



## **BOARD MEETING AGENDA**

Tuesday, September 18, 2018

5:30 – 7:30p.m.

Legacy House  
803 S Lane St  
Seattle, WA 98104

5:30	Action	1. Call to Order – Jared Jonson
5:35	Action/ Approval (10 min.)	2. Consent Agenda <ul style="list-style-type: none"><li>• Approve August 2018 Meeting Minutes</li><li>• Accept September Concurrence Request</li><li>• Accept September Staff Reports</li></ul>
5:45	Presentation/Discussion	3. 2018 Fundraiser – Laura Michalek, auctioneer
6:00	Presentation/Discussion	4. 2017 Audit – Steven Judd, Finney Neill
6:40	Discussion	5. Staff Briefings <ul style="list-style-type: none"><li>• Fundraiser – Joseph and Jamie</li><li>• Real Estate – Maiko &amp; Mike</li><li>• Potential Tenant – Jamie</li></ul>
7:10	Discussion (20 min)	6. Board Business <ul style="list-style-type: none"><li>• Ad hoc Personnel Handbook Committee - Michael Itti<ul style="list-style-type: none"><li>• Resolution – approve Personnel Policies contained in Handbook</li></ul></li><li>• Other Business</li></ul>
7:30	Adjourn	7. Adjourn – Jared Jonson

### Upcoming Meetings and Events:

Oct 3 – Executive Committee, Maiko lead – NEEDS TO BE RESCHEDULED

Oct 16 - Board Meeting, Maiko lead

**October 19<sup>th</sup> – 2018 SCIDpda Fall Fundraiser**, Joseph lead

Dec 7 – Finance Committee BUDGET PRESENTATION, Vern lead

### **\*\*Executive sessions may be held:**

- ☐ to consider site selection or real estate acquisition by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to consider the minimum price at which real estate will be offered for sale or lease public knowledge regarding such consideration would cause a likelihood of decreased price;
- ☐ to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to receive and evaluate complaints/charges brought against a public officer or employee;
- ☐ to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- ☐ to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is likely to become a party.

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is *to preserve, promote, and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.*

## **Resolution 18-09-18-01**

### **RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve August 2018 Meeting Minutes
- Accept September 2018 Concurrence Request
- Accept September 2018 Staff Reports

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Board President

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Date

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Board Secretary

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Date

## **SCIDpda Board Meeting Minutes**

August 21, 2018  
803 South Lane Street  
Seattle, WA 98104

**Board Present:** Jared Jonson, Mindy Au, Jen Reyes, Aileen Balahadia, David Della, Michael Itti, Phillip Sit, Wayne Lau, Jerilyn Young, Nelson Yong (phone), Lanzi Li (phone)

**Staff Present:** Maiko Winkler-Chin, Vern Wood, Jamie Lee, Michael Omura, Jody Fuentes, Julie Nielsen, Janet Smith, Rachtha Danh, Josh Sellers, Joseph Guanlao

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### **1. Call to Order**

The meeting was called to order by Jared Jonson, Board Chair, at 5:32 p.m.

### **Board Action and Approval**

### **2. Consent Agenda**

**Resolution 18-08-21\_01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve July 2018 Meeting Minutes
- Accept July 2018 Expenditure Report
- Accept August Concurrence Request
- Accept August Staff Reports

**Moved:** David Della

**Seconded:** Michael Itti

Board approved unanimously

### **3. Staff Briefings**

#### **Funding Applications for the North Lot**

Michael Omura gave an update on the North Lot project, and presented a resolution authorizing the application for funding. The current round of funding applications are to the city, county, and state. Mike introduced Josh Sellers to the board, who recently joined the real estate development staff and is working on the North Lot project.

**Resolution 18-08-21\_02:** We, the Governing Body of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize staff to pursue predevelopment, construction, and permanent financing, whether through an application process or through acceptance of funds granted, gifted, or otherwise bestowed upon SCIDpda, for the North Lot Development located at 1200 12<sup>th</sup> Avenue South, Seattle, WA.

Predevelopment, construction, and permanent financing applications will be through the following:

- The City of Seattle
- King County
- Impact Capital
- Enterprise Community Loan Fund
- Washington State Housing Finance Commission
- Washington State Housing Trust Fund
- Private Loans and grants as required for the development of the Property

The project will consist of 270 affordable family units at 60% AMI or below, approximately 22,000 sq. ft. for AiPACE, approximately 10,000 sq. ft. for Early Childhood Education Center (El Centro del la Raza) and below grade parking.

FURTHER RESOLVED that the staff to submit all such documents as may be reasonably necessary for SCIDpda to apply for, obtain, and receive an allocation of 2018 Low- Income Housing Tax Credits from the Washington State Housing Finance Commission. Such documentation may include the Low-Income Housing Tax Credit Application and the exhibits and attachments required thereto and such other documents as the Washington State Housing Finance Commission may reasonably require with respect to the allocation of tax credits, including but not limited to, such affidavits, certifications, credit reservation contracts, regulatory use agreements, and carryover allocation documents;

FURTHER RESOLVED that any and all documents hereby authorized to be executed on behalf of SCIDpda are authorized to be executed by any one of the following each acting alone (the "Authorized Representative"):

Maiko Winkler-Chin, Executive Director Jared Johnson, Board President

FURTHER RESOLVED that any Authorized Representative is authorized, empowered, and directed to execute and deliver all documents and furnish all materials necessary to form the SCIDpda and complete and submit funding applications, and that any previous execution and delivery or furnishing of documents and materials by any Authorized Representative in furtherance of the foregoing is hereby authorized, confirmed and ratified;

FURTHER RESOLVED that this resolution shall supersede any prior resolutions of the SCIDpda with respect to the Project to the extent such prior resolutions are inconsistent with the terms hereunder.

Staff will inform Board of any changes to price or substantial change the scope or the Project.

**Moved:** Wayne Lau

**Seconded:** David Della

Board approved unanimously

### **MOA for SHA Records Site with Capitol Hill Housing**

Jared explained the LOI was put thru the Real Estate Committee. Michael Omura explained the PDA has chosen to partner with CHH because of their expertise, background, and the PDA's lack of staff and financial resources to pursue project alone. Mike explained the MOU only applies to the submittal of the RFP, where

the joint-development agreement, which is much more binding, would come later. Michael Itti noted he wanted to be sure the project would have a robust community engagement piece.

**Resolution 18-08-21\_02:** We, the Governing Body of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize staff to participate in the submittal of a joint application to the Seattle Housing Authority to be the developer and owner in partnership with Capitol Hill Housing (CHH) of 1215 E Fir Street, a 45,000-square foot property (Site) now owned by King County. SCIDpda will be the 51% owner with CHH the 49% owner. The projects come with – for the selected developer - a commitment of \$6,000,000 in capital financing from the City of Seattle’s Office of Housing. SHA plans to purchase the property from King County and then enter into a long-term Ground Lease with the selected developer. SHA's project schedule includes: (1) Application due date is August 24; (2) SHA announces the selection of the project developer on September 21; (3) SHA and the selected developer enter into a predevelopment agreement in October of this year; (4) project financing closing and execution of the ground lease in Spring of 2020.

SCIDpda’s Executive Director is authorized and directed to, in collaboration with CHH, prepare a funding and development proposal in response to the RFP issued by the Seattle Housing Authority on June 1, 2018 to select a developer to redevelop the Site.

Attached is a draft of the Memorandum of Understanding (MOU) to be executed by SCIDpda and CHH.

Staff will inform Board of any changes to price or substantial change the scope or the Project.

**Moved:** Jen Reyes

**Seconded:** Wayne Lau

Board approved unanimously

## **2018 SCIDpda Annual Fundraiser**

Joseph and Jamie discussed auction items with the board in order to gather more ideas amongst their networks, personal skill sets, and assets. Staff encouraged the board to help promote the event and obtain their own tickets early.

## **4. Board Business**

### **Finance Committee: Investment Policy**

Wayne explained the finance committee is looking for another board members to sit on the committee, as Scott Yasui will be leaving the committee.

Vern explained that as a public entity, the PDA is restricted to conservative investments; where the original investment policy was not robust enough, Vern had proposed a new one policy to the finance committee. Jared and Wayne from the finance committee support the investment policy. Aileen suggested that the board and staff consider the ethical implications of investment. Jared motioned to pass the resolution with the addition of social responsibility as a guiding principle.

**Resolution 18-08-21\_02:** We, the Seattle Chinatown International District Preservation and Development Authority Board approve the changes to the Investment Policy.

**Moved:** David Della

**Seconded:** : Jen Reyes

Board approved unanimously

### **Board Recruitment**

Maiko explained that the board can have up to four mayoral positions and five to thirteen positions in addition to that. The board is looking for a resident, a commercial real estate attorney, someone from Little Saigon, and someone to be groomed to replace Wayne as Treasurer. Jared asked the board for referrals to be sent to the executive committee.

### **Ad Hoc Community Connections Committee**

Aileen explained the committee came out of the board retreat; discussions of context and challenges within the community have been discussed in the committee, with the hope of reaching out to have conversations and share goals with other boards in the community.

### **Ad Hoc Community Personnel Handbook Committee**

Michael Itti explained the PDA Handbook hasn't been revised in 11 years; Maiko had emailed this subcommittee for comments on a draft, and it will be presented to full board. The new draft includes updates to employee benefits and medical leave.

## **7. Adjourn**

The meeting was adjourned by Jared Jonson, Board Chair, at 6:59 p.m.

Concurrence Requests:

*Staff are required to seek concurrence for items that:*

- *the consideration exchanged or received by the SCIDpda exceeds \$10,000, or*
- *the performance by the SCIDpda extends over a one year period.*

## **September 2018 Items**

**Leases** – Louise Mok/Julie Neilson staff leads

**New Central**

Ncentcom#200A - Seniors V Team Foundation lease renewal. Lease from 10/01/2018 to 09/30/2019. Rent at \$825.00 per month with NNN at \$1,400 a month.

**Bush Hotel Cell Tower**

Five year lease starting October 2018. One-time payment of \$7,000 plus \$2,500/mo with 3% escalation annually.

## SCIDpda Staff Reports – September 2018

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### Senior Service

Emiko Mizuki

#### Assisted Living

- One (1) unit turnover in August, with 13 vacant days.
- 12 annual assessments were completed
- One RN is on FMLA until November but receiving temporary relief from Favorite Staffing (recruitment for RN/LPN continues)
- Legacy House participated in the Annual Senior Resource Fair hosted by CISC in Bellevue
- National Assisted Living Week is September 9 – 15, 2018

#### Adult Day Services

- The annual ADS audit was conducted with no citations or deficiencies reported. The ADS audit team mentioned this was an exceptional audit and praised the ADS team for their excellent work.
- 4 new ADH clients were enrolled into the program
- 5 ADH clients were discharged from ADH (2 were AL residents who moved out, 2 were inactive, and one needs to be reassessed before returning to the program)
- The OT needs of new clients and higher acuity levels has triggered an increase in OT/RN skilled services

#### Congregate Meal Program (CMP)

- Legacy House/CMP program has been awarded the \$9,999 grant to partner with the Chinese Information and Service Center's (CISC) Sunshine Garden Chinese Senior Community Center. Funds need to be expended by December 31, 2018.
- City of Seattle has awarded \$2,000 to provide 2 field trips for the CMP clients. Plans to visit a Farmers Market and Seattle Tilth are being planned. Funds need to be expended by December 31, 2018.
- Numbers have been increasing and we are seeking additional funding for Fall 2018

#### Additional Information

- Meetings and discussions continue regarding the PACE transition. The State's site readiness review is scheduled for November 6, 2018
- Construction of the Nursing area has begun and doors have been added to create two exam rooms

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### Real Estate Development

Michael Omura

*Oral briefing during meeting*

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## Community Initiatives

Jamie Lee

### Hing Hay Coworks/Business Resources

We had 37 memberships in Hing Hay Coworks in August – our highest yet. Things have been busy in HHC and we are adjusting some procedures (ie. meeting rooms) to fit that growth. We still have an office open, so let me know if you have anyone interested. On our business side, we have an intern helping to develop a business survey that we will conduct later this year. Additionally, we are working on a leasing workshop in partnership with Wayfind that will be happening in October.

### Public Space

As I stated last month, received \$5,000 from the Department of Neighborhoods to conduct **Post-Occupancy Evaluations (POEs) for Hing Hay Park and Donnie Chin International Children's Park**. We have two interns (both who speak Chinese) that have begun surveying folks in the parks. They were also able to work at the Night Market that happened last weekend.

SCIDpda and the Friends of Little Saigon (FLS) are supporting the outreach and engagement for the **Little Saigon Park**. We have held our first meeting and are looking forward to moving this process along. In partnership with FLS and the Parks Dept, we will be hosting Park(ing) Day on September 21 near Lam Seafood to get some feedback on the LS Park.

The **Jackson St. Hub** project, which is a partnership between the Alliance for Pioneer Square and SCIDpda to study the areas around Jackson St. between King St. Station has its second event next Wednesday, September 19 to get feedback on the design proposals. The event is from 4-6pm in front of Union Station.

### Events

\* indicates PDA event.

- **September 14** is the Mid-Autumn Moon Festival\* – 4-6pm – Donnie Chin International Children's Park
- **September 19** – Jackson Hub Meetup\*
- **September 21** – Park(ing) Day\* – Near Lam Seafood
- **October 19** – SCIDpda annual fundraiser\*

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## Development & Communications

Joseph Guanlao

### **SCIDpda Annual Fundraiser**

Tickets: We request that board members purchase their tickets and help promote the event. Help us fill that room! Purchase tickets at [buytickets.at/scidpda](https://buytickets.at/scidpda)

Auction items: Please confirm/submit your auction items by October 1<sup>st</sup>. Please donate a bottle of wine and a gift card from the neighborhood to our restaurant frenzy.

Sponsorships: We have 60K in sponsorships.

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**Maiko Winkler-Chin**

SCIDpda Executive Director Report

***Oral update during meeting***

# SCIDPDA MONTHLY MANAGEMENT REPORT

## September 2018

### Property Management

#### Commercial Vacancy as of 8/31/2018

Property	Total Sq Ft	Vacant sf	Percent Vacant	Notice To Vacate	Month to Month
IDVS 1	86,039	0	0.00%	0	0
IDVS II	5,899	0	0.00%	0	0
New Central	21,288	0	0.00%	0	1
Bush Hotel	28,178	962	3.4%	0	0
Jackson	4,918	0	0.00%	0	0
<b>Portfolio Total</b>	<b>146,322</b>	<b>962</b>	<b>0.65%</b>	<b>0</b>	<b>1</b>

#### Leasing Activity and Property Notes:

At the end of August, Ethnic Business Coalition moved out of the unit next to our office on the Bush Hotel plaza level. We've shown the space to several interested parties and we are most likely moving forward with a long-time HHC tenant looking to expand into a dedicated space. Jamie and Shanti have given them a high recommendation. They're still gathering application documents so we don't have their business description, but we should have an update at the next meeting.

#### Residential Vacancy as of 8/31/2018

	Aug 2018	YTD	2018 Budget
<b>PDA-Owned Properties</b>			
Bush Residential	2.00%	1.52%	2.00%
Domingo Viernes Apartments	1.00%	0.31%	2.00%
New Central Apartments	0.00%	0.56%	2.00%
<b>PDA-Managed Properties</b>			
Eastern Hotel	0.00%	1.40%	2.00%
Nihonmachi Terrace	0.00%	0.89%	4.00%
NP Hotel	0.00%	1.71%	2.00%
Jackson Apartments	0.45%	0.34%	1.50%

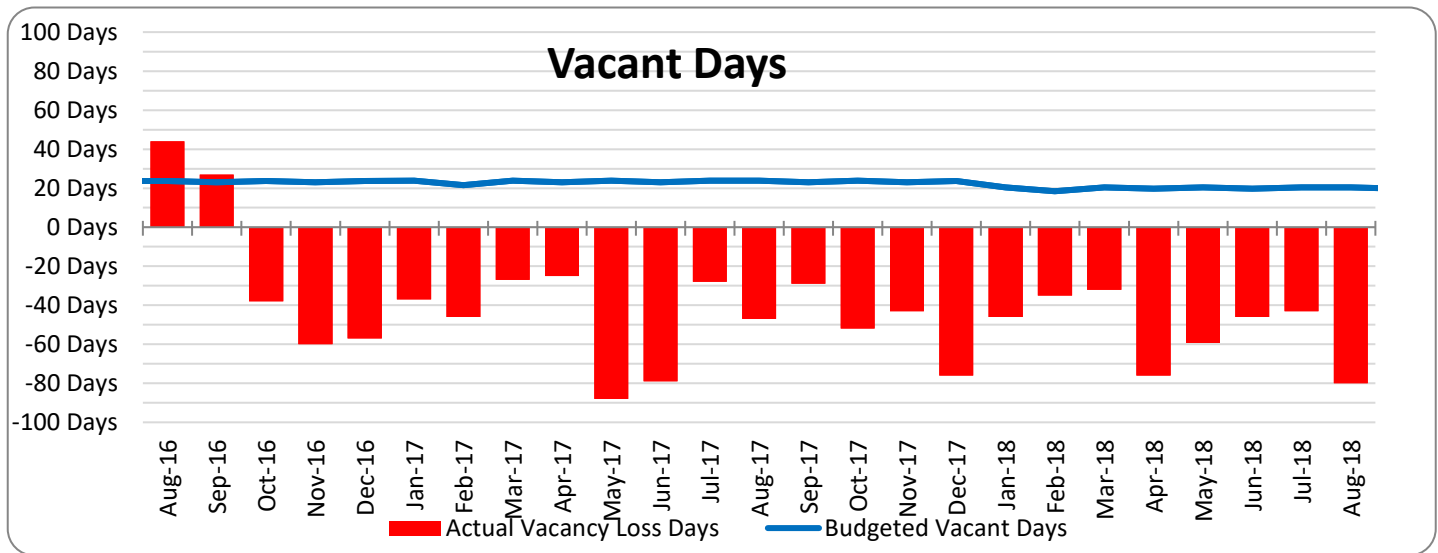
We had very little turnover this month, so maintenance used this as an opportunity to work on their preventative maintenance lists, pressure wash sidewalks and exteriors, and make sidewalk planting strip and landscape improvements. We also removed all of the old signage that'd been taped to building entries and replaced them with uniform professional signage (window clings). These efforts have made a noticeable improvement to overall community conditions.

## Senior Services

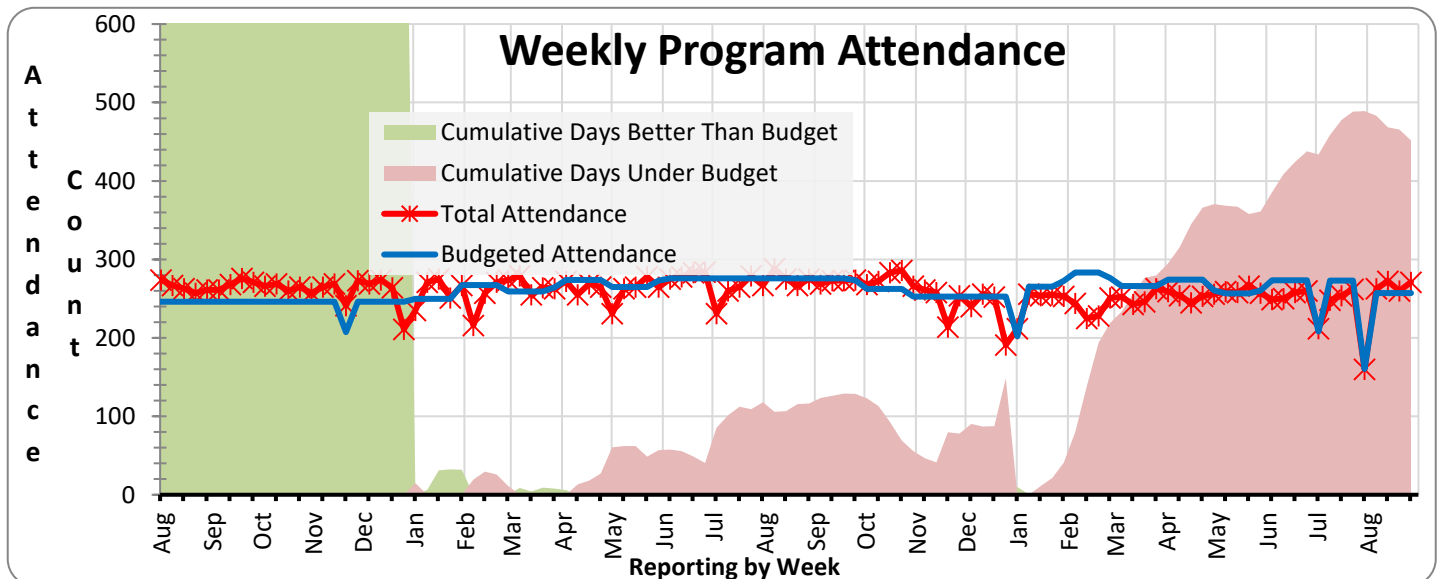
The positive variance for Assisted Living continues into August. Vacancy loss through August was budgeted at 160 days, with an actual vacancy loss of <417> days, making the net vacancy number less than budget through July by 577 days. The vacancy loss continues to be a net negative because of quick turn over time to bring on new residents. As of mid-July Assisted Living is back again to 3 rooms occupied by couples. Assisted Living revenue is greater than budget through August by approximately \$46K. The State Legislature also approved Bridge Funding for Assisted Living facilities that have a large percentage of Medicaid residents. This funding, began in July and is estimated to be approximately \$58K for 2018.

ADS attendance is below budget through August by 451 days. Revenue for the ADS program was below budget through August by approximately \$47K. Attendance continues to lag behind budget expectations. It has been affected by vacancies for AL taking up resources to focus on filling the AL vacancies, DSHS not allowing some Assisted Living residents to continue in the ADS program and the flu season that hit particularly hard early in the year. Staff remains focused on bringing in new clients.

### Assisted Living



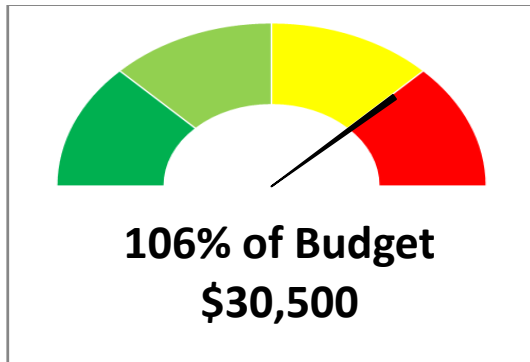
### Adult Day Program



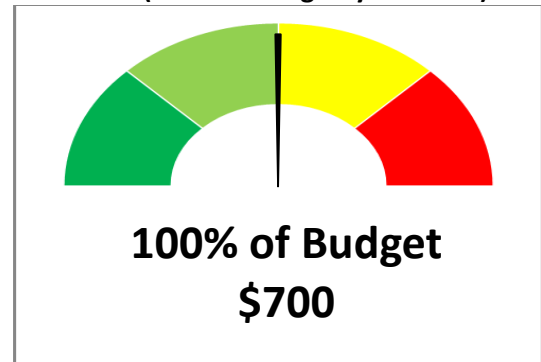
## Payroll

Payroll and Benefits Expense actual to budget through August total \$87K over budget. This excludes the \$220K incentive compensation that was paid to all employees on August 9<sup>th</sup> and was not included in 2018 budget. Admin's variance is largely due to PTO accruals and hiring of an addition person in Real Estate Development. Senior Services has had large amounts of overtime while covering for staff that is on PTO and FMLA.

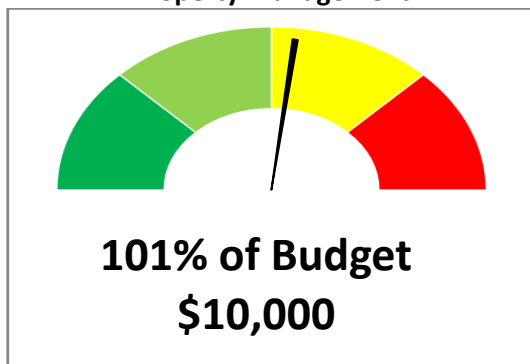
Admin



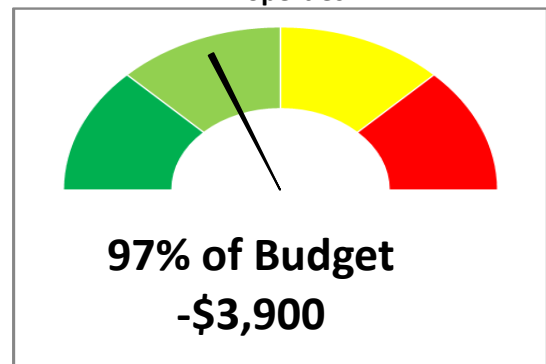
IDEA (Includes Hing Hay Coworks)



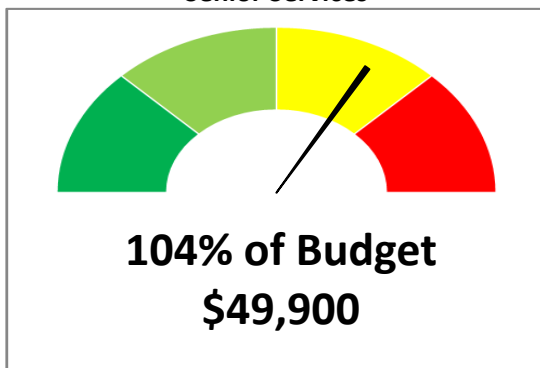
Property Management



Properties



Senior Services





# **Seattle Chinatown International District Preservation and Development Authority**

## **EMPLOYEE HANDBOOK**

**Last updated: June 2018**

## Welcome

Welcome to the Seattle Chinatown International District Preservation and Development Authority! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further SCIDpda's goals.

SCIDpda is a leading force for the economic health of Seattle's Chinatown International District, implementing strategies that range from support for individual businesses to marketing the entire neighborhood's lively retail and cultural environment. SCIDpda is an effective and informed advocate for our neighborhood's residents and businesses, promoting community improvements and public safety and protecting our community from negative impacts. SCIDpda focuses its development efforts in a way that honors the rich character and history of the Chinatown International District.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services in our Communities. With your active involvement, creativity, and support, SCIDpda will continue to achieve its goals. We sincerely hope you will take pride in being an important part of SCIDpda's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources department.

Sincerely,

Maiko Winkler-Chin  
Executive Director

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## **Mission Statement**

SCIDpda Mission:

To preserve, promote and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood.

## **2020 Vision**

Through its stewardship of the physical and social environments of the CID, including Little Saigon, the PDA has created:

- a more affordable community with new housing options for residents of all ages and incomes
- a more economically thriving community with new business entrepreneurship alongside long time home-grown mom and pop stores
- a more safe, walkable, livable, community that offers services, amenities and supports for all who live, work and play in the neighborhood
- a more socially connected community that comes together to preserve the unique neighborhood legacy and cultural identity
- a model for attracting, developing and retaining its own workforce as a vital community asset

## **Values:**

Collaboration  
Equity  
Integrity  
Stewardship

## **Employment at Will**

Employment at SCIDpda is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director of the agency.

This means that either the employee or the agency may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

## **Ethics Code**

SCIDpda will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our Managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that Officers, Directors, and employees will not knowingly misrepresent the agency and will not speak on behalf of the agency unless specifically authorized. The confidentiality of proprietary information, and similar confidential commercially-sensitive information (e.g., financials, business strategies/plans, etc.) about our agency or operations, or that of our customers or partners, is to be treated with discretion and only be disseminated on a need-to-know basis.

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation

## **Equal Opportunity and Commitment to Diversity**

### **Equal Opportunity**

SCIDpda is committed to the principles of equal employment and we are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, marital status, sexual orientation (including gender identity and expression), pregnancy (including childbirth, lactation, a woman's potential to get pregnant, and pregnancy-related conditions), physical or mental or sensory disability (including the use of a trained dog guide or service animal), genetic information (including testing and characteristics), military status or status as an honorable discharged veteran, or HIV/AIDS or Hepatitis C status.

SCIDpda is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

SCIDpda expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

We are all responsible for upholding the SCIDpda's Equal Employment Opportunity Policy and any claimed violations of that policy should be brought to the attention of your Manager and/or Human Resources.

### **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, SCIDpda will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

### **Lactation Accommodation**

SCIDpda is an infant-friendly workplace and has voluntarily chosen to adopt this breastfeeding policy.

SCIDpda will provide a sanitary, safe and private place, other than a toilet stall, for an employee to express milk for the employee's infant child. Employees may also request flexible scheduling, including breaks, to allow time for expressing breast milk. A refrigerator will be made available for employees to store breast milk. Employees who wish to request an accommodation under this policy should contact Human Resources.

Employees should provide reasonable notice to SCIDpda that they intend to take breaks for expressing breast milk upon returning to work.

## **Commitment to Diversity**

SCIDpda is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in agency policy and the way we do business at SCIDpda and is an important principle of sound business management.

## **Religious Accommodation**

SCIDpda will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to SCIDpda. SCIDpda has developed an accommodation process to assist employees, management and Human Resources. Through this process, SCIDpda establishes a system of open communication between employees and SCIDpda to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and religious belief, observance or practice should bring the conflict and his or her request for accommodation to the attention of Human Resources to initiate the accommodation process. SCIDpda requests that these requests be made in writing and in the case of schedule adjustments, as far in advance as possible.

## **Harassment and Complaint Procedure**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as age, race, color, national origin, ancestry, religion, sex, marital status, sexual orientation (including gender identity and expression), pregnancy (including childbirth, lactation, a woman's potential to get pregnant, and pregnancy-related conditions), physical or mental or sensory disability (including the use of a trained dog guide or service animal), genetic information (including testing and characteristics), military status or status as an honorable discharged veteran, HIV/AIDS or Hepatitis C status, or other characteristic protected by state or federal law, is prohibited.

It is SCIDpda's policy to provide a work environment free of sexual and other harassment. To that end, harassment of SCIDpda's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. SCIDpda will take all steps necessary to prevent and eliminate unlawful harassment.

## **Definition of Unlawful Harassment**

“Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on age, race, color, national origin, ancestry, religion, sex, marital status, sexual orientation (including gender identity and expression), pregnancy (including childbirth, lactation, a woman’s potential to get pregnant, and pregnancy-related conditions) physical or mental or sensory disability (including the use of a trained dog guide or service animal), genetic information (including testing and characteristics), military status or status as an honorable discharged veteran, or HIV/AIDS or Hepatitis C status.

## **Definition of Sexual Harassment**

“Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment
- Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at SCIDpda.

## **Complaint Procedure**

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate Supervisor or Department Manager, Human

Resources, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, SCIDpda will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

### **Workplace Bullying**

SCIDpda does not tolerate bullying behavior. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

Workplace bullying is the use of force, threats or coercion to abuse, intimidate, or humiliate another employee. Workplace bullying includes, but is not limited to the following:

- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
- Verbal or physical conduct that is threatening, intimidating or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotaging, or deliberately subverting, obstructing or disrupting another person's work performance

Cyberbullying refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone, tablet, pager or other device that transmits electronic information, regardless of whether the device is owned by or located at SCIDpda or connected to SCIDpda network. Cyberbullying is also prohibited.

This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates and protests about their terms and conditions of employment.

### **Reporting and Response**

Employees who are subjected to, or witness workplace bullying are encouraged to notify Human Resources immediately. SCIDpda will promptly investigate the complaint. SCIDpda will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, SCIDpda will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling and other actions. SCIDpda will also report to law enforcement, if appropriate. The complaining party will be advised of the result of the investigation.

## **Anti-Retaliation**

SCIDpda strictly prohibits retaliation against an employee for making a good-faith claim of bullying or for participating in good faith in an investigation of bullying.

## **Conflicts of Interest and Confidentiality**

### **Conflicts of Interest**

SCIDpda expects all employees to conduct themselves and agency business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. SCIDpda recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the agency.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Simultaneous employment by another firm that is a competitor of or supplier to SCIDpda;
- Carrying on agency business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest;
- Holding a substantial interest in, or participating in the management of a firm to which the agency makes purchases;
- Borrowing money from customers or firms, other than recognized loan institutions from which our agency buys services, materials, equipment, or supplies;
- Accepting substantial gifts or excessive entertainment from an outside organization or agency;
- Speculating or dealing in materials, equipment, supplies, services, or property purchased by the agency;
- Participating in civic or professional organization activities in a manner that divulges confidential agency information;
- Misusing privileged information or revealing confidential data to outsiders;
- Using one's position in the agency or knowledge of its affairs for personal gains;
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of agency business

### **Confidentiality**

The protection of confidential business information is vital to the interests and success of SCIDpda. Confidential information is any and all information disclosed to or known by you because of employment with the agency that is not generally known to people outside the agency about its business.



An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the Development and Communication Manager.

This provision is not intended to, and should not be interpreted to prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

## **Employment Relationships**

### **Employment Classifications**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, SCIDpda classifies its employees as shown below. SCIDpda may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay. The SCIDpda complies with the salary basis requirements of the Fair Labor Standards Act (FLSA).

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the agency and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the agency's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**On-call.** On-call employees are those that are hired on an hourly basis to supplement the workforce in the event of covering job duties of staff on PTO or leave, or if the SCIDpda needs a specific skill set.

## **Work Week and Hours of Work**

The standard workweek is from Monday 12:00 a.m. until Sunday 11:59 p.m. Office hours are 8:00 a.m. to 5:00 p.m. Individual work schedules may vary depending on the needs of each department.

## **Meal and Rest Breaks**

Employees are entitled to a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period. Employees are also entitled to two 15-minute paid rest periods each day. Meal and rest breaks will be scheduled by the Department Supervisor or Manager.

## **Time Records**

All employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of pay period, the employee and his or her Supervisor must verify the time card attesting to its correctness.

## **Overtime**

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a workweek. Nonexempt employees will be paid time and one half their regular rate of pay for all hours actually worked in a workweek. Paid leave, such as PTO, bereavement time, and jury duty do not apply toward work time. All overtime work must be approved by a Supervisor or Manager.

## **Deductions from Pay**

The agency does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

## **Permitted deductions.**

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee

During the week an exempt employee begins work for the agency or during the last week of employment, the employee will only be paid for actual hours worked.

## **Improper deductions**

If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources department. The

report will be promptly investigated and if it is found that an improper deduction has been made, the agency will reimburse the employee for the improper deduction.

### **Paychecks**

SCIDpda's pay period for all employees is biweekly on Thursday. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Employees have the option of having their paychecks directly deposited into checking and/or savings accounts.

### **Access to Personnel Files**

Employee files are maintained by the Human Resources department and are considered confidential. Managers and Supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

### **Employment of Relatives and Domestic Partners**

Relatives and registered domestic partners may be hired by the agency if:

- The persons concerned will not work in a direct supervisory relationship; and
- The employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, state-registered domestic partners, children, siblings, parents, or grandparents. A state-registered "domestic partnership" is generally defined as a committed relationship between two individuals in a civil union or domestic partnership who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a state-registered domestic partnership will be permitted to continue employment with the agency provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the agency will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave the agency.

### **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), nonexempt employees are asked to provide a written notice to their Supervisor at least 10 working days in advance of the last day of work, and 4 weeks' notice from exempt employees. The 10 days must be actual working days. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to discuss the employee's work experience, and final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the agency.

## **Workplace Safety**

### **Drug-Free Workplace**

It is the policy of SCIDpda to maintain a drug and alcohol-free work environment that is safe and productive for employees and others having business with the agency.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on agency or client premises or while performing services for the agency is strictly prohibited. SCIDpda also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

Any employee violating this policy is subject to discipline, up to and including termination for the first offense.

### **Smoke-Free Workplace**

In accordance with smoking laws of WA State, smoking is prohibited within twenty-five feet of public places or places of employment.

Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.

“Smoking” includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

## **Workplace Violence Prevention**

SCIDpda is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner.

Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at agency-sponsored functions.

All SCIDpda employees have the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Supervisor, Manager, or the Human Resources department. All threats will be promptly

investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the agency, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

SCIDpda prohibits the possession of weapons on its property at all times, including our parking lots. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The agency reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, and gym bags on agency property.

### **Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

### **Cameras and Video Surveillance**

For purposes of workplace safety and security and to prevent theft and other misconduct, SCIDpda has installed video surveillance cameras, including but not limited to buildings owned and managed by SCIDpda.

If there is any reported incident of theft, trespass, workplace violence, employee misconduct or any type of safety violation, SCIDpda will utilize its surveillance equipment as an investigatory tool. SCIDpda will also make use of its surveillance equipment to deter any future security incidents.

SCIDpda also reserves the right to actively monitor, through its surveillance cameras, any areas for safety reasons (protect against equipment failure, breakage, or accident).

The surveillance cameras and any footage from the surveillance are to be used solely for the purposes of this video surveillance policy. Any unauthorized use of these video cameras and/or video recordings is strictly forbidden and may result in discipline, up to and including termination of employment. Access to the surveillance cameras and any footage from the surveillance can only be accessed by designated employees, and law enforcement with an applicable warrant.

## **Visitors**

Restricting access to SCIDpda premises helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguard employee welfare, and avoid potential distractions and disturbances. For this reason, only authorized visitors are allowed in the workplace and all authorized visitors, including friends, family and former associates must register with the Receptionist at the front desk when visiting the main office. Similarly, visitors at any of our site locations must check in with the Manager of the site.

Employees being visited are responsible for the actions of their guest(s). Should a guest of an employee act in such a manner that disrupts the normal working conditions of SCIDpda or threatens the security of SCIDpda and/or its employees, the employee accompanying the guest may be held responsible for the guest's actions and subject to disciplinary action up to and including termination of employment.

SCIDpda reserves the right to verify the contents of packages and briefcases brought onto SCIDpda premises by visitors.

If an employee suspects or becomes aware of any unusual situation, he or she should immediately notify Human Resources.

## **Emergency Closings**

SCIDpda will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise Supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

## **Workplace Guidelines**

### **Attendance**

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their Supervisor as soon as possible.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the Supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

## **Job Performance**

Communication between employees and Supervisors or Managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance assessment and discussion between the employee and the Supervisor or Manager about job performance and expectations for the coming year.

## **Outside Employment**

Employees are permitted to work a second job as long as it does not interfere with their job performance with SCIDpda. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

## **Dress and Grooming**

SCIDpda provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and co-workers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

## **Travel Expenses**

### **Policy:**

SCIDpda may include in the annual budget a modest amount for work-related travel expenses. All travel conducted by SCIDpda employees with respect to SCIDpda business must be approved by the appropriate department head.

While traveling on official business, the employee is expected to exercise the same sound judgement in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

When grant funds are supporting SCIDpda travel in whole or in part, SCIDpda will adhere to Uniform Guidance 200.474 or such other regulations required of the funding agency.

## **Procedures:**

### **Transportation**

- Air class for SCIDpda's employees must be coach class. The use of business class or first class is specifically disallowed. An exception may be made in extenuating circumstances, with the prior approval of the appropriate department head. Use of business class or first class, if necessary must be documented and justified on the expense report.
- For business use of personal vehicles, SCIDpda will reimburse the employee at the current (IRS) prevailing rate.
- Toll charges, taxi charges and parking fees are acceptable expenses.
- Car rentals are permitted for mid-size or smaller vehicle rentals. Exceptions will be made when employees are traveling together and one large vehicle is less expensive than two small vehicles.

Hotels – accommodations should be single rooms in moderately priced hotels.

Meals – costs for meals are to be broken out into breakfast, lunch and dinner on the expense report.

Laundry – this is a generally accepted expense when length of stay exceeds one week.

Tips – this is a generally accepted expense.

### **Employee Benefits**

Eligible employees of the SCIDpda are provided a wide range of benefits. Some programs (such as Social Security, Workers' Compensation, and Unemployment Benefits) cover all employees in the manner prescribed by law, while eligibility for other benefits is dependent upon a variety of factors, including employee classification and scheduled hours worked. The Human Resources Manager, or your Supervisor can identify the programs for which you are eligible.

Details of these benefit programs can be found through benefit plan documents and summary plan descriptions. If there is a discrepancy between a statement in this Handbook and a plan document, the plan document will govern.

Benefits for eligible employees include: medical, dental, life insurance and long term disability, voluntary vision, 457(b) Defined Contribution plan, and flexible spending accounts.

Please note that the SCIDpda's benefits are subject to amendment and termination at any time.

### **Designated Holiday Pay**

The Holiday Pay Policy was established to recognize that employees who work during the holidays are not able to spend time with their families. SCIDpda nonexempt employees who are scheduled to work on Thanksgiving Day, Christmas Day, or New Year's Day will receive double their regular time pay for their hours worked.

The double time pay will apply if an employee's scheduled work hours occur between 6:00 p.m. the day prior to the specified holiday through 6:00 a.m. the day following the holiday. Non-exempt employees who are called to service emergency situations during these same time periods will receive double their regular time pay for their hours worked.

Except in emergency situations, SCIDpda nonexempt employees must be pre-approved by their Managers to work during the designated holidays.



## **Job Postings**

The SCIDpda provides employees an opportunity to indicate their interest in open positions and advancement within the agency according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the SCIDpda reserves the right to not post select positions.

## **Employment Reference Checks**

All requests for employee references, verifications, and recommendations should be routed to the Human Resources Department.

## **Political Activity**

No funds or property of SCIDpda may be used for any partisan political activity or to further the election of any candidate for public office. Employees may engage in lawful political activity on their own time. However, employees should not use their affiliation with SCIDpda in any endorsement of a political candidate or otherwise involve SCIDpda in their personal political activity.

## **Whistleblower Protection**

The SCIDpda strives to sustain an environment of integrity by supporting employees who raise concerns within the SCIDpda. The agency requires employees to report illegal behavior, negligent waste, fraud, or abuse to the Human Resources Manager, Executive Director, or the SCIDpda Board Chairman. The agency prohibits retaliation against any staff member for making good faith reports under this policy. Any retaliation in violation of this policy may result in disciplinary action, up to and including termination of employment.

## **Social Media Acceptable Use**

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

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

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

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

**Respect.** Demonstrate respect for the dignity of the agency, its Board of Directors, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as an agency employee or discusses matters related to the agency on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the agency and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the agency or the agency's business. Employees must keep in mind that if they post information on a social media site that is in violation of agency policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use a social media to criticize the agency's competition and should not use it to compete with the agency.

**Confidentiality.** Do not identify or reference clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

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

**Links.** Employees may provide a link from a social media site to the agency's website during employment (subject to discontinuance at the agency's sole discretion). Employees should contact the Development and Communications department to obtain the graphic for links to the agency's site and to register the site with the agency.

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

#### **Bulletin Boards**

All required governmental postings are posted on the boards located in the break room. These boards may also contain general announcements.

The agency reserves the absolute right to refuse permission to post or to take down any announcement. The Human Resources department approves posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated.

#### **Solicitation**

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on

“working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on agency property at any time.

### **Computers, Internet, Email, and Other Resources**

The agency provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, e-mail, text messaging, or any other agency-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of agency computer, phone, or other communication tools. All communications made using agency-provided equipment or services including email and internet activity, are subject to inspection by the agency. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the agency’s systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-email is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the agency.

The agency encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding agency business. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the agency.

Refrain from using e-mail in a manner that violates any of our agency guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the agency’s goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for agency business purposes and are critical to the agency’s success, your communications may be accessed without further notice by the information technology department, administrators, and agency management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the agency recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the agency's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

It is also against agency policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on agency computers. Violations of this policy may result in termination for a first offense.

## **Time Off and Leaves of Absence**

### **Holidays**

The agency observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the agency will observe the preceding Friday as the substitute holiday.

### **Paid Time Off (PTO)**

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation, sick and holiday leave into one flexible, paid time off policy.

For each hour paid, employees earn a fraction of an hour of PTO which is credited to their PTO account. The amount of PTO that employees receive each year increases with the length of their employment, as shown in the following schedule:

Years of Service	Maximum Accrual Allowed	Accrual Rate
From hire date – 5 years	232 hours	.1116 hours per hour
5+ years	256 hours	.1231 hours per hour
10+ years	304 hours	.1462 hours per hour

The length of service is calculated on the basis of an employee's date of hire. This 12 month period begins when an employee, whether non-exempt or exempt, is hired under any employment category other than temporary or on-call. Temporary or on-call employees do not earn PTO. If an employee transitions from on-call to part-time or full-time, the date of the transition will be used to determine their length of service.

If a former employee is rehired into a category eligible for PTO, they are considered a new hire and their length of service will be determined based on their date of rehire.

## **How to Use Paid Time Off**

- PTO leave is restricted to a maximum of three (3) consecutive weeks at a time. If more time is being requested it will require the approval of the Director overseeing the work group.
- PTO must be approved prior to planning travel or personal time away.
- Employees who have an unexpected need to be absent from work should notify their direct supervisor at least two hours before the scheduled start of their work day.
- The direct supervisor must also be contacted on each additional day of unexpected absence.
- Employees can only receive PTO for their scheduled days and hours of work. This means that if employees are scheduled to work 4 hours per day, they can only apply for PTO in 4 hour increments.
- If an employee is on PTO for three weeks and requests additional time off, unless it is an emergency situation, e.g., loss of an immediate family members, illness, etc., this request will be considered in violation of the policy and may be subject to disciplinary actions.

To request planned PTO, in some situations, employees are required to complete an Absence Request Form for submittal to their Supervisor. Supervisors or Managers will approve, deny, or request further information within four (4) working days of receiving the request.

- PTO plans should be made with as much advanced notice as possible. For PTO of longer than one (1) week, at least a month's advance notice is requested. For PTO requests of two weeks or longer, two months' advance notice is requested. The Department Supervisor will work diligently to schedule time off in a way to least interfere with the operation of the department or facility as a whole.
- Any request outside of the policy guidelines must be brought to the attention of the Director overseeing the work group who will decide, in consultation with Human Resources, what action should be taken regarding the request.
- Exempt employees may use PTO in a minimum of four (4) hour increments.

Employees can request use of PTO after it is earned. If the employee's PTO balance reaches a maximum accrual allowed, accrual will stop. When the employee uses PTO and brings the available amount below the cap, accrual will begin again.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work. However, PTO will not be payable if employment is terminated within 180 days from the date of hire, all accrued PTO is forfeited and will not be paid.

### **Amendment to the SCIDpda Paid Time Off (PTO) Plan**

Effective March 15, 2017

### **PTO Transfers for Medical Emergencies**

- All employees who accrue PTO are eligible to participate as a recipient or donor in the PTO Transfer Program, if the affected employee meets eligibility conditions.
- An employee may request to receive donated PTO. If the Department Director finds that the requesting employee meets the qualifying conditions, the request may be approved.
- The donating employee and the receiving employee each shall file with the Department Director a personal affidavit or declaration acknowledging that such PTO donation is intended to be a gift and is not conditioned upon the exchange of any compensation, obligation or consideration and that none has been or will be received.

- All PTO transferred to the receiving employee shall be converted to a dollar value based upon the donating employee's straight time primary rate of pay in effect on the day that he or she files a PTO leave donation application. The receiving employee shall be paid at his or her regular straight-time rate of pay for all donated PTO used.
- The receiving employee may use donated PTO only for the condition that qualified him or her for such donations.
- The receiving employee cannot use donated PTO for any purpose once the condition that qualified he or she for such donations ceases to meet the qualifying criteria. Donated PTO may be used to cover their scheduled days and hours of work each week, e.g., if a part-time employee works 20 hours a week, they can only use 20 hours of PTO per week. Donated PTO also may be used to cover any and all subsequent absence(s) attributed to the qualifying condition until the qualifying condition ceases to be a cause for further absence, even if the receiving employee returns to work in the interim.
- All hours mentioned in this policy are for a full-time employee working 40 hours a week. Actual hours shall be prorated based on number of hours generally scheduled to work. For example, a 20 hour a week employee works 50% of hours of a 40 hour a week employee, and thus all hours noted in this policy shall be taken at 50%.

All exceptions to this policy must be approved in writing by the Executive or Deputy Director.

#### **Qualifying conditions for the receiving employee**

An employee may receive PTO donated by another employee or other employees if he or she meets all the following conditions:

- The receiving employee has exhausted, or will exhaust in the current pay period, his or her paid leave balance due to the employee experiencing a medical emergency (a major illness or medical condition, for instance heart attack or cancer), is caring for a family member in the event of a medical emergency, or needs extended time off following the death of a family member.
- The receiving employee has filed with their Department Director documentation that supports the request. This could include medical certification from his or her health care provider verifying the nature and expected duration of his or her condition and the employee's need to be off work. During this time, a leave of absence that qualifies for Family and Medical Leave under state or federal law will run concurrently.
- The receiving employee has used his or her PTO balance judiciously.
- The receiving employee shall not receive more hours than the total amount of leave, (both donated and accrued), of more than 520 hours of PTO for any single qualifying incident.

#### **Conditions for donating PTO to an eligible recipient**

- An employee may request to donate PTO hours to an approved recipient employee provided the donation will not cause the donating employee's PTO balance to fall below 160 hours (4 weeks of full-time employment).
- A donating employee may not donate fewer than 8 hours of PTO converted at his or her straight-time primary rate of pay.

#### **Restoration of transferred PTO**

Any transferred PTO remaining to the credit of a recipient employee when that individual's personal emergency terminates shall be restored, to the extent administratively feasible, by transfer to the PTO

accounts of the donors who are still active SCIDpda employees on the date the personal emergency terminates.

If the total number of donating employees eligible to receive restored PTO exceeds the total number of hours of PTO to be restored, no restoration of donated PTO shall occur. All remaining PTO hours shall be retained by the recipient employee instead. In no case shall the amount of PTO restored to a donating employee exceed the amount such employee donated.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work. However, PTO will not be payable if employment is terminated within 180 days from the date of hire, all accrued PTO is forfeited and will not be paid.

### **Paid Sick Leave Accrual & Usage**

#### **Accrual**

- Eligible employees, e.g., on-call, temporary, work study students, will accrue one hour of paid sick leave (PSL) for every 40 hours worked; employees are entitled to use their accrued, unused PSL hours when available
- Employees are not entitled to accrue PSL for hours paid while not working, e.g., while using PSL
- Eligible employees hired after January 1 of each year will accrue one hour of PSL for every 40 hours worked; must complete 90 days of employment prior to usage
- The accrual year is January 1 – December 31

#### **Authorized Uses of Paid Sick Leave**

PSL can only be used to cover employees' scheduled hours of work each day to care for themselves or a family member, e.g., child; parent; spouse; state-registered domestic partner; grandparent; grandchild; sibling.

PSL can be used for:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- The need for preventive medical care
- Closure of the agency or the employee's child's school or place of care; can only use PSL for the hours scheduled to work each day
- PSL can be used when SCIDpda has been closed by order of a public official for any health-related reason; can only use PSL for the hours scheduled to work each day
- PSL can be used to address issues related to domestic violence, sexual assault, or stalking
- PSL can be used to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members

#### **Carryover Requirements**

- Accrued, unused PSL balances of 40 hours or less will carry over to the following year; balances in excess of 40 hours will expire at the end of each year
- The balance carried over to the next year will be in addition to the hours accrued in the new year

## Separation and Reinstatement

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation
- SCIDpda will reinstate an employee's previously accrued, unused PSL if rehired within 12 months of separation
- The employee will be notified of the amount of accrued, unused PSL leave available for use; rehired employees will not have to satisfy the 90 days of employment requirement

## Family Medical Leave Act (FMLA)

SCIDpda recognizes that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, SCIDpda will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (FMLA). When the FMLA applies, the leave will count against the employee's entitlement per FMLA and must be taken concurrently with WA State family leave laws. An employee who is eligible for leave under this law will receive health benefits accordingly.

An employee on leave does not accumulate PTO. SCIDpda will continue to provide group health insurance coverage during the leave, on the same basis as if the employee were actively at work. An employee who does not return to work after the leave may be required to reimburse SCIDpda for premiums that it paid during the leave.

### Employee Eligibility

To be eligible for FMLA leave benefits, employees must:

- Have worked for SCIDpda for a total of at least 12 months;
- Have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and
- Have worked at a location where at least 50 employees are employed by SCIDpda within 75 miles, as of the date the leave is requested.

Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify for FMLA leave, they should contact Human Resources.

### Reasons for Leave

- Parental Leave: For the birth or placement of an adopted or foster child;
- Personal Medical Leave: When an employee is unable to work due to his or her own serious health condition;
- Family Care Leave: To care for a spouse, child, or parent with a serious health condition;
- Military Exigency Leave: When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and
- Military Care Leave: To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty; leave of up to 26 weeks of leave per 12-month period may be taken to care for the injured/ill service member.

## Key Policy Definitions



- Eligible employees under this policy are those who have been employed by our agency for at least 12 months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin. Employees who work in small locations with fewer than 50 employees within 75 miles, are not eligible for leave. However, employees should contact Human Resources to discuss other types of leave that might be available for the reasons listed in this policy.
- Leave year for the purposes of this policy shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- A spouse means individuals recognized under state law for the purposes of marriage or a state registered domestic partnership in the state or other territory or country where the marriage or registered domestic partnership arose.
- A son or daughter for the purposes of parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood *in loco parentis* to, who is (1) under 18 years of age or, (2) 18 years of age or older and incapable of self-care because of physical or mental disability. A son or daughter for the purposes of military exigency or military care leave can be of any age.
- A parent means a biological, adoptive, step, or foster parent or any other individual who stood *in loco parentis* to the employee when the employee was a son or daughter.
- Next of kin for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.
- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions which may qualify, contact Human Resources.
- A health care provider is a medical doctor or doctor of osteopathy, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- Qualifying exigencies for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (Note: Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special child care needs created by a military call-up including making alternative child care arrangements, handling urgent and non-routine child care situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for the military service member, the employee, or the military service members' son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because a mental or physical disability;
  - Rest and recuperation (Note: Fifteen days of leave is available for this exigency per event);

- Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (Note: Leave for these events is available during a period of 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
- Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g. arranging for alternative care or transfer to a care facility);
- Other exigencies that arise that are agreed to by both the agency and employee;
- A serious injury/illness incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

#### Notice and Leave Request Process

**Foreseeable Need for Leave:** If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave.

Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

**Unforeseeable Need for Leave:** If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave.

Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

**Leave Request Process:** To request leave under this policy, employees must obtain and complete a leave request form from their supervisor or human resources and return the completed form to human resources. If the need for leave is unforeseeable and employees will be absent more than three days, employees should contact human resources by telephone and request that a leave form be mailed to their home. If the need for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

**Call-in Procedures:** In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

#### Leave Increments

**Parental Leave:** Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

Return-to-Work Policy. When such work is available, the agency will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

### **Military Leave (USERRA)**

SCIDpda complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to Human Resources. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your Manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact human resources.

### **Washington Family Leave Act**

The following policy addresses employee rights under the Washington Family Leave Act (WFLA). All questions pertaining to this policy should be directed to Human Resources.

#### **Employee Eligibility**

To be eligible for WFLA leave benefits, employees must:

- Have worked for the agency for a total of at least 12 months;
- Have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and
- Work at a location where at least 50 employees are employed by the agency within 75 miles, as of the date the leave is requested.

#### **Purpose of Leave**

WFLA leave may be taken for the following reasons:

- The birth of a child;
- The placement of a child for adoption or foster care;
- To care for a family member with a serious health condition; or
- For the employee's own serious health condition

#### **Length of Leave**

Eligible employees are entitled to a total of 12 weeks of unpaid leave within a 12-month period. A leave year is determined by a rolling 12-month period measured backward from the date an employee uses their WFLA leave. When possible, leave granted under WFLA will run concurrently with an employee's FMLA leave entitlement.

WFLA leave is in addition to any leave granted for a period of physical disability due to pregnancy or childbirth. This means that, in most cases, a covered employee who gives birth will be eligible for leave for a period of physical disability, plus 12 weeks of leave for childcare and bonding under the WFLA. Employees should consult the Pregnancy Disability Leave policy and/or consult with Human Resources for additional information.

If both spouses work for SCIDpda and are eligible for leave under this policy, the spouses will be limited to a total of 12 work weeks off for leave related to the birth or placement of a child or the care of a parent with a serious health condition.

### **Intermittent or Reduced Schedule Leave**

Employees will be allowed to take leave on a reduced schedule or intermittent basis when medically necessary for medical treatment of or recovery from a serious health condition or to provide care or comfort for a family member with a serious health condition. SCIDpda may, in its discretion, agree to allow intermittent or reduced schedule leave following the birth or placement of a child.

When a request for intermittent or reduced leave is foreseeable based on planned medical treatment, SCIDpda may require that the employee temporarily transfer to an available alternative position with equivalent pay and benefits.

### **Notice and Certification of the Need for Leave**

In any case in which the need for leave is foreseeable based on an expected birth or placement of a child, an employee must provide at least 30 days' notice before the date the leave is to begin. If it is not possible or practicable to give 30 days' notice, the employee must provide notice as soon as practicable.

If the need for leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt SCIDpda's operations, subject to the health care provider's approval. The employee must provide at least 30 days' notice of the intention to take leave. If the date of treatment requires leave to begin in fewer than 30 days, the employee must provide such notice as is practicable.

A request for leave for the employee's family member's serious health condition must be supported by written certification issued by the health care provider of the individual requiring care. If SCIDpda has reason to doubt the validity of the certification provided by the employee, SCIDpda may require a second opinion from a health care provider approved by SCIDpda, and at SCIDpda expense. If the employee's health care provider and health care provider providing the second opinion do not agree, SCIDpda may require a third opinion, also at SCIDpda expense, performed by a mutually agreeable health care provider who will make the final determination.

SCIDpda may require recertification on a reasonable basis.

### **Benefits and Compensation**

WFLA leave is unpaid. An employee may elect to substitute appropriate accrued paid leave for any part of the leave period. Employees should consult the Family Care Leave policy for additional information regarding permissible reasons for use of accrued paid leave. Employees will be allowed to continue available group health benefits at their own expense.

There will be no loss of benefits accrued prior to the leave. Leave benefits that are earned in one year and do not carry over to the following year are not protected.

### Reinstatement

Upon return from leave, an employee will usually be restored to his or her prior position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment at a workplace within 20 miles of the location where the employee worked at the time when the leave began. SCIDpda may deny reinstatement under certain circumstances to employees who are among the highest paid 10 percent of employees within 75 miles of the worksite.

SCIDpda will not discriminate or retaliate against employees because they request or take leave in accordance with this policy. If an employee believes that his or her leave rights have been violated in any way, he or she should immediately report the matter to Human Resources.

### Washington Family Care Act

In accordance with Washington's Family Care Act (WFCA), employees may use their earned Paid Time Off to care for a child of the employee with a health condition that requires treatment or supervision or to care for a spouse, state-registered domestic partner, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition.

When using Paid Time Off for these purposes, the employee must comply with those terms of the applicable leave policy that do not conflict with the WFCA.

For purposes of this policy, the following definitions apply:

- "Child" – a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing *in loco parentis* who is: under 18 years of age; 18 years of age or older and incapable of self-care because of a mental or physical disability;
- "Parent" – a biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child;
- A "health condition that requires treatment or supervision" (for which an employee may use paid leave to care for his or her child) – any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child's safety or recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive health care that a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care;
- A "serious health condition" (for which an employee may use paid leave to care for an adult family member) – an illness, injury, impairment or physical or mental condition that involves:
  - Any period of incapacity or treatment connected with inpatient care, e.g., an overnight stay, in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care;
  - Continuing treatment by or under the supervision of a health care provider of health care services and that includes any period of incapacity, e.g., inability to work, attend school or perform other regular daily activities;
- An "emergency condition" (for which an employee may use paid leave to care for an adult family member) – a health condition that is sudden, generally unexpected occurrence or set of

circumstances related to one's health, which demands immediate action and is typically very short term in nature.

SCIDpda may require certification or verification from a health care provider.

Note: WFLA leave is in addition to any leave granted for a period of physical disability due to pregnancy or childbirth. This means that, in most cases, a covered employee who gives birth will be eligible for leave for the period of physical disability, plus 12 weeks of leave for childcare and bonding under the WFLA. Use of WFLA leave is subject to the same rules as federal FMLA leave. In most cases, leave taken under the two laws will run concurrently and cannot be stacked or added together.

Leave is not available under the WFLA for military exigencies or military caregivers, nor does it require health insurance be continued or paid during the leave.

SCIDpda will not terminate, demote, discipline or otherwise retaliate or discriminate against an employee for requesting or taking time off in accordance with this policy.

For further information or to request leave under this policy, contact Human Resources.

### **Amended Sabbatical Leave Policy**

An employee is generally entitled to a 6 week sabbatical after the employee completes 60 months of employment in a Grade 9, e.g., Director, or above position, provided that at least 30 months of that employment occurred after April 9, 2008. Periods during which the employee is on a leave of absence will not be counted towards the employee's period of employment for the purposes of this policy:

- The sabbatical must be taken at one time and cannot be accrued;
- The Executive Director must approve the timing of the sabbatical to ensure that it does not conflict with the efficient operations of SCIDpda;
- Subject to the other terms and conditions of this policy, the employee will be loaned an amount equal to the wages the employee would have received had the employee not taken the sabbatical;
- If the employee does not remain employed by SCIDpda for 12 months or more following the employee's return from the sabbatical, the employee must repay SCIDpda the wages loaned to the employee during the sabbatical;
- If the employee remains employed by SCIDpda for 12 months or more following the employee's return from sabbatical, repayment of the loan made to the employee under this policy will be forgiven; and
- Nothing in this policy shall change the at-will nature of any employee's employment with SCIDpda.

### **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 2 days of paid bereavement leave will be provided to eligible employees per calendar year. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

## **Jury Duty/Court Appearance**

The SCIDpda encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular employees may request up to two weeks of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or may request an unpaid leave of absence.

Employees must show the jury duty summons to their Supervisor as soon as possible so that the SCIDpda may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the SCIDpda or the employee may request an excuse from jury duty if, in the SCIDpda's judgment, the employee's absence would create serious operational difficulties. The agency will continue to provide health insurance benefits for the full term of the jury duty absence. Paid Time Off benefits will continue to accrue during paid and unpaid jury duty leave.

## **Workers' Compensation**

Workers' Compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

SCIDpda pays the entire cost of Workers' Compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The agency abides by all applicable state Workers' Compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the Supervisor and Human Resources immediately. The Supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will submit the claim to a third party administrator.

In cases of true medical emergencies, report to the nearest emergency room. Workers' Compensation benefits will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. You will be required to submit a medical release before you can return to work.

## **COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the agency health plans when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or

legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Please contact Human Resources to learn more about your COBRA rights.

DRAFT



# Seattle Chinatown International District Preservation and Development Authority

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of SCIDpda. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, agency practices, nor other communications create an employment contract or term.

I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the agency to employ me now or hereafter and that my employment may be terminated by me or the agency without reason at any time. I understand that no representative of the agency has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Executive Director of the agency may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Executive Director of the agency.

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Employee's name in Print

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Signature of employee

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Date Signed by employee

To be placed in employee's personnel file.