and material;
5. If driving for SRTC, do not drive distracted;
6. Abide by SRTC's Drug and Alcohol policy;
7. Use the right tools and equipment for the job and use them safely;
8. Report immediately whenever the employee or the equipment he/she operates is involved in an accident, regardless of how minor. Get first aid promptly;
9. Use, adjust, alter, and repair equipment only when authorized;
10. Wear approved, well maintained, personal protective equipment as directed; and
11. No horseplay; avoid distracting others.

Injuries on the Job

All current SRTC employees are covered by Washington State Department of Labor and Industries ("L&I") workers' compensation in the event of on-the-job injuries or job-related illnesses. Workers' compensation pays for medical care directly related to your accident or illness. If you are unable to work following your injury, you may be eligible for a portion of your lost wages. Most importantly, L&I may help coordinate a safe and timely return to work. Employees must report all job-related accidents or illnesses immediately or as soon as possible to their supervisor.

Reporting On-the-Job Accidents

If you are injured on the job, seek medical attention first if needed and then report the accident as soon thereafter as possible. All injuries that occur during working hours must be reported to the Executive Director or designee on the day of injury. Employee's Report of Injury forms will be provided (link to form). In order to claim worker's compensation benefits due to an on-the-job accident or exposure, the Employee must seek medical treatment and file a claim.

Use of Leave for Job-Related Injuries

Any employee receiving leave with pay (sick, vacation, floating holidays, comp time) who is eligible for time-loss payments under the Workers' Compensation Law will, for the duration of such payments, receive only that portion of his or her regular salary which, together with said payments, will equal his or her regular salary. In order not to impose an undue hardship on the employee caused by the time lag involved in time-loss payments, the employee will be paid his or her full salary with accrued paid leave, and on receipt of time-loss payments, will remit such payments to SRTC. In order to claim worker's compensation benefits due to an on-the-job accident or exposure, the Employee must seek medical

treatment and file a claim. If the employee files a claim, the employee may choose to keep the L&I reimbursement payments or assign the L&I reimbursements over to SRTC. If the employee signs over the L&I reimbursement to SRTC then SRTC will continue to pay the employee through use of the employee's accrued leave time. This policy is to ensure that employees will receive prompt and regular payments during periods of incapacity so long as accrued leave is available, while ensuring that no employee receives more than he or she would have received had the incapacity not occurred. Upon repayment of the funds advanced, an appropriate amount of accrued leave will be reinstated to the employee's account.

Willful failure to repay SRTC for any duplication of benefits as required by this policy will be considered fraud and subject the employee to discipline, up to and including termination.

GENERAL RULES OF CONDUCT

Generally, no conduct which is immoral, unethical, or illegal will be acceptable at SRTC.

Respectful Workplace

Employees should always speak to and deal with others in a respectful manner and strive to reflect SRTC's values of Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, and Integrity in all interactions with the public, professional colleagues, member agencies, the SRTC Board of Directors, and other SRTC staff. When at work for SRTC, employees are expected to model SRTC's standards of respect, regardless of differing personal opinions, principles, or beliefs. Any behavior that undermines our working relationships with each other, our partners, or general public is unacceptable.

Ethical Conduct

Employees are expected to model ethical standards, and to be conscious of public perception surrounding their actions as an SRTC representative.

Consistent with SRTC's core values, SRTC expects that all employees will serve our citizens, stakeholders and agencies in a professional manner that is fair, courteous, effective, efficient, and helpful. SRTC trusts and expects that its employees' decisions and actions will be guided by sensible judgment, personal responsibility, and the following ethical principles:

- Use tact and courtesy in all interactions, including members of the public, SRTC officials, and fellow employees;
- An effort to uphold SRTC's policies in a clear and consistent manner;
- Make unbiased decisions and use authority fairly and responsibly;
- Avoid decisions or actions that might result in or give the impression of providing preferential treatment or privileged information to any person;
- Conduct SRTC business in an unbiased manner, disclosing all potential conflicts of interest;
- Advocate for an environment of public trust by upholding our core values;

- Be good stewards of SRTC's resources, facilities and equipment;
- Use position or SRTC resources only for legitimate SRTC business; and
- Be mindful of how actions may be perceived by others.

Conflicts of Interest

SRTC employees are expected to conduct themselves with integrity and according to SRTC's Mission, Vision, and Values. SRTC employees should avoid conflicts of interest that may arise within the scope of their employment with SRTC. Specifically, SRTC employees are prohibited from engaging in any of the following conduct:

1. Using their position with SRTC to secure special privileges or exemptions for themselves or others;
2. Giving, receiving, or agreeing to receive any benefit or compensation from any source other than SRTC for a matter connected with or related to the employee's employment with SRTC;
3. Accepting any outside employment, or participating in other business or professional activity, that could induce the employee to disclose Confidential Information that the employee acquired during the course of employment with SRTC. For the purposes of this Policy, "Confidential Information" is defined as any information concerning the business of SRTC, its employees, Board of Directors, contracts, or any other information which is not disclosed to the general public or known in the industry, except for disclosure necessary in the course of employee's duties for SRTC, or as required by law;
4. Disclosing Confidential Information that an employee gained as a result of his/her employment with SRTC, or using Confidential Information for personal benefit; and
5. Directly or indirectly receiving a financial benefit from a contract made through SRTC.

SRTC's Executive Director may authorize acceptance of a Speaking/Presenting honorarium and/or travel expense reimbursement based on the specific circumstances of the offer.

It is understood that SRTC is the primary employer for full time employees of SRTC. Should any employee wish to engage in any outside employment, work for hire, contract work, speaking or presenting, or any other work for which the employee will (1) utilize skills or work product related to his or her employment with SRTC and (2) be compensated, either directly or indirectly, the employee shall notify the Executive Director. Outside employment shall not create a conflict of interest for SRTC and the outside employment not otherwise interfere with the employee's responsibilities in his or her SRTC employment. It is also understood that if the employee is being compensated independently, they are acting independently and are not acting as an employee, agent, or representative of SRTC and are not representing SRTC work products and activities. The Executive Director may consider the specific circumstances of any request in determining and mitigating potential conflicts. This provision does not apply to volunteer work. This provision also does not apply to any outside employment, unrelated to SRTC, for a part-time or intern employee.

2 CFR 200.430 Compensation—personal services.

(c) ***Professional activities outside the non-Federal entity.*** Unless an arrangement is specifically authorized by a Federal awarding agency, a non-Federal entity must follow its written non-Federal entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the non-Federal entity for non-organizational compensation. Where such non-Federal entity-wide written policies do not exist or do not adequately define the permissible extent of

consulting or other non-organizational activities undertaken for extra outside pay, the Federal Government may require that the effort of professional staff working on Federal awards be allocated between:

- (1) Non-Federal entity activities, and
- (2) Non-organizational professional activities. If the Federal awarding agency considers the extent of non-organizational professional effort excessive or inconsistent with the conflicts-of-interest terms and conditions of the Federal award, appropriate arrangements governing compensation will be negotiated on a case-by-case basis.

Any employee who violates this policy is subject to discipline, up to and including termination.

Attendance, Annual Leave, and Absences

Punctual and regular attendance is expected and required. Employees are expected to email their supervisor, call SRTC directly, or leave a voicemail at SRTC's main number prior to the start of the workday (or as soon as practical) if they are ill or will be absent for other circumstances beyond their control.

Employees are to use the sign out board when leaving, so they can be located if necessary.

Vacation and other leave requests must be pre-approved by the Executive Director as far in advance as possible, but at least one workday in advance. Non-exempt staff overtime hours must be pre-approved by the Executive Director.

Communication

Employees are expected to foster good communication between SRTC staff, other jurisdictions, management, general public, and contractors/consultants. If an employee does not understand a directive, policy, instruction, request, or other communication, it is his/her responsibility to seek clarification.

Employees should address problems or conflicts that arise in the workplace directly with the other affected party immediately. If the employee is unable to resolve a conflict on his/her own, the employee should bring it to the Executive Director's attention rather than discussing the matter with coworkers or others outside the organization.

Disclosure of SRTC Information

SRTC receives information from State and Federal agencies. Any employee found to have engaged in the unauthorized use or release of information without prior authorization may result in disciplinary action. Use of any SRTC information for personal gain may be grounds for immediate termination.

Return of SRTC Property

Upon separation of employment with SRTC, employees must deliver to a designated SRTC representative within two (2) business days after separation from employment, all records, documents, hardware, software, and all other property of SRTC in whatever form and all copies thereof in an employee's possession. Employees are expected to certify in writing to SRTC at the time of termination that the Employee has in good faith complied with this obligation.

In circumstances where an SRTC employee is performing remote work, he/she will be asked to sign a Property List that denotes all SRTC equipment provided to the employee. The Property List provides specific information on the value of each piece of equipment that an employee will be provided with to work remotely. An employee's signature on the Property List authorizes SRTC to deduct the replacement value of SRTC equipment provided to the employee on the employee's final paycheck if he/she fails to return SRTC equipment within three (3) calendar days of the employee's last day of work for SRTC. Failure to sign the Property List may disqualify an employee from being able to work remotely.

Care of SRTC Property

All employees must exercise proper care in the use of SRTC property, including software and data, and to utilize SRTC - owned property only for authorized official SRTC business. Unauthorized removal of SRTC - owned property from SRTC 's premises or its conversion to personal use is prohibited and is cause for disciplinary and/or criminal action.

Every January 1st and at any time of a separation of an employee, the front door access code will be altered. The new code will be communicated to each employee. SRTC property is the responsibility of all employees and it is expected that the access code is not shared publicly with those who are not an SRTC employee.

The door to the server and hardware room is to remain locked at all times. The key to the door will remain locked with an access code known only to the administrative assistant(s) and the Executive Director.

Any unauthorized or personal use of SRTC equipment, software, or data may be grounds for immediate termination.

Work Products

All work products generated by employees while in service to SRTC are the property of SRTC and are not "owned" by the employee. Employees are expected to work cooperatively, sharing information, and work products upon request, provided that confidentiality rules are respected. If there is a specific work product that an employee has developed prior to beginning employment with SRTC, the employee should document the work product in writing and have it placed in his/her employee file as separate work product.

Telephone Usage/Texting

Some personal calls are understood to be necessary during normal work hours; however, they should be kept to a minimum and made during rest and meal periods. SRTC realizes that emergencies occur and

requests that employees act prudently; however, employees who frequently are found to be using their personal cell phones for personal reasons while on duty may be subject to discipline.

Electronic Communications / Social Media

"Social media" can mean many things but includes all means of communicating or posting information or content of any sort on the internet, including your own or someone else's website log or blog, journal, social networking site, etc., whether or not hosted by or affiliated with SRTC. Unless otherwise specified, these policies apply to all forms of social media use, whether through SRTC-hosted social media sites or from your personal social media account on non-work time.

Nothing in this policy or other SRTC policies is intended restrict your rights to discuss wages, hours, working conditions, or other terms or conditions of your employment, or otherwise engage in protected concerted activity, as applicable under the National Labor Relations Act.

Guidelines for Social Media Use

On Your Own Time and Devices. Unless you are a designated contact for SRTC-hosted social media, you may only access social media while on non-working time and from non-SRTC owned computers, IT resources, or communication systems. You may not use SRTC-hosted email addresses to register on social media for personal use. The use must not disrupt normal SRTC functions and time spent processing personal email/other must not negatively impact the employee's ability to do the job. Sending personal emails and interacting with social media should be done during an employee's meal or rest periods instead of when an employee is on duty. Conducting business transactions of any non-SRTC enterprise, either profit or non-profit, while on duty is prohibited.

Follow Other Policies and the Law. SRTC's other personnel policies and agreements apply to the social media setting as well. Electronic mail and other forms of electronic communication, including text messages on SRTC-owned phones, are not confidential and may be considered a public record under the Washington State's Public Disclosure Act (RCW 42.17) and the law governing preservation and destruction of public records (RCW 40.14). Email should not be used for the transmission of truly personal or confidential matters. Electronic mail may be retrieved even after being "deleted." If your social media activity would violate other policies or laws in another setting, it is also improper online. Some examples include:

1. **Anti-Discrimination.** Adhere to SRTC's policies against harassment and discrimination. Postings that may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct, are not tolerated and may subject you to disciplinary action up to and including termination.
2. **Confidentiality.** Comply with SRTC's policies against unauthorized disclosure of confidential or proprietary information, including trade secrets, confidential financial data, and/or private or proprietary information of SRTC's members/customers, suppliers, or vendors.
3. **Intellectual Property.** For SRTC's protection and your own, respect laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including SRTC's own copyrights, trademarks, and brands.

Professionalism. You are encouraged to consider the "Golden Rule" when posting. And you must:

1. Be professional with and about members/customers, suppliers, competitors, and other third parties who may interact with SRTC.

2. Regardless of topic, avoid using content that could be construed as maliciously false, obscene, or violate SRTC's anti-harassment or anti-discrimination policies. Keep in mind that you may be more likely to resolve workplace concerns or complaints by speaking directly with your co-workers or through designated reporting channels, rather than posting complaints on social media.

Your Opinions Are Your Own. Unless you are a designated contact for SRTC-hosted social media or content created on behalf of SRTC, you may not represent yourself as a spokesperson for SRTC. If your content concerns SRTC, clarify that you are not speaking on behalf of SRTC.

United Voice During Outages/Emergencies. Besides the above guideline, it is crucial that SRTC provides consistent, accurate information to the public, particularly during outages or emergencies. To avoid potential confusion, unless otherwise designated, please do not post anything onto SRTC-hosted social media during this time that may be construed to relate to the situation.

Use Common Sense. You are ultimately responsible for what you post online. Understand but do not rely on privacy settings to keep your information private. What you publish online always has the possibility of becoming accessible to anyone on the internet and can be around for a long time.

Internet Access

Internet technology offers excellent tools for employees to work efficiently and research information. Employees are not to misuse any internet access privilege. The internet may not be used for: accessing or transmitting obscene, profane, pornographic, abusive, harassing, discriminatory, or threatening information, pictures, or representations; unlawful activities, including violations of copyright law or for activities that are malicious or have the effect of harassing other users; attempting to gain access to computers or networks to which they do not have legitimate access; and installing or operating software that compromises computer security or introduces viruses in the SRTC system.

Employees are allowed limited use of equipment and facilities to access the internet for personal purposes. The use must not disrupt normal SRTC functions and the time spent on the internet must not negatively impact your or another employee's ability to do the job. Any personal files (such as photographs) must be saved to a removable hard drive or desktop, not to an SRTC server or alternate location on network.

Personal Appearance

SRTC strives to maintain a workplace environment that functions well and is free from unnecessary distractions. As part of that effort, SRTC requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. The SRTC Executive Director may determine and enforce guidelines for workplace-appropriate attire and grooming; guidelines may limit natural or artificial scents that could be offensive or distracting to others.

SRTC staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, including the proper maintenance of work areas, is an ongoing requirement of employment.

WORK SCHEDULE AND BENEFITS

Definitions of Employees

Full-time and Part-time Employee

A full-time/part-time employee is hired for an undefined period of time. Such employment is at-will, which means that either the employee or SRTC may terminate employment with or without cause at any time. A full-time employee works a schedule of 40 hours per week. A part-time employee works a schedule of between 20 and 40 hours per week.

If a part-time employee's work schedule is between 20 and 29 hours per week and has worked for SRTC at least six consecutive months, the employee shall have access to SRTC's medical and dental insurance for the employee only at 50% employee cost for medical insurance, and 75% for Dental & Vision cost. Insurance benefits for dependents is 100% paid by the employee. Vacation, sick leave, regular & floating holidays will accrue on a prorated basis.

Temporary/Seasonal Employee

A temporary/seasonal/intern employee is hired for an undefined period of time and works less than 20 hours per week. Such employment is at-will and either the employee or SRTC may terminate employment without cause at any time for any reason. Temporary/Seasonal/Intern employees will not have access to SRTC's medical and dental insurance and will not receive vacation, holidays or floating holidays. Temporary/Seasonal employees are covered under the State of WA's Paid Family and Medical Leave program. Sick leave will accrue at 1 hour for every 40 hours worked.

Assignment of Duties

Each employee is assigned specific duties and his/her duties may be changed from time to time as the Executive Director determines a need to realign work activities of the agency. An employee may request a review of his/her specific duties by the Executive Director of any matter relating to his/her employment. This request should be made in writing and will be completed within a reasonable period of time upon receipt by the Executive Director

Payroll Information

SRTC strives to pay salaries competitive with those of other agencies for similar work and responsibility in our community.

All SRTC employees are paid on a bi-weekly basis every other Friday. Pay periods are two (2) weeks in length. Pay periods start on Sunday and end on the second following Saturday. Pay checks are received the Friday following the end of the pay period.

Timecards will need to be turned in by the Thursday morning of the week the pay period ends. Timecards may be requested earlier. Timecards are to be filled out through the end of the pay period. If something changes, the timecard will be adjusted.

In the event an employee is overpaid during his/her employment, it is his/her duty to report the overpayment to the SRTC Administrative Services Manager immediately. Failure to report the overpayment may be grounds for discipline and/or termination.

The amount of the paycheck is based upon an hourly rate for grant billing purposes.

The following is a list of deductions automatically taken from a paycheck:

1. Federal income tax withholding
2. FICA (social security)
3. Medicare withholding
4. Industrial Insurance, based on hours worked in a pay period
5. Retirement, if applicable
6. Medical/Dental/Vision/Life Insurance, if applicable
7. WA Paid Family Medical Leave withholding
8. WA Cares Act - Long Term Care withholding (unless exemption provided)

Questions regarding salaries, paychecks, name, address, withholding tax, or other changes, (i.e., insurance coverage, deferred compensation, Section 125) should be directed to the SRTC Administrative Services Manager.

Pay Period and Hours

"**Work week**" is defined as five consecutive eight (8) hour days except for interruptions for unpaid lunch periods.

"**Workday**" is defined as the 8-hour period commencing with the starting time of the employee's scheduled shift.

"Paid Status" is defined as being paid for time while:

- At work in office or remotely per SRTC policy
- On PTO or other paid-time-off hours, including, but not limited to, holidays (regular & floating)
- On State Disability Leave or State Paid Family & Medical Leave (WA PFML) and integrating with available leave balances. Worked and/or PTO hours are used as percentage of pay period hours in determining holiday pay and PTO accruals.
- On Workers Compensation leave and integrating with available leave balance
- On jury duty
- On bereavement leave
- All other hours during which the employee is authorized or required by SRTC to perform work

A regular workday consists of eight (8) consecutive hours. Established lunch periods are excluded from determining the eight consecutive hours of work.

A schedule different from above (flex or compressed) must be approved by the Executive Director in writing and comply with wage and hour regulations under Washington law and/or the Fair Labor Standards Act.

Rest periods. Rest periods are mandated by state law. Thus, rest periods shall be provided and taken during each workday. These rest periods shall be paid. Rest periods shall be limited to one in each half of the workday. It is understood that employees shall not abuse rest periods. The time period allowed for any rest period will be established by the employee's supervisor, however, rest periods must be at least ten (10) minutes in duration and are not cumulative. No employee shall work longer than four hours without a rest break.

Meal periods. Unpaid meal periods of thirty (30) minutes are given for employees working shifts longer than five hours as well as for each additional (5) hours worked. Employees must work for at least two hours before they can take the meal period, and the meal period may not begin more than five hours after the beginning of a shift. If an employee voluntarily takes his or her meal period at another time, or otherwise waives his or her meal period, the employee must notify his or her supervisor of the same to ensure compensation for all time worked. Employees are encouraged to take meal breaks.

Overtime

Employees, except those exempt employees under the Fair Labor Standards Act or applicable state law, will be paid at time and one-half (1-1/2) times their regular rate of pay for all hours worked in excess of forty (40) hours in a work week or in excess of the full-time employee's approved flex schedule. Employees are not to work overtime unless directed or requested to work overtime by the Executive Director. Failure to follow this overtime policy may lead to discipline up to and including termination.

Compensatory Time

When a non-exempt employee works overtime, the employee may choose overtime pay or may request compensatory time off at time and one-half (1-1/2) for each hour worked in excess of 40 hours in a work week or in excess of the employee's approved flex schedule. The employee will record on his/her timecard whether overtime pay, or compensatory time is desired. Compensatory time should be utilized within six (6) months from the date the overtime is worked. Accrual of compensatory time is limited to a maximum of 80 hours at which time employees will receive overtime pay.

Unpaid compensatory time for a non-exempt employee at termination, retirement, or death will be considered as a wage or final compensation for purposes of calculating retirement benefits.

Retirement

SRTC's pension plan is governed by the Washington State Department of Retirement Systems. For retirement questions please contact the SRTC Administrative Services Manager. To be eligible to join the Retirement System, the employee must work consistently more than seventy (70) hours per month. SRTC and Staff contribute to the PERS system each payroll cycle. Note that the use of donated sick leave is not eligible compensation for WA PERS pension reporting of retirement benefits.

Direct Deposit

SRTC offers and encourages use of a convenient direct deposit service to all employees wishing to have their paychecks deposited into a personal bank account(s) on payday.

Deposits are made through the Electronic Funds Transfer Program and are available in the employee's account on payday (Friday).

To sign up for direct deposit, obtain a Paycheck Deposit Authorization (PDA) Form from the SRTC Administrative Services Manager. These forms must be signed and submitted with a voided check or account verification form provided by the employee's bank. It may take up to one pay period after the information has been entered and verified before payroll is electronically deposited in the employee's account, until that time a paper check will be used for payroll. Once initiated, the service continues until the employee makes a change (changing banks/accounts for example), requiring a new signed form.

Benefits for Employees Working Thirty (30) Hours of More per Week

SRTC's Cafeteria Plan is updated annually and linked here. The following benefits are available to staff working more than thirty (30) hours per week on average:

Medical/Dental/Vision Insurance

SRTC offers medical/dental/vision insurance. Coverage information will be provided by SRTC at the time of eligible employment. If you wish to change medical plans, re-enrollment occurs annually. Annual plan options/details, and SRTC share of premiums are determined each year as part of the SRTC Board approved budget and are updated annually in Appendix A of this document.

Life Insurance

Life insurance is offered by SRTC as budget is approved by SRTC Board. The policy amount will be in Appendix A and updated as needed. Employee options to purchase additional coverage will also be in Appendix A and updated annually.

Deferred Compensation

Under Section 457 of the Internal Revenue Code, public employees are able to save for retirement with pre-tax dollars by using a deferred compensation plan. The deferred compensation plan (DCP, also known as a 457 plan) allows you, on a voluntary basis, to invest part of your salary on a pre-tax basis to be paid to you at a later date. Neither your contributions nor your investment earnings are subject to current federal and state income taxes (but your contributions are subject to Social Security taxes). You will not owe state or federal income taxes on your 457 plan dollars until you receive payments from the plan, generally at retirement. The DCP is offered through the WA Department of Retirement Systems (DRS). Contact DRS or the SRTC Administrative Services Manager for additional information and details regarding WA DRS DCP's.

Section 125 Reimbursement Account

SRTC makes a benefit option available to employees called the Medical Flexible Spending Account (FSA). This innovative benefit offers an opportunity to save on out-of-pocket expenses for eligible health and dependent care by using before-tax dollars, thereby reducing taxable income and stretching take-home pay.

Whether you sign up for this benefit or not, if you have a medical premium deduction for qualified dependent insurance coverage, that amount is treated as a Reimbursement Account Plan – no federal or state income tax and no Social Security tax.

Voluntary Group Life Insurance

The SRTC benefits package provides added group term life insurance coverage to protect and keep pace with employee’s changing needs. Additional coverage for the employee and spouse is available with the freedom to apply for an amount that is right for the employee, convenient premium payments through payroll deduction and the flexibility to update coverage amount.

Holidays

SRTC provides a paid time-off benefit to recognize seven traditional holidays. This applies to all full-time/part-time employees employed by SRTC.

All eligible employees will be paid for these holidays on a straight-time basis. The following days are recognized as paid holidays:

| | |
|------------------------|--------------------------|
| New Year's Day | January 1 |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Thanksgiving Day | 4th Thursday in November |
| Day after Thanksgiving | 4th Friday in November |
| Christmas Day | December 25 |

When any of the above-named holidays occur on a normal business day (Monday through Friday), SRTC will be closed in observance of such holidays, and the employees of SRTC will be granted paid time off.

When any day observed as a holiday by SRTC falls on a Saturday, the preceding Friday will be observed as a regular holiday; or if any day observed as a holiday falls on a Sunday, the following Monday will be observed as a regular holiday. For employees working a flex schedule, check with the SRTC Administrative Services Manager to determine what day should be taken off.

In order to qualify for holiday pay, the employee must be in paid status for the entire period of the normally scheduled day of work immediately following the holiday.

The observed day of the holiday will be paid at eight hours for all full-time staff. Staff working flex or compressed schedules will be paid for eight hours of holiday pay the same as staff working a regular eight hour 5 days/week schedule. The difference between the eight-hour holiday and regularly scheduled flex or compress schedule hours will be accounted for by working and reporting the additional hours or utilizing accrued vacation or available floating holiday hours.

Floating Holidays

Employees may be eligible to take up to five floating holidays in a calendar year depending on their eligibility. Employees hired between January and June 30 of their first year of employment are eligible for four (4) floating holidays for use in that year. Employees hired before the third Monday of January will be credited with a fifth floating holiday. Employees hired on or after July 1 of their first year of employment are eligible to receive two (2) floating holidays for use in that calendar year. The floating holiday amount will be prorated if working less than full time. Employees may use floating holiday time on an hourly basis. Floating holidays will not be carried over into another calendar year. Unused floating holiday time will not be paid out at termination, retirement, or death.

Dates an employee intends to take as a floating holiday must be pre-approved by the Executive Director. If more than one employee requests a particular day off, the Executive Director should give equitable opportunity for employees to request days off, unless state or federal law mandates otherwise.

Vacation

SRTC provides a paid time-off benefit that will provide a restful break in the year-round routine. This applies to all full-time/part-time employees. Vacation begins to accrue on the first day of employment and may be taken upon completion of your first six months of employment. Part-time employees accrue vacation on a prorated basis.

Dates an employee intends to take as a vacation must be pre-approved by the Executive Director at least 24 hours in advance. Exceptions may be made in the case of an emergency. If more than one employee requests a particular day off, the Executive Director will determine which employee(s) may take time off.

Vacation is accrued each pay period for each year of employment as follows:

| Years of Employment | Bi-Weekly Hourly Accrual | Annual Accrual |
|-------------------------------------|-------------------------------------|---------------------------|
| First 4 years | 3.70 | 96.57 |
| Begin 5th through 10th | 5.24 | 136.76 |
| Begin 11 th through 14th | 6.01 | 156.86 |
| Begin 15th through 19th | 6.78 | 176.96 |
| Begin 20th | 8.32 | 217.15 |
| Begin 25th | 9.00 | 217.15 |
| Begin 30th | 9.50 | 217.15 |

After completion of three (3) months' service, employees may use vacation up to and including the amount accrued provided approval is obtained from the Executive Director. Workload requirements and continuity of service to SRTC are compelling factors in scheduling vacations.

Vacation time will be credited to employees on a biweekly basis. After this credit is made, an employee will be eligible to use the vacation credited.

In order to accrue vacation, the employee must be in paid status for eighty percent (80%) of his/her regular schedule for that pay period.

SRTC expects employees to use vacation annually and use a minimum of ten (10) working days each year. Full-time/part-time employees' maximum accrual for vacation is twice the accrual rate * 52.2 (this is 26.1 pay periods times 2 years); or 200 hours - whichever is greater. The 25 year and above annual amounts are capped; while accruals happen at the higher rate; they cannot accumulate to more than the 217.15 hours annually, nor exceed total accrual amount of 434.3 (217.15 * 2 years - 434.30).

Vacation may also be taken for the following situations, including but not limited to:

1. Military Leave of Absence / USERRA Leave
2. Illness or Bereavement Leave
3. Maternity Leave
4. Employee Assistance Program
5. Disability Issues under State and Federal Laws
6. Washington Family Care Act / Washington Family Leave Act
7. Domestic Violence
8. Temporary Leave of Absence
9. Natural Disaster

Should an employee be on authorized vacation when a holiday occurs, such holiday will not be charged against vacation leave.

At termination, retirement, or death, 100% of available vacation hours will be paid out. This pay off **will not** be considered as a wage or final compensation for purposes of calculating retirement benefits.

Types of Leave and Accommodation

Washington Paid Sick and Safe Leave

SRTC provides Sick and Safe Leave (PSSL) to both exempt and non-exempt employees. This program is a wage replacement for employees who become ill or need to take time off to care for members of the

employee's family who are ill and/or when an emergency situation arises, which includes circumstances concerning domestic violence.

Accrual and Carryover

- All regular employees will earn 2 hours of PSSSL for every 40 hours worked. Seasonal and Interns will earn 1 hour of PSSSL for every 40 hours worked.
- Under this policy, employees will carry up to 480 hours of unused paid leave from one leave year to the next. The leave year is defined as the 12-month period beginning January 1 and ending on December 31st.

Rate of Pay when Using PSSSL

PSSSL hours will be compensated at an employee's regular rate of pay.

Paid Sick Leave Balance and Information

Employees will be notified of their PSSSL balances each payday, on their paystub which includes:

- Accrued PSSSL since the last notification
- Used PSSSL since the last notification
- Current balance of PSSSL available to use

Accrued but unused PSSSL is not paid upon separation from employment. However, if you leave employment and are reemployed with SRTC within 12 months, SRTC will restore your unused PSSSL balance in accordance with the law. The employee will not be required to wait another 90 days to use the accrued PSSSL if the employee met that requirement during the previous period of employment. However, if the 90-day requirement was not met, the previous period of time the employee worked will count towards the 90-days requirement when determining eligibility for use.

Using Paid Sick Leave

New employees and current employees may use the accrued leave immediately. You may only use PSSSL for the number of hours you were scheduled to work on the day(s) of your absence. It is the responsibility of the employee to notify his/her supervisor in writing of intent to use PSSSL leave. You can use PSSSL based on the amount of time you need off for any of the following reasons:

- Your health condition: Your own mental or physical illness, injury, or health condition; to receive medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or for preventative medical care such as regular check-ups.
- Family member's health condition: For care of your family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventative medical care.
- For purposes of this policy, "family member" includes an employee's spouse, child (biological, adopted, foster, stepchild, de facto, "regardless of age or dependency status", parent or parent-in-

law (biological, adopted, etc.), domestic partner, grandparent, grandchild, sibling, person who employee is dating (domestic violence-related leave only)

- Domestic violence, harassment, sexual assault, or stalking: Time off to address issues arising from domestic violence, sexual assault, or stalking of you or your family member, including, but not limited to, preparing for or participating in any civil or criminal proceeding related to or derived from domestic violence, sexual assault, or stalking; obtaining, or assisting family members 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; and participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of you or your family members from future domestic violence, sexual assault, or stalking.
- Public health emergency: Closure of our business or of your child's school or place of care by order of a public official for any health-related reason (inclement weather closures are not included).

Under the Washington Family Care Act, employees absent due to a family member's health condition may choose to use PSSL. For more information, please discuss this issue with HR.

Paid Sick Leave during Leave of Absence

Where applicable under this Program and where permitted by law, employees are able to use PSSL during a leave of absence that would otherwise be unpaid. When allowed by law, all PSSL, federal leaves of absence, and state leaves of absence run concurrently. For more information, please ask HR.

Notification and Verification Requirements

Employees missing work for reasons covered by PSSL are still required to give notice and comply with the usual call-in procedures for the scheduled work location.

When the need for PSSL is foreseeable, a leave request form is available from your Supervisor and should be submitted at least 10 days prior to the start of the leave, or as soon as possible if you do not know of the

need for leave 10 days in advance. The leave request must also state the length of the leave needed, if known.

If an employee's absence is unforeseeable, the employee must contact his/her Supervisor as soon as possible, keeping the following guidelines in mind:

- If the need for PSSL is unforeseeable and arises before the required start of the employee's shift, notice should be provided prior to the required start time.
- In the event it is not possible to provide notice of an unforeseeable absence, a person, on the employee's behalf, may provide notice. In this case, you are expected to follow up with your supervisor yourself as soon as possible.
- If possible, the notification should include the expected duration of the absence. Three (3) or more days, may require additional leave paperwork and employee must contact your Supervisor.
- Employees are required to contact their Supervisor each day they are absent.

Please note: Verification that establishes or confirms that the use of PSSL is for an authorized purpose may be required if an employee uses PSSL for more than 3 consecutive days for which the employee was required to work, i.e. on the schedule.

Reasonable Notice for PSSL for Domestic Violence Leave

An employee must give advance oral or written notice as soon as possible for the foreseeable use of PSSL to address issues related to the employee or the employee's family member being a victim of violence, sexual assault or stalking. If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking, the employee or a designee must give oral or written notice, no later than the end of the first day that the employee takes such leave.

Retaliation Prohibited

Any discrimination or retaliation against an employee for lawful exercise of PSSL rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave. If an employee feels they are being discriminated or retaliated against, the employee may contact his/her Supervisor.

Contact Information

Employees with questions about the Paid Sick and Safe Leave (PSSL) may contact his/her supervisor.

Family Care Act

An employee may use accrued sick or vacation time and/or holiday pay and some short-term disability plans to care for a child with a routine childhood illness or needed preventive care or for a child with a disability. This time off also includes care of an employee's spouse, registered domestic partner, parent, parent-in-law, or grandparent who suffers from a serious health condition. This time also includes short-term care of a pregnant spouse or registered domestic partner during or after childbirth. The employee should request this leave as soon as he/she has notice of the need for the leave or as soon as practicable.

While on leave, the employee will not accrue additional sick and/or vacation leave. The paid leave will end with the exhaustion of the employee's sick and/or vacation leave.

Americans with Disabilities Act/Washington Disability Law

An employee should notify the Executive Director immediately if the employee believes the employee has a disability requiring a reasonable accommodation to perform the essential job functions of the employee's position. Upon notice that an employee suffers from a disability as defined under state or federal law, SRTC will initiate an interactive process with the employee to determine whether there is a reasonable accommodation that will allow the employee to perform the essential job functions of the employee's position. If so such a reasonable accommodation exists, SRTC will attempt in good faith to provide such reasonable accommodation as needed.

Washington Paid Family Medical Leave Program

Under Washington's Paid Family and Medical Leave (PFML) law, eligible employees will be entitled to paid leave up to 12 weeks for their own serious health condition (medical leave) or for family care (family leave), or up to 16 weeks combined family and medical leave, and up to 2 additional weeks for certain pregnancy complications.

Washington's PFML program is an insurance program administered by the Employment Security Department (ESD). In most cases, employees and employers will pay premiums each paycheck to fund the program, and then eligible employees can receive benefits from the state when they need family or medical leave. PFML is run by ESD and whether or not an Employee is eligible for PFML is determined by ESD.

- **Waiting Period.** For all leaves except birth or placement of a child, there is a 7-day waiting period before an employee will be eligible for PFML benefits.
- **Leave Benefits.** To receive benefits under the state program, an employee must file a claim with ESD, notify the employer of the request, and meet certain eligibility requirements. If ESD approves the application, ESD pays benefits for the duration of the leave of absence directly to the employee. The amount an employee receives is a percentage of the employee's weekly wages.
- **Leave is Job-Protected.** Family or medical leave under the program is protected, meaning an employee must be returned to the same or comparable position at the end of the leave period, if the employer has at least 50 employees and the employee has worked for the employer for at least 12 months and at least 1,250 hours in the preceding year.
- **Eligibility.** An employee who worked at least 820 hours in Washington in four of the past five quarters will be covered under PFML.
- Eligible Washington employees are entitled to the following leave:
 - **Family Leave.** An employee can take up to 12 weeks of paid family leave, which includes caring for a newborn or newly adopted child or a family member with a serious health condition, which includes a child, spouse, domestic partner, parent, parent-in-law, sibling, grandparent, or grandchild. Employees can also take time to be with a family member injured in military service, or to deal with exigencies of military deployment.
 - **Medical Leave.** An employee can take up to 12 weeks of paid medical leave, which can only be used for the employee's own serious health condition, with an additional 2 weeks available for pregnancy complications.
 - **Combined Family and Medical Leave.** For combined family and medical leave (for example, **medical leave due to birth of a child plus caring for a newborn**), the total combined leave

an employee can take in a year is 16 weeks, or 18 weeks if the leave includes a qualifying pregnancy-related complication.

Bereavement Leave

SRTC offers bereavement leave to full-time and part-time employees after the loss of an immediate family member up to three (3) days (24 hours) per event. The employee's immediate supervisor authorizes the use of bereavement leave. The immediate family includes: spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandparent and grandparent-in-law. If additional time is needed, vacation or unpaid personal leave may be taken with supervisory approval. Additional leave may also be granted upon request to the Executive Director.

The employee must notify the supervisor before or within two hours of regular starting time of the need to use bereavement leave. Within a reasonable period of time, the employee may be required to provide verification of need (obituary, death certificate, etc.)

Domestic Violence/Sexual Assault and Stalking Leave

An employee who is a victim of domestic violence, sexual assault or stalking may use sick leave and/or vacation leave to take time off from work for legal or law enforcement assistance, medical treatment or counseling work with a domestic violence shelter or rape crisis program or for safety and relocation issues. Family members may also take reasonable leave to help a victim obtain needed treatment or services. Family members include the following: a child, a spouse, a registered domestic partner, a parent, a parent-in-law, a grandparent or a person an employee is dating. An employee must give advanced notice when possible to the employer regarding the need for leave; but in an emergency the employee must give notice no later than the end of the first day of the leave.

Jury Duty Leave

SRTC provides all employees with paid leave to attend jury duty. Employees must provide their supervisor with a copy of the Jury Duty summons as soon as possible after it is received.

An employee who serves on Jury Duty during his or her normal work hours will be paid his or her regular straight-time compensation for such service and should note the hours spent on Jury Duty appropriately on the timesheet.

1. An employee who serves on Jury Duty on a scheduled day off during non-work hours is not entitled to receive his or her regular compensation for such service. Time spent on Jury Duty during non-work hours or days off does not count toward an hourly employee's overtime threshold.
2. When an employee is not selected to serve on a jury or when dismissal time is at least two hours from the end of the employee's normal workday, the employee will immediately notify their supervisor.
3. If an employee is summoned during a critical work period, SRTC may ask the employee to request a waiver from duty.

4. Upon completion of Jury Duty, employees are required to provide proof of jury service to their supervisor. To receive regular compensation for time served, employees must:
 - a) Complete and turn in to Payroll the Jury Duty service report form.
 - b) Cash the check received from the court and turn in the total amount of money received to Payroll, minus the amount designated as a transportation allowance.

Witness duty: Employees summoned to testify in court for non-work related matters may use their accrued unpaid time off or may utilize their vacation time for the time period they serve as witnesses. Employees who testify within their scope of duties will be paid as part of their regular compensation. However, every effort should be made to minimize time away from the job. Unless they are requested to stay at court, witnesses should return to work after their testimony.

Military Leave

SRTC will comply with all state and federal military leave laws. An employee must advise the Executive Director if he/she has been called up for military leave so SRTC can make suitable arrangements.

Leave for Spouses of Military Personnel

Spouses or registered domestic partners of military personnel, National Guard active duty or reservists, deployed or on leave from deployment, during times of military conflicts may take fifteen (15) days of unpaid leave from work per deployment. This leave does not apply at the end of the deployment. The leave provided to the employee is without pay, but the employee has the option of using accrued sick or vacation leave at his/her request. The employee must work an average of 20 hours per week in order to qualify for this leave, and should give SRTC as much advance notice of the leave as possible.

Leave for Certain Emergency Service Personnel

Volunteer firefighters, reserve peace officers and civil air patrol members are permitted to take leave from work if he/she is called to a fire, emergency or an emergency services operation and the employee is asked to remain on the scene by the incident commander and the employee misses work or is late for work. This leave is generally unpaid unless the employee would like SRTC to use his/her accrued sick and/or vacation time.

Leave Sharing

SRTC may allow employees to donate vacation time or sick leave time to a fellow SRTC employee who is suffering from or who has an immediate family member suffering from a severe or extraordinary non-job-related illness, injury, or other impairment and is incapable of caring for themselves. An employee who is eligible to receive shared leave must have exhausted his/her sick leave, vacation time, floating holidays and compensatory time.

Under the Leave Sharing Program, the following will apply:

General:

1. All leave donated under the leave sharing arrangement will be hour for hour. No differentiation will be made between the salary level of the donor and the recipient.
2. There will be no retroactive applications of donated leave.
3. No employee will be coerced, threatened, intimidated, or financially induced into donating leave.
4. Donations to the leave sharing program will be confidential.
5. The use of donated sick leave is not eligible compensation for WA PERS pension reporting of retirement benefits.

Eligibility to Receive Leave:

1. An employee may receive leave if the employee suffers from a severe or extraordinary illness or non-job-related injury which has caused, or is likely to cause, the employee to go on leave without pay.
2. Leave share may be used for a severe or extraordinary illness or injury of an immediate family member. An immediate family member is defined as spouse, certified domestic partner, children, parents, parent-in-laws, brothers, sisters, brother-in-law, sister-in-law, grandchildren, grandparents, or more distant relative who resides with the employee.
3. Requests to receive the leave sharing benefit shall be submitted to the Executive Director. The decision of the Executive Director shall be final; however, if the decision of the Executive Director is to deny the request, the originator has the right to request reconsideration by the SRTC Board.
4. An employee receiving a leave sharing benefit must have exhausted his/her sick leave, vacation time, floating holidays, and compensatory time.
5. An employee receiving a leave sharing benefit must have abided by the SRTC's policies respecting sick leave.
6. An employee receiving leave sharing benefits shall receive no more than one hundred twenty (120) days of such leave during each ten (10) years of service beginning with the date of employment with SRTC at the time of applying for leave sharing. However, upon approval of the Executive Director, the employee may be able to receive leave sharing beyond the established limit on a case-by-case basis for catastrophic illnesses.
7. The employee's position must be one in which vacation and sick leave can be accrued and used.
8. The employee must be eligible to use vacation time and sick leave.
9. The employee must not be receiving time-loss payments as a result of an on-the-job injury.

Leave Transference Process:

1. An employee wishing to receive shared leave shall submit a written request to the Executive Director and may be requested to attach a statement from his/her physician verifying the severe or extraordinary nature and expected duration of the condition if applicable.
2. The Executive Director will, upon approving the request, communicate the employee's eligibility for leave sharing to other employees at SRTC. The employee's specific medical issue or any other medical information will not be discussed or shared with other employees
3. Employees wishing to donate leave shall send the Donation of Vacation Time / Sick Leave Time form to the SRTC Administrative Services Manager for processing.

Donating Leave:

1. An employee may donate a maximum of one hundred sixty (160) hours of vacation or sick leave time, or any combination that does not exceed one hundred sixty hours in any calendar year.
2. Donations of vacation and/or sick leave time may not bring the donor's vacation balance or sick leave balance below one hundred and four (104) hours.
3. All donations shall be strictly voluntary and shall be done on the Donation of Vacation Time/Sick Leave Time form. The donor shall designate the recipient.
4. Once leave has been donated, it becomes the recipient's leave and shall be entered as sick leave in the recipient's account.

OTHER TYPES OF LEAVE

Personal Leave of Absence

Generally, an unpaid personal leave of absence for a specified period of time may be granted to employees, at the discretion of the SRTC's Executive Director. Requests for a personal leave of absence must be presented in writing to the Executive Director. The request may be considered on the basis of SRTC's staffing requirements, the reason for the leave, the employee's performance and attendance record, as well as other considerations determined to be relevant by SRTC at the time.

SRTC will not pay benefits nor will paid time off accrue for an employee while the employee is on an unpaid personal leave of absence unless SRTC is required to do so by applicable law. Medical benefits are terminated the first day of the following month in which the employee is placed on non-paid status. When returning from a personal leave of absence, medical benefits begin on the first day of the following month. COBRA insurance is available for an extended leave of absence to be paid by employee on unpaid leave on time each month to the designated COBRA insurance provider.

For a leave in excess of 30 days, an employee must notify the Executive Director that he/she is ready to return to work at least two weeks before the expiration of the approved leave period.

The following will be deemed a voluntary resignation for the purposes of the personal leave policy:

1. Application for unemployment benefits

2. Obtaining another position
3. Engaging in another business
4. Failure to return to work

Natural Disasters

In the event of a natural disaster, fire, inclement weather, or an event creating an emergency beyond the employee's control, the employee may request to utilize accrued vacation or floating holidays to replace time unable to work as scheduled. Depending on the circumstances, employees may also have the option of working remotely with authorization from the SRTC Executive Director or their designee. Depending on circumstances, paid administrative leave may be granted at the sole discretion of the Executive Director.

OTHER ITEMS

Merit Based Wage Structure

SRTC develops salary ranges for each position, other than **temporary**/seasonal/intern. The ranges are based on periodic salary/benefit surveys for each Position Description. Upon hiring, employees will be placed into the beginning of the range for the position they are hired for unless expressly approved in an offer letter by the Executive Director. The SRTC Executive Director position salary is determined by the SRTC Board.

Annual Performance Appraisal/Reviews will be utilized to determine how much, if any, wage increase for the subsequent budget year is merited. Ten percent (10%) of each position's salary range spread is used for calculating potential annual performance and tenure dollar amount. The potential to earn up to 10% of the position salary range is based on the results of the annual performance review. The Performance/Merit portion = 90% of potential increase, and employees' number of years working at SRTC (Tenure) is equal to 10% of potential increase. Seven (7) years is equal to full (100%) tenure. Tenure time is measured from the employee's date of initial employment to the end of calendar year preceding new calendar year budget. Budget for the overall merit pool for total staff wages is approved by the SRTC Board's annual operations budget.

Distribution of the merit pool into the earned amount per employee will be done by the Executive Director and the Administrative Services Manager per a formula associated with **employee tenure and** the merit-based structure and scoring on the individual performance reviews.

For SRTC staff at or above the top of their respective position's salary range, any merit/**tenure** increase approved for the subsequent budget year is for that budget year only. For staff not at the top of their respective salary range, any wage increases approved/budgeted for the subsequent year becomes part of their new wage going forward.

Performance Appraisals/Reviews

Full-time and part-time employees will be evaluated at least twice during the first year of employment by the Executive Director or his/her designee.

After the first year, there will be, at a minimum, an annual performance review. The review process will be used to document overall performance on the job including recognition of good service as well as identify the areas where an employee's performance can be improved. If any issues arise during the year, additional reviews may be necessary so that coaching, counseling, or discipline can occur early. The review will also be used to determine if an employee is eligible for a merit raise or promotion, if one is available due to budget considerations. Performance Reviews will be completed in advance of for the subsequent budget year.

Discipline Policy

The purpose of discipline is to correct disciplinary or other performance issues. Most incidents that involve correcting behavior or improving performance can be resolved by frank and open discussions between an employee and the Executive Director. However, when open and frank discussions cannot resolve an issue, SRTC maintains discretion to engage in corrective action with an employee depending on the severity of the situation.

The following are examples, including, but not limited to, types of discipline SRTC may use to correct unacceptable behavior of an employee. Discipline will be addressed and administered at the discretion of the Executive Director or his/her designee. The Executive Director's discipline will be administered by the SRTC Board of Directors.

Verbal Warning: A verbal warning may be used for relatively minor offenses and problems. A verbal discussion occurs with the employee regarding the nature of the problem. Written documentation of the verbal warning is placed in the employee's personnel file.

Written Warning: A written warning may occur where the employee has been previously advised of the problem. A written warning is given to the employee and put in the employee's personnel file documenting the problem.

Suspension with or Without Pay: A suspension may be used for repeated offenses or where a serious problem occurs.

Termination: Termination may occur where an employee has failed to correct his/her behavior after previous discipline or may occur if there is a serious violation of SRTC standards of conduct where immediate termination is warranted.

Please note that any or all the steps outlined above, or other appropriate measures may be utilized at the discretion of SRTC. Termination may occur at any time without cause.

SRTC may use administrative leave with pay while investigating an alleged wrongdoing. Further, the Executive Director will hire, discipline, or discharge SRTC employees.

Appeals

Employment is at-will at SRTC. SRTC provides employees a name-clearing appeal process for performance and/or disciplinary issues. To appeal a decision of the Executive Director, the appeal must be in writing and filed with the SRTC Board Chair within ten (10) calendar days of receipt of notice of a

disciplinary action related to a performance issue. The SRTC Board Chair will attempt to resolve the matter informally by meeting with the complainant and the Executive Director. If the complainant is not satisfied with the results of the meeting, he or she may again petition to the SRTC Board Chair and request an additional meeting. At this second meeting, the Board's Administrative Committee will hear the appeal of the employee's performance issue or disciplinary action. The Administrative Committee will establish such rules for the conduct of the subsequent meeting.

Change of Employment Status

Employees may be discharged without cause at any time, including if SRTC determines that the employees' position is no longer needed and/or for budgetary reductions or reallocations,.

Upon occasion, an employee may find himself/herself in a position where he/she is unable to perform because reorganization took place. In this situation, at the Executive Director's discretion, an employee may have the option of accepting a voluntary demotion in order to maintain employment. A voluntary demotion is defined as a change of an employee's position and potentially a reduction to the employee's compensation, as a result of reorganization.

If an employee intends to terminate employment with SRTC, SRTC would appreciate written notice of ten (10) working days.

When computing accrued vacation payout, the last day of employment will be the same as the last day of work.

Exit Interviews

An Exit Questionnaire (Appendix D) should be completed by the employee explaining the reason for leaving employment. Section II of the questionnaire is strictly voluntary and may be completed by the employee after leaving employment. The questionnaire can be made available for Board review upon request, the employee may, if he/she desires, also request an exit interview with the SRTC Board Chair. None of the information obtained will become part of the employee's permanent placement file or in any way affect re-employment possibilities.

Records of Employment

A permanent record of work history is maintained in accordance with best practices of record retention. HIPPA related information will be kept separately from the employee work history file. The file may include:

1. Application forms, references
2. Work performance evaluations
3. History of salary increases and absenteeism
4. Performance reports and warnings
5. Other information pertinent to employment

Current employees may review their employment records upon reasonable notice to the Executive Director.

Remote work / Telework

Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of SRTC and staff. A request for remote work/telework can be initiated by either the employee or SRTC; however, whether an employee may telework is in the discretion of the Executive Director. If initiated by the employee, the request must be in writing and is at the discretion of the Executive Director to approve or disapprove such requests. Any telework arrangement approved that is at the request of the employee must be cost-neutral to SRTC and conditions may be imposed upon such agreement. SRTC may request or direct staff to work remotely when necessary. Even if an employee is approved to telework, all employees remain at-will. SRTC has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time, unless otherwise provided by law.

Employees may be required to telework in the event of a health emergency or upon the needs of SRTC.

An employee's compensation, benefits, work status, responsibilities, or other expectations will not change as a result of participation in the telework program. Employees schedules may be allowed to be flexible in a telework environment upon agreement by the SRTC Executive Director and the employee. The policies stated in this handbook apply to telework.

Compensation and Work Hours

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.

The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. Employees schedules may be allowed to be flexible in a telework environment upon agreement by the SRTC Executive Director and the employee.

Equipment/Tools

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. SRTC will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, lighting, nor for repairs or modifications to the home office space.

Any SRTC materials taken home should be kept in the designated work area at home and not be made accessible to others. SRTC will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary SRTC and customer information accessible from their home office.

Office Supplies

Office supplies will be provided by SRTC as reasonably needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's supervisor.

Worker's Compensation

During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by WA Labor & Industries worker's compensation. SRTC will comply with all workers' compensation laws. However, SRTC assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours. SRTC is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

Taxes

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. SRTC will not provide tax guidance nor will SRTC assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Communication

Employees must be available by phone and email during core hours, unless otherwise agreed to by the Executive Director in writing. All client interactions will be conducted ~~on~~ at a client's site or SRTC site. Participants will still be available for staff meetings, and other meetings deemed necessary by management.

SRTC may pay work-related voice and data communication charges at the discretion of the Executive Director.

Evaluation

The employee shall agree to participate in all studies, inquiries, reports and analyses relating to this program.

The employee remains obligated to comply with SRTC rules, practices and instructions.

TEMPORARY TELEWORK POLICY

In the event of an emergency such as a weather disaster or pandemic, SRTC may allow or require employees to temporarily work from home to ensure business continuity. Employees will be advised of such requirements by the SRTC Executive Director or designee. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. SRTC's IT service vendor is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For telework arrangements, either the employee or SRTC Executive Director or designee can initiate a temporary telecommuting agreement during emergency circumstances. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

Employees should not assume any specified period of time for emergency telework arrangements, and SRTC may require employees to return to regular, in-office work at any time.

Nothing in this policy shall be construed to alter an employee's at-will status. All other provisions of this

Handbook shall apply to employees participating in the teleworking program.

Solicitation and Distribution

Active solicitation of any kind by one employee to another employee is prohibited while either person is on work time or in a public area. Solicitation by non-employees on SRTC's premises is prohibited at all times.

Without permission of the Executive Director, active distribution by employees of advertising material, handbills, or non-work related printed or written literature of any kind on SRTC's premises is prohibited at all times.

Travel

SRTC employees required to travel will receive reimbursement for their travel expenses, as stated under the contract between SRTC and WSDOT. Prior written approval authorizing reimbursement of travel expenses must be signed by the Executive Director.

Incidental use of private vehicles: The prevailing IRS mileage rate shall be paid to employees who use their private vehicles for official SRTC business when such use has been authorized in advance. The SRTC Travel Policy is located in Appendix B.

Licenses/Certifications

With the exception of the basic driver's license, SRTC may pay for job-related licenses or certifications required by SRTC. Agreements for SRTC to cover these costs must be obtained in advance in writing.

Education/Training

All full-time/part-time SRTC employees may receive reimbursement for registration fees or tuition for participation in voluntary educational training opportunities available through accredited institutions or other officially recognized groups offering continuing education opportunities, provided that:

1. The employee provides the Executive Director a written request to take the course in advance;
2. The requested course is judged by the Executive Director to be applicable to the work of the employee;
3. There is available budgeted funding;
4. The Executive Director approves the employee taking the course(s) in advance to enable the registration fee/tuition costs to be budgeted; and
5. The employee provides the Executive Director evidence that the authorized course was successfully completed with a 2.0 grade or better.

SRTC staff may be asked to agree in writing to full or partial reimbursement of the cost of educational benefits if leaving SRTC employment voluntarily within agreed upon time frame.

Effective Date – Notice to Employees – State Laws

The policies set forth in this Employee Handbook are effective immediately. Each current employee will be furnished a copy of this policy and will sign a receipt for same. Future employees will each be furnished a copy upon hiring. These policies may change without notice to employees. Employees will be provided with the pertinent changes.

These policies will be implemented in a manner that will comply with all applicable federal and state laws.

As State and Federal laws evolve, they will be followed even if not incorporated into this handbook.

CERTIFICATION AND DECLARATION

RE: **SRTC HANDBOOK**

I, _____, have read the contents of this handbook **including the disclaimer on the first page**. I understand the policies and guidelines stated herein are general guidelines only. Specifically, I understand that my employment with SRTC is **at-will** and that either SRTC or I may terminate my employment without notice and without cause. I acknowledge by my signature below that nothing in this handbook (1) is intended to create, and I do not construe anything contained in the handbook as, a contractual arrangement or agreement between SRTC and myself; (2) is construed by me to affect or modify my at-will status; or (3) is construed by me as a guarantee or promise of specific treatment in specific situations or as a guarantee of my continued employment.

RE: **PAY POLICY**

I have been provided a written copy of SRTC's policy regarding compensation.

RE: **OVERPAYMENT OF WAGES**

In the event I am overpaid during my employment with SRTC, I understand that it is my duty to report said overpayment to bookkeeping immediately. I understand that failure to report the overpayment may be grounds for discipline and/or termination. I agree that after I have provided notification of the overpayment, SRTC has my permission to deduct the overpayment from my subsequent paycheck to correct the discrepancy. I further understand that such deduction for overpayment could reduce my gross wages below the minimum wage.

Employee Name

Employee Signature

Date

THIS SHEET MUST BE SIGNED, PULLED OUT, AND RETURNED TO THE OFFICE MANAGER PRIOR TO COMMENCEMENT OF EMPLOYMENT.

APPENDIX A
Insurance and Other Benefits Updated Annual Summary

- Association of Washington Cities (AWC) trust medical insurance
 - Choice of Asuris or Kaiser- \$500 deductible and HDHP plans (\$1,500/3,000 Deductible)
 - Staff will pay the 10/15 split of premiums for the \$500 deductible plans; SRTC will pay 100% of the premiums of the HDHP \$1600 deductible plans
 - Employee splits for medical Insurance at 10% for employee, plus 15% for dependents coverage

- AWC/VSP Vision \$25 Plan
 - Employee split for vision insurance 10% for employee, plus 15% for dependent coverage; SRCT pays 100% premiums for staff on HDHP medical insurance plans

- AWC/Delta Dental- Plan B, with Plan V AWC/WDS Orthodontia Rider
 - SRTC will pay 100% of dental premiums for employee and dependents

- Group Life Insurance is offered through The Standard
 - SRTC will pay for \$150,000 of employee life insurance; plus an additional \$150,000 of AD&D.
 - Additional life insurance and AD&D Insurance can be purchased by the employee up to a maximum of \$500,000 (not to exceed five times the employee's annual earnings).
 - Additional life insurance may be purchased for spouse/domestic partner up to 100% of the employee's insured amount. Life insurance for dependents is also available. Consult the AWC Trust Life Insurance benefits staff or website for additional information.

- SRTC provides access to an Employee Assistance Program (EAP) through AWC including up to 8 visits each for employees and their dependents (terms of program apply.). Other discounts and referrals are also available through this program.

- SRTC will contribute each calendar quarter to a Health Savings Account (HSA) account for each employee choosing a high deductible health plan (HDHP). This employer contribution will be evaluated yearly and subject to annual budget approval. The amount is pro-rated monthly by start date (New staff starting 7/1/202X would get 50% of budget year H.S.A contribution). Staff have option of contributing to the account via pre-tax payroll deduction.

- AWC offers a Section 125 Medical Flexible Spending Account (MFSA) for qualified medical expenses; SRTC will pay the administrative fees if employees want to take advantage of this service.

- Staff who choose to decline SRTC medical insurance and who confirm alternate insurance enrollment are eligible to receive a stipend of \$300 per month. This stipend will be paid through payroll and is subject to taxation as compensation. As AWC policies require 75% of agency staff to be enrolled, access to this benefit is subject to adequate enrollment and availability of budgeted funds at time. Availability will be on a first come first serve basis based first on potential savings to SRTC and second upon hiring date with SRTC.
- A deferred compensation plan (457 plan) is available to allow employees to invest on a pre-tax basis. This program is voluntary and available through the PERS retirement system.
- SRTC recognizes the following paid holidays: New Year's Day (Jan 1), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (1st Monday in September), Thanksgiving Day (4th Thursday in November), Day after Thanksgiving (4th Friday in November), Christmas Day (December 25th).
 - Policies related to when observed holidays fall on weekends, flex schedules related to holidays and qualifying for holiday pay are found in the SRTC employee manual.
- Employees may be eligible to take up to five floating holidays depending on hiring date and eligibility. Eligibility information is detailed in the SRTC Employee Manual.
- SRTC provides paid vacation time with accrual based upon years of employment. Detailed information can be found in the SRTC Employee Manual.
- Retirement benefits are provided through the Washington State Department of Retirement Systems (DRS) PERS system. Employee and Employer contributions are required, and employees have options for contribution rates and plans.
- SRTC provides leave in accordance with state and federal laws.
- Other benefits include training and education support, certification and professional memberships, bereavement leave, family care act provisions, maternity leave provisions, medical leave of absence, military leave, jury duty leave, and leave sharing. This document is not meant to be all encompassing and the SRTC employee manual contains applicable employment policies.

(Appendix A cont.) 2024 rates for Staff & Agency for Medical/Vision

| | Traditional \$500 Deductible Plans | | High Deductible Plans | |
|---|--|--|--|--------------------------------|
| | \$Monthly / \$Annual \$ cost to staff | Monthly cost to SRTC (Agency pays 90% staff premium, 85% dependent premium) | Monthly cost to SRTC (no premium to staff) | |
| <u>Med + Vision + Dental + Life Insurance + EAP</u> Staff (EE) 10% Dep's 15% | | | | |
| | 2024 AWC | 2024 AWC | 2024 AWC | 2024 AWC |
| | \$500 Ded | \$500 Ded | High Deductible Plans | High Deductible Plans |
| | <u>Asuris</u> <u>Kaiser P.</u> | <u>Asuris</u> <u>Kaiser P.</u> | <u>Asuris</u> <u>Kaiser P.</u> | <u>Asuris</u> <u>Kaiser P.</u> |
| <u>Employee (EE)</u> | 83.61 / 1,003.27 | 72.96 / 875.70 | 752 657 | 619 656 |
| <u>EE + Spouse</u> | 210.20 / 2,522.44 | 180.57 / 2,166.78 | 1,470 1,266 | 1,245 1,299 |
| <u>EE + Sp + 1 Dep</u> | 272.43 / 3,269.15 | 235.48 / 2,852.76 | 1,822 1,578 | 1,559 1,628 |
| <u>EE + Sp + (2+) Dep's</u> | 324.14 / 3,889.72 | 290.40 / 3,484.74 | 2,116 1,889 | 1,816 1,957 |
| <u>EE + 1 Dep</u> | 145.83 / 1,749.98 | 127.87 / 1,534.48 | 1,105 968 | 933 985 |
| <u>EE + (2+) Dep's</u> | 197.55 / 2,370.55 | 182.79 / 2,193.46 | 1,398 1,279 | 1,190 1,314 |

Notes:

Staff pay 10% med/vision benefit, 15% for addtl cost of dependents on \$500 deductible plans

HDHP Notes:

SRTC pays 100% of HDHP plans premium (Asuris or Kaiser) for staff & dependents in 2024

Other info:

Plan Deductibles and Max out of Pocket below for Individual/Family

**Note HDHP plans for family = Use only Family Deductible Amount

\$500 Deductible plans

| | <u>Asuris \$500 PPO</u> | <u>Kaiser \$500 HMO</u> |
|-------------------|-------------------------|-------------------------|
| Deductible | \$ 500 / \$ 1,500 | \$ 500 / \$ 1,000 |
| Max out of Pocket | \$ 3,500 / \$ 7,000 | \$ 3,500 / \$ 7,000 |

High Deductible Plans

| | | |
|-------------------|----------------------|---------------------|
| Deductible | \$ 1,600 / \$ 3,200 | \$ 1,600 / \$ 3,200 |
| Max out of Pocket | \$ 5,000 / \$ 10,000 | \$ 3,750 / \$ 7,500 |

APPENDIX B
SRTC Travel Policy

TRAVEL POLICIES
OF THE SPOKANE REGIONAL TRANSPORTATION COUNCIL (SRTC)
Updated January 2020

SECTION 1. PURPOSE

It is the purpose and intent of this policy to establish policies and procedures for business related travel and reimbursements and provide alternative commute incentives for the Spokane Regional Transportation Council (SRTC) Board members and SRTC employees for reasonable expenses incurred in the conduct of business for SRTC. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy and Chapter 42.24 RCW. Such expenditures will be consistent with the best interests of SRTC and its desire to minimize travel costs and be a good steward of public resources.

SECTION 2. DEFINITIONS

Board member, for the purpose of this policy, shall mean any authorized representative in good standing who serves on the Board of the Spokane Regional Transportation Council.

Employee, for the purpose of this policy, shall mean any person employed by the Spokane Regional Transportation Council.

SECTION 3. AUTHORIZATION TO TRAVEL

A. Approval

Travel by any Board member and employee shall be provided for in an approved budget and as outlined below:

1. Board Members - Approval by Board of Directors
2. Executive Director - Approval by Board Chair or Vice Chair
3. Employees - Approval by the Executive Director

SECTION 4. ELIGIBLE EXPENDITURES

Generally, eligible expenditures include travel and per diem incurred by a Board member and/or employee away from the County area. Expenses incurred within the Spokane County area necessitated by SRTC business which are not part of normal living costs (driving to and from work from their home) are also eligible for reimbursement. Expenses will only be reimbursed when a Board member and/or employee is representing SRTC in their official capacity or in necessary discharge of their duties.

TRAVEL AND TRAINING COSTS OUTSIDE OF SPOKANE COUNTY

A. Registration

Actual cost of registration of a Board member and/or employee at a meeting, conference, or convention for which prior approval has been received, will be paid. Registration should be prepared by the SRTC Administrative Staff whenever possible to be prepaid, and if not possible, receipts for such registration must be submitted for reimbursement. Agenda for meeting and/or conference must be attached.

B. Transportation

Actual cost of air travel, baggage fees, bus travel, train travel, ride share programs, taxi tolls, car rentals, and parking fees will be reimbursed, provided all air travel shall be by coach class unless only higher cost accommodations are available and travel is deemed essential. Payment for air travel shall be at actual cost from Spokane to destination and return.

Airline Reservations

Airline reservations shall be made through the SRTC Administrative Staff whenever possible with as much advance purchase prior to travel, when practical. If personal travel is to be included in a Board member's and/or employee's travel plans, it will be their responsibility to make these arrangements. No side trips or tickets for spouse or companion will be paid for by SRTC. Board members and/or employees are to turn in a requisition to the SRTC Administrative Staff showing the proper budget coding and appropriate authorization. Dates and time of departure, and date and time of return trip will be indicated. All cancellations or changes to air travel arrangements should be made by the SRTC Administrative Staff unless in case of emergency.

Automobile Travel

Board members and/or employees using a personally owned automobile on SRTC business will be reimbursed at the rate consistent with the Federal guidelines for travel expenses, provided payment will not exceed coach class air fare to and from the same destination. If the mileage rate is to exceed airline fare, the Board member or employee may choose to be reimbursed up to the cost of an airline ticket if documentation is provided.

C. Lodging

When SRTC staff or Board members are on approved travel that requires overnight lodging, the hotel reservation and payment shall be made with the SRTC credit card or with an advance SRTC check payment. The nightly rate shall not exceed the recommended hotel per diem rate per federal guidelines, without written approval by the Executive Director.

D. Meals

All breakfast, lunch, and dinner meals within Spokane County area are not to be considered as reimbursable expenditures unless the Board member and/or employee is representing the SRTC in their official capacity or in necessary discharge of their duties.

The actual costs of breakfast, lunch, or dinner meals while in travel status, up to the official U.S. General Services Administration (GSA) published per diem rate for the city of travel, will be reimbursed providing:

1. The meals are scheduled as an integral part of an official proceeding or program related to SRTC business and a Board member's and/or employee's responsibility.
2. Where, in the course and scope of official business while on travel status, it is necessary for a Board member and/or employee to incur the cost of a meal with one or more individuals with whom their business is being conducted, other than an SRTC Board member and/or employee. In such cases, the actual reasonable cost of a Board member's and/or employee/s own meal may be reimbursed if it is expressly approved in writing. A justification supporting the authorization, including the name of the organization or persons attending the meeting and its purpose or accomplishments, must be included on the Travel Expense Voucher under purpose of trip.

It is expected that meals included in a registration fee or cost of lodging will be used by the Board member and/or employee. However, this travel policy recognizes that constraints such as time, dietary restrictions, and/or other circumstances may preclude use of such prepaid meals. In such cases, the actual meal expenses incurred (not to exceed the US GSA per diem rate) by the Board member and/or the employee will be reimbursed.

3. SRTC staff or Board member in authorized travel status can choose one of the following options as regards payment of meals. One option must be adhered to for the entire trip while in travel status.
 - a. Take the per diem for meals as published in the GSA published per diem rates for the city where travel has been authorized. This is the easiest and most straight forward method. Receipts do not have to be kept. Traveler must pay for meals out of pocket and will be reimbursed at the per diem rates upon completion and approval of the SRTC Travel Voucher upon return to office following travel. Note that GSA policy is to reimburse up to only 75% of daily per diem rates for the first and last day of travel.
 - b. Use the SRTC credit card to purchase meals. Meals and tip shall not exceed the published GSA per diem rates for the city of authorized travel. The GSA 75% rule also applies to the total expenditures on meals for first and last day of travel status. Receipts for all meals purchased with SRTC credit card must be kept and turned in following travel completion. Meal receipt should be the detailed receipt that shows what was purchased to ensure no alcohol was part of purchased meal. Never use the SRTC credit card for purchase of alcohol beverages.

SECTION 5. INELIGIBLE EXPENDITURES

None of the following expenditures shall be paid for by SRTC: alcohol or liquor (including beer or wine at dinner), valet services, meals or lodging accommodations for family or guests, tour bus fees or sightseeing tours, trip insurance, or any other personal expenditure for entertainment or other purposes.

SECTION 6. DOCUMENTATION OF EXPENDITURES

All actual expenses of the Board member and/or the employee shall be submitted to the SRTC Administrative Staff for reimbursement on a SRTC Travel Voucher. Claims for reimbursement must be accompanied by a receipt for the services or merchandise purchased. Exceptions to this rule are listed below:

Unreceipted meals will be reimbursed as claimed subject to a per diem rate consistent with WSDOT guidelines. Transportation (taxi, ferry, bus, etc.) expenses under \$10.00 are reimbursable without a receipt. Parking expenses under \$10.00 are reimbursable without a receipt.

In the case of lodging expense, a detailed statement of charges must be submitted with the request for reimbursement. Only expenditures for a Board member and/or employee signing the Travel Voucher Form shall be submitted for reimbursement.

Each Board member and/or employee is expected to submit his/her own Travel Voucher Form reflecting reimbursable expenses actually incurred. All non-lodging charges reflected on such a statement must be reflected on the appropriate Travel Voucher Forms of the individual employee.

SECTION 7. PROCEDURES

The Travel Voucher Form will be prepared and signed by the Board member and/or employee, and the Executive Director. It will be retained by SRTC's Administrative Staff and filed as documentation for authorized travel expenses subject to the annual audit process.

Claims for reimbursement for expenses under this policy must be signed, approved, and filed with the Administrative Staff. Claims for reimbursement are to be submitted no later than five working days after the return from travel.

Ongoing approval responsibility for specific trips and reimbursement for expenditures shall be made pursuant to travel expenses vouchers duly verified by the claimant, with final approval by the Spokane Regional Transportation Council Board.

SECTION 8. TRAVEL PRIOR TO OR AFTER SCHEDULED CONFERENCE

Any travel time in excess of one day prior to or after a scheduled conference, and to any expenses incurred during that time shall be charged to the employee, and the employee's time shall be charged as vacation time. However, if an employee is requested by the Executive Director to attend meetings or meet with specific individuals prior to a conference, these expenses shall be reimbursed, provided the employee receives prior written authorization and documentation regarding the organization or persons attending the meeting and its purpose of accomplishments.

SECTION 9. BUSINESS TRAVEL/PARKING COSTS WITHIN SPOKANE COUNTY

SRTC does not provide vehicles for local travel. SRTC encourages alternative commute methods. It is

therefore necessary for SRTC staff to use personal vehicles *or* other alternative transportation options for travel to offsite meetings or for other work-related purposes. Work-related purposes are defined as meetings or other SRTC related business approved by the SRTC Executive Director. Travel to and from home and to and from the airport for travel is not considered work-related business.

Personal Vehicles

Mileage within the Spokane County area on personal vehicles will be reimbursed at a rate consistent with Federal guidelines for travel expenses. Mileage log must be kept and provided for reimbursement indicating origin, destination, purpose of trip and total mileage.

SRTC staff who use personal vehicles for work-related travel are required to have current automobile insurance with Washington State required minimums for all uninsured, underinsured and personal injury sections of the policy for the vehicle being used. If there should be an accident while driving a personal vehicle while on a work-related purpose, SRTC may, at the Executive Director's discretion, provide reimbursement for any costs not covered by the employee's personal automobile policy, including but not limited to, deductible and, out of pocket costs and rental car costs, if not covered.

Parking:

As costs for downtown parking continues to increase, reducing reliance on the parking passes, as well as reducing employee out of pocket commute costs are important. A limited number of shared employee parking passes are available for a lot within a reasonable distance of the SRTC office location. In the rare event parking passes are not available, an employee may park in the designated location and be reimbursed for costs incurred.

Bus Passes:

Bus passes will be provided by SRTC, either in the form of a monthly pass, or pre-loaded smart cards. A monthly pass is more cost-effective if a person uses it to commute three or more days per week. Less frequent transit users will be provided with SmartCards pre-loaded with lower dollar amounts. This benefit is subject to annual budget approval.

Other Options for In-County Business Travel:

SRTC may, at its discretion make bicycle(s), helmet(s), bike lock(s) for employee use as transportation to nearby meetings or for recreation at lunchtime. All other SRTC travel policies apply when using alternative modes. All required waivers must be signed in order to participate in these alternatives, and the employee expressly waives any SRTC liability.

Guaranteed Ride Home

Employees who have used a commute trip alternative to get to work and need a ride home due to an emergency may take Uber, Lyft, traditional taxi or other transportation network or micro mobility company serving the area and SRTC will cover the cost.

Who is eligible?

Any employee who rides the bus, carpools, vanpools, bikes or walks to work on the day the emergency ride-share/taxi ride is needed is eligible for a free guaranteed ride home.

What is an emergency?

A guaranteed ride home trip may be taken by an eligible employee in the event of the following emergencies:

- Employee or family illness
- Working late unexpectedly
- Missing normal ride home (e.g. carpool driver leaves work early due to emergency)
- Other emergency situations occurring during the workday

A guaranteed ride home trip may not be taken for:

- Pre-scheduled appointments
- Leaving work early for non-emergency reasons

Where can the ride share/taxi go?

The guaranteed ride home trip must begin from work and can end at home or another location (e.g. childcare or park & ride lot). Emergency-related interim stops are permitted if they are pre-approved by the Executive Director.

Alternatives to Personal Vehicle for In-County Business Travel

Transit options are encouraged for any in-county business travel. If an employee used a commute trip alternative to get to the SRTC office and has an off-site meeting that (1) is not accessible by Spokane Transit routes or (2) using transit would add an additional 20 minutes to travel time (one-way) to the meeting, then the employee may use Uber or Lyft to travel to the meeting. Business travel with either Uber or Lyft must use the designated SRTC account and all required documentation must be presented to the Operations Manager within 5 business days of the travel.

My Commute Northwest:

All employees are encouraged to participate in “Commute Smart NW” program to track commute modes as well as be eligible for great incentives and prizes.

APPENDIX C

SRTC EXIT QUESTIONNAIRE

REGULAR FULL-TIME

REGULAR PART-TIME

EMPLOYEE NAME (Please print)

DEPARTMENT

CLASS

TERMINATION DATE

DATE LAST WORKED

DATE

WORKED

SECTION I: Please indicate whether your decision to leave employment with SRTC was influenced by any of the following factors. CHECK ALL THAT APPLY.

- Voluntary Resignation
- Normal Retirement
- Discharge
- Secured a Better Job
- Lack of Training Opportunities
- Family Circumstances
- Moving from Area
- Supervision Received
- Other

DISSATISFACTION WITH:

- Type of Work
- Salary
- Working Conditions
- Working Environment/Co-workers
- Fringe Benefits
- Other

EMPLOYEE SIGNATURE:

Date

:

SUPERVISOR'S COMMENTS: Is the above stated reason for termination the same as previously reported to you?

YES NO If no, please explain:

SUPERVISOR SIGNATURE:

Date

:

INFORMATION FROM THIS POINT ON IS VOLUNTARY ON THE PART OF THE EMPLOYEE

SECTION II

1. What suggestions do you have for improving SRTC as a place to work for your replacement or for future SRTC employees? (Attach additional pages, if necessary.)

2. Is there anything else that you would like to share or any comments you would like to make?
(Attach additional pages, if necessary.)

THANK YOU!

Please return this completed questionnaire to the SRTC Administrative Services Manager, 421 W. Riverside Ave., Suite 500, Spokane, WA 99201. A personal interview with the SRTC Board Chair can be scheduled by calling (509) 343-6370.

Reasonable Suspicion – Testing Notice

Employee's Name: _____ SSN: _____

Date of Observation: ____/____/____

Time of Observation: _____ am/pm

You have been selected for reasonable suspicion testing because of direct observations which indicate that your performance or behavior has been consistent with a person under the influence of alcohol & drugs while on-duty.

In accordance with SRTC's Drug & Alcohol Policy, you are required to submit to:

- A Reasonable Suspicion Drug Test A Reasonable Suspicion Alcohol Test
 Both Reasonable Suspicion Drug & Alcohol Test

Refusal to submit to the test(s) will be considered prohibited conduct as defined by SRTC's Drug & Alcohol Testing Policy.

Signature of Employee:



- 1) Discovery of the possession of drugs, alcohol and/or paraphernalia.

Describe: _____

- 2) Appearance (check all that apply)

| | | |
|---|---|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Flushed | <input type="checkbox"/> Puncture Marks |
| <input type="checkbox"/> Disheveled | <input type="checkbox"/> Bloodshot eyes | <input type="checkbox"/> Inappropriate use of sunglasses |
| <input type="checkbox"/> Dilated/Constricted Pupils | <input type="checkbox"/> Profuse Sweating | <input type="checkbox"/> Tremors |
| <input type="checkbox"/> Dry-mouth Symptoms | <input type="checkbox"/> Runny Nose/Sores | <input type="checkbox"/> Body Odor |
| <input type="checkbox"/> Other | | |

- 3) Behavior

Speech

| | | |
|-------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Silent | <input type="checkbox"/> Confused | <input type="checkbox"/> Slowed |
| <input type="checkbox"/> Whispering | <input type="checkbox"/> Other | |

- - Continued on Back - -

Mental State

| | | |
|-----------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Confused | <input type="checkbox"/> Exhibits Mood Swings |
| <input type="checkbox"/> Euphoric | <input type="checkbox"/> Disoriented | <input type="checkbox"/> Exhibits Paranoia |
| <input type="checkbox"/> Other | | |

4) Motor Skills

| | | |
|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Swaying | <input type="checkbox"/> Stumbling |
| <input type="checkbox"/> Staggering | <input type="checkbox"/> Lack of Coordination | <input type="checkbox"/> Falling |
| <input type="checkbox"/> Other | | |

5) Post-Accident Testing

| | | |
|---|---|--|
| <input type="checkbox"/> Driving SRTC Vehicle | <input type="checkbox"/> Driving Personal Vehicle | |
| <input type="checkbox"/> Other | | |



Please describe in as much detail as possible the circumstances of the observation:

Observing Supervisor:

Name: _____ Date: ____/____/____

Signature: _____

Optional 2nd Supervisor/Witness:

Name: _____ Date: ____/____/____

Signature: _____

**The observations of (1) supervisor is sufficient to
require testing.**

You will be accompanied to the testing facility by your supervisor in order to undergo the required testing