



**Washington State Commission
on Asian Pacific American Affairs**

ADMINISTRATIVE POLICIES

Version November 2020



Improving the well-being of Asian Pacific Americans by ensuring their access to participation in the fields of government, business, education, and other areas.

EDUCATION

HEALTH & HUMAN SERVICES

ECONOMIC DEVELOPMENT

CIVIL RIGHTS & IMMIGRATION

CENSUS

**WASHINGTON STATE
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
ADMINISTRATIVE POLICIES**

TABLE OF CONTENTS

CHAPTER 1: Introduction	1
CHAPTER 2: General Administrative Policies.....	6
CHAPTER 3: Sponsorship Policies	20
CHAPTER 4: Commissioner Duties & Responsibilities	24
CHAPTER 5: Ethics.....	31
CHAPTER 6: Sexual Harassment	35
CHAPTER 7: Affirmative Action Equal Opportunity	40
CHAPTER 8: Outside Employment	43
CHAPTER 9: Personnel	46
CHAPTER 10: Travel	60
CHAPTER 11: Meetings	66
CHAPTER 12: Public Records.....	70
CHAPTER 13: Public Response	74
CHAPTER 14: Information Technology	76
CHAPTER 15: Inventory.....	85
CHAPTER 16: Alcohol and Drug-Free Workplace.....	89
CHAPTER 17: Social Media Networking.....	93
CHAPTER 18: Workplace and Domestic Violence.....	96
CHAPTER 19: Whistleblower	102
CHAPTER 20: Inclement Weather Suspended Operations	105

ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 1

INTRODUCTION

AUTHORIZING SOURCE: WAC 34-02 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: May 6, 2020

APPROVED BY:

Chair



Executive Director



1.10 Mission Statement

1.10.10

The Commission on Asian Pacific American Affairs represents Asian American and Pacific Islander communities in state government in order to empower Asian Americans and Pacific Islanders to exercise their right to equal opportunity in education, housing, health and economic development. The Commission strives to define issues pertaining to the rights and needs of the community to provide recommendations to the Governor, the Legislature, and state agencies. The recommendations can have a profound effect on state policies and can lead to the improvement and the overall quality of life and future for Asian American and Pacific Islander communities in the State of Washington.

1.20 Authority

1.20.10

The Washington State Commission on Asian Pacific American Affairs is governed by RCW Chapter 43.117. Implementing regulations are contained in WAC Chapter 34-02.

1.30 Scope

RCW 43.117.010 Legislative Declaration

The legislature declares that the public policy of this state is to insure equal opportunity for all of its citizens. The legislature finds that Asian Pacific Americans have unique and special problems. It is the purpose of this chapter to improve the well-being of Asian Pacific Americans by insuring their access to participation in the fields of government,

business, education, and other areas. The legislature is particularly concerned with the plight of those Asian Pacific Americans who, for economic, linguistic, or cultural reasons, find themselves disadvantaged or isolated from American society and the benefits of equal opportunity. The legislature aims to help these and all Asian Pacific Americans achieve full equality and inclusion in American society. The legislature further finds that it is necessary to aid Asian Pacific Americans in obtaining governmental services in order to promote the health, safety, and welfare of all the residents of this state. Therefore the legislature deems it necessary to create a commission to carry out the purposes of this chapter.

1.30.10

The administrative policies of the Commission herein adopted or as may hereafter be amended, are intended to guide the Commission in the internal operations of the agency. To that end, the administrative policies will serve as an adjunct to all applicable laws, regulations and executive orders of the Governor, which in all instances will prevail in case there is conflict with any of these administrative policies.

1.30.20

The Commission must approve any and all amendments to these policies.

1.30.30

All entering staff, Commissioners, interns and volunteers must sign a form acknowledging that they have read and will abide by these policies. Amendments to these policies must be distributed to all staff and Commissioners for review.

1.40 Commission Powers and Duties

1.40.10

RCW 43.117.080 Relationships with local Government and Private Industry

In carrying out its duties, the commission may establish such relationships with local governments and private industry as may be needed to promote equal opportunity and benefits to Asian Pacific Americans in government, education, economic development, employment, and services.

1.40.20

RCW 43.117.070

The Commission shall have the following powers and duties:

(1) The commission shall examine and define issues pertaining to the rights and needs of Asian Pacific Americans, and make recommendations to the governor and state agencies with respect to desirable changes in program and law.

(2) The commission shall advise such state government agencies on the development and implementation of comprehensive and coordinated policies, plans, and programs focusing on the special problems and needs of Asian Pacific Americans.

(3) The commission shall coordinate and assist with statewide celebrations during the fourth week of Asian Pacific American Heritage Month that recognize the contributions to the state by Asian Pacific Americans in the arts, sciences, commerce, and education.

(4) The commission shall coordinate and assist educational institutions, public entities, and private organizations with celebrations of Korean-American day that recognize the contributions to the state by Korean-Americans in the arts, sciences, commerce, and education.

(5) Each state department and agency shall provide appropriate and reasonable assistance to the commission as needed in order that the commission may carry out the purposes of this chapter.

1.40.30

The Commission monitors, testifies, and writes testimonies on legislation to ensure equal opportunity and access for employment, education, health care and public services.

1.40.40

The Commission will coordinate with the Governor's Policy Office when testifying or writing testimonies on legislation.

1.40.50

The Commission recommends potential commissioner candidates to the Governor for review and appointment. When a commissioner position is vacant, the Commission will recommend three candidates equally to the Governor for potential selection to the Commission.

1.40.60

The Commission will publish an annual report **provided there are sufficient funds in the Commission's budget**. The report will be published no later than August 15 of the following year.

1.50 Commission Structure

1.50.10 Officers

The officers of the Commission are the Chair, First Vice-Chair, and Second Vice-Chair. The Chair, Vice-Chair, and Second Vice-Chair will serve one year terms beginning each November and may seek reelection for another term, with no term limit.

1.50.10.10

Elections for officer positions will be held on the fourth meeting of each year. To be considered for an officer position, a current or prospective officer will receive a nomination by another Commissioner, followed by a second by another Commissioner. These positions will be elected by a majority vote once quorum is established.

1.50.10.20

In the temporary absence of the Chair, the First Vice-Chair will assume the duties of the Chair until the return of the Chair.

1.50.10.30

If it is anticipated that the Chair's absence is permanent, the First Vice-Chair will assume the Chair's responsibilities for the remainder of the Chair's term.

1.50.10.40

In the event that the First Vice-Chair leaves his or her position before the end of the term, an election for the open position will be held at the next regularly scheduled Commission meeting. Nomination for the First Vice-Chair will be open to all commissioners at the meeting immediately following the vacancy. The temporary Vice-chair will be elected by a majority vote (once quorum is established) to finish the prior Vice-chair's uncompleted term.

1.50.10.50

In the event that both the Chair and First Vice-Chair leave their position before the end of the term, an election for the open positions will be held at the next regularly scheduled Commission meeting. Nomination for both officers will be open to all commissioners at the meeting immediately following the vacancies. The temporary officers will be elected by a majority vote (once quorum is established) to finish the prior officers' uncompleted terms.

1.50.10.60

If the Chair or First Vice-Chair is completing a term left open by a departing officer, he or she will be eligible to serve a subsequent term of two years, provided he or she is re-elected to the position.

1.50.20 Executive Committee Composition

1.50.20.10

The Executive Committee is composed of the Chair, the First Vice-Chair, the Second Vice-Chair, and the Immediate Past Chair if that person remains on the Commission.

1.50.20.20

The Executive Committee shall:

- (1) Direct expeditious staff action as required. Interim actions taken by the Executive Committee shall be reported to the Commission at its next regular meeting.
- (2) In the event a Commission meeting is called, a quorum is not present, and immediate action must be taken, the Executive Committee is empowered to act.
- (3) In the event a Commission meeting cannot be called and immediate action must be taken, the Executive Committee is empowered to act.
- (4) Supervise and review all personnel matters and make recommendations to the Commission as to appropriate actions.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 2**

GENERAL ADMINISTRATION

AUTHORIZING SOURCE: WAC 34-02 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: June 18, 2016

APPROVED BY:

Chair



Executive Director



2.10 Definitions

2.10.10

For the purposes of these policies, an employee or “Commission staff” means any person who provides services for compensation to the agency unless the person is free from the employer's direction and control over the performance of work.

2.20 Agency Security

2.20.10

Employees will only use their State ID card for entry into the building. Employees may enter the building during non-scheduled working hours, only, in case of emergency and must report any instance of such access to the Executive Director.

2.20.20

Employees must immediately report lost State ID cards to the Executive Director.

2.20.30

Employees will not permit vendors, service personnel, or visitors to remain in the building unescorted.

2.30 Ethics

2.30.10 General Policy

2.30.10.10

Commissioners and Commission staff will demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all public activities in order to inspire public confidence and trust.

2.30.10.20

Commissioners and Commission staff will serve in such a way that they do not receive or accept any undue personal benefits from the performance of official duties.

2.30.10.30

Commissioners and Commission staff will avoid any interest or activity that is in conflict with the official duties of the Commission.

2.30.10.40

Commissioners and Commission staff are encouraged to raise ethics questions and concerns. No agency representative will retaliate against another who raises an ethics question or concern.

2.40.20 Use of State Resources

2.40.20.10

Commissioners and Commission staff will not use state resources for private benefit or to privately benefit another person(s). State resources include, but are not limited to: money, property, personnel, consumables, office supplies, computers, fax machines, voice mail, scan card, etc.

2.40.20.20 Exceptions

Commissioners and Commission staff may make occasional but limited use of state resources (except consumables) provided all of the following conditions are met:

- there is a de minimis or no cost to the state;
- the use of state resources does not interfere with the performance of official duties;
- the use is brief in duration and does not disrupt or distract from the conduct of state business due to volume or frequency;
- the use does not compromise the security or integrity of state information or software; and
- the use promotes organizational effectiveness or enhances an employee's job-related work skills.

2.40.20.30 Limitations to the limited use exception

Occasional but limited use of state resources does not include:

- any use for purpose of conducting an outside business;
- use for the purpose of supporting, promoting, or soliciting for an outside organization or group unless provided for by law or authorized by the Executive Director;
- any campaign or political use;
- commercial uses such as advertising or selling;
- any illegal activity; or
- private use of any state property that has been removed from state facilities.

2.40.30 Confidential Information

Commissioners and Commission staff will not disclose confidential information for their own personal gain or benefit of another unless the disclosure is authorized by statute.

Commission staff will not accept employment or engage in business that they might reasonably expect would induce or require them to make an unauthorized disclosure of confidential information.

For the purpose of this policy/procedure confidential information means:

- a) Specific information, rather than generalized knowledge, that is not available to the general public on request or
- b) Information made confidential by law.

2.40.40 Outside Employment

Commission staff may hold outside employment provided such employment does not interfere with the performance of the employee's job duties and does not present any conflict of interest or violation of ethics. Outside employment may not be conducted during the employee's normal work hours (unless the employee is on annual leave). All outside employment must be disclosed and approved in advance by submitting a Report of Outside Employment form to the employee's immediate supervisor and to the Human Resources Office. The Director will make final determination.

2.40.50 Political Activities

2.40.50.10

Commission staff is permitted (subject to restrictions below) to:

- Register and vote as they choose;
- Express their political opinions;
- Solicit political contributions;
- Contribute to any organization or candidate;

- Hold membership in and participate in the affairs of political parties;
- Assist or participate in the management of political party office;
- Hold any political party office or participate in managing a partisan or nonpartisan political campaign; and
- Hold part-time public office in any political subdivision of the state, provided it does not interfere with their agency duties.

2.40.50.20

Commission staff is not permitted to:

- Use state resources for political activities that are not part of the normal and regular conduct of the agency, even if the cost to the state is none or de minimis;
- Solicit contributions for political purposes on state property;
- Demand that employees under their supervision make contributions for political purposes;
- Hold a part-time public office in a political subdivision of the state when the holding of such office is incompatible with, or substantially interferes with the discharge of their official duties as determined by the appointing authority. Each employee will report the holding of public office to his/her Supervisor.

2.40.50.30

Employees with authority to direct, control, or influence the actions of another

An employee may not knowingly concur in the other employee's use of state resources for political activities.

2.40.60 Gifts

2.40.60.10

Commissioners and Commission staff may not accept, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner or employee or be considered part of a reward for the commissioner's or employee's action or inaction.

2.40.60.20

A gift means something of value received by an employee that the employee did not pay for or earn. No consideration was given for the item received, and it was unsolicited by the employee.

2.40.60.30

Commissioners and Commission staff may accept unsolicited gifts as follows:

A gift or gifts that could not reasonably be expected to influence or appear to influence them to perform, not perform, or defer the performance of their job duties AND has an aggregate value of \$50 or less from a single or multiple source (s) in a calendar year.

The following gifts without regard to the \$50 limit provided the employee is not influenced by the gift(s) stated above:

- Flowers, plants, and floral arrangements;
- Tokens or awards of appreciation in the form of a plaque, trophy, desk item, or similar item;
- Publications, subscriptions, or informational materials related to official duties of recipient;
- Admission and the cost of food and beverages consumed at events sponsored by a civic, charitable, governmental, or community organization;
- Advertising or promotional items of nominal value such as pens and note pads;
- Items received for purpose of evaluation if the employee has beneficial interest in the eventual use or acquisition of the item by the agency;
- Food and beverages consumed at hosted reception if related to official duties; and
- Gifts from dignitaries intended to be personal in nature.
- Gifts in the form of food and beverage on infrequent occasions in the ordinary course of meals where attendance by the employee is related to the performance of official duties. Gifts in the form of food and beverage that exceed \$50 on a single occasion will be reported as provided in Chapter 43.117 RCW.

2.40.60.40

The following items are not considered gifts and are not subject to the \$50 limit. This presumes the employee is not influenced by the item as above stated.

- Items from family and friends;
- Items exchanged at social events by coworkers;
- Items returned or donated to charity with 30 days;
- Discounts available to an employee as a member of a broad based group;
- Food and beverages at hosted reception;
- Customary items related to outside business and not related to performance of official duties
- Items permitted by law;
- Campaign contributions reported under 42.17 RCW;
- Admission and the cost of food and beverages consumed at events sponsored by a civic, charitable, governmental, or community organization; and

- Awards, prizes, scholarships, or other items provided in recognition of academic or community achievement.

2.40.60.50 Honoraria

Honoraria is defined as money or anything of economic value offered for a speech, appearance, or article in connection with an employee's official duties.

Commission staff may only accept honoraria if approved by the Director and provided all of the following conditions are met:

- The person offering the honoraria is not in a contract or grant relationship with or is not reasonably expected to seek a contract or grant from the agency and the intended recipient is not in a position to participate in the terms or award of the contract or grant;
- The person offering the honoraria is not, or is not reasonably expected to seek or oppose enactment or adoption of legislation, rules, actions, or policies of the agency and the intended recipient does not participate in these activities.

2.40.70 Assisting persons in transactions involving the state

Commission staff may not assist another person in a transaction involving the state if:

- They previously participated in that transaction and it is no longer one of their official duties; or
- The transaction was under their official responsibility within two years prior to their providing the assistance and is no longer under their official responsibility.

"Participate" means to take part personally and substantially in any action or proceeding on the part of a state agency including approval, disapproval, decision, recommendation, rendering advice, investigation or otherwise.

2.40.80 Beneficial Interest in transactions involving the state

Commission staff may not have a beneficial interest in a contract that is made by, through, or is under their supervision.

"Beneficial Interest" means the right to enjoy profit, benefit, or advantage from a contract or other property.

Commission staff may not accept any compensation from any person beneficially interested in a contract that is made by, through, or is under their supervision.

Commission staff may not participate in a transaction involving the state with a partnership, association, or other person in which they own a beneficial interest.

2.40.90 Post-state employment and beneficial interest

2.40.90.10

A former agency employee may not accept employment or compensation from an employer within one year of leaving state employment if all three of the following conditions are present:

- The employee negotiated or administered a contract with the new employer during the two years immediately preceding termination from the Commission;
- The contract(s) had a total value in excess of \$10,000; and
- Duties with the new employer would include fulfilling or implementing the contract.

2.40.90.20

For two years following termination from the agency, an employee may not have a beneficial interest in a contract or grant expressly authorized or funded by action in which the employee participated while in agency employment.

2.40.90.30

Employees may not accept an offer of post-state employment if it could reasonably be expected to influence the performance or nonperformance of their job duties.

2.40.100 Violation of Ethics Policies

Violation of these policies may be grounds for disciplinary action up to and including termination of employment for agency staff.

2.50 Sexual Harassment

2.50.10

Sexual harassment is a form of employee misconduct and sanctions will be enforced against any member of the staff and or commissioner engaging in sexual harassment and against the Executive Director or supervisor who knowingly allows such behavior to continue.

2.50.20

As used in this policy, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute sexual harassment when: submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is

used as the basis for employment decisions affecting such individual; or the conduct has the purpose or effect of unreasonably interfering with the affected person's work performance or creating an intimidating, hostile, or offensive work environment.

2.50.30

The Executive Director will ensure that agency employees, commissioners, interns, and volunteers know and understand their rights of redress, and the availability of complaint resolution channels and assistance with incidents of sexual harassment.

2.50.40

All commissioners and agency employees will be provided with a copy of this policy and provided with appropriate training to instruct and sensitize staff and commissioners.

2.50.50

Because of the sensitivity of the issue, particular efforts will be made to ensure protection of the complainant and the accused. The Executive Committee will inform victims of the various administrative and legal remedies available to resolve these matters.

2.50.60

The complaint procedure will provide subsequent review to determine if the sexual harassment has been effectively stopped.

2.60 Reasonable Accommodation

2.60.10 Scope

This policy affects all employees and commissioners. Persons with disabilities have the right to request and receive reasonable accommodation in all aspects of employment or service with the state, including but not limited to: application; recruitment; selection/hiring; promotion; testing; medical examinations; layoff/recall; assignments; termination; evaluation; compensation; disciplinary actions; leave; training; the terms, conditions and benefits of employment including insurance benefits; and employer supported activities.

2.60.20 Definitions

"Reasonable accommodation" means modification or adjustment to a job, work environment, policies, practices, or procedures that enables a qualified individual with a disability to enjoy equal employment opportunity. For purposes of the agency's dealings with the general public, "reasonable accommodation" means action, reasonably possible in the circumstances, to make the regular services of a place of public accommodation accessible to persons who otherwise could not use or fully enjoy the services because of the person's sensory, mental, or physical limitation.

“Equal Employment Opportunity” means an opportunity to perform the essential job functions or to enjoy equal benefits and privileges of employment as are available to a similarly-situated applicant or employee without a disability.

“Person with a disability” means a person with a physical or mental impairment that substantially limits one or more major life activities; or a person who has an abnormal condition that is medically cognizable or diagnosable, and who is denied reasonable accommodation or is discriminated against on the basis of that condition.

“Undue hardship” means an excessively costly, extensive, substantial, or disruptive modification, or one that would fundamentally alter the nature or operation of the agency.

2.60.30 Policy

The agency will recruit, hire, train, promote, and transfer any individual who can perform the essential job duties with reasonable accommodation without regard to sensory, mental, or physical disability. The agency will not discriminate because of sensory, mental, or physical disability in any term or condition of employment.

Examples of reasonable accommodation include, but are not limited to, the following:

- changes to work schedules or job structure;
- physical changes or office relocation to make facilities accessible and usable;
- use of readers, sign language interpreters, or other aids.

2.60.40

It is the obligation of the person with the disability to request a reasonable accommodation. A person may refuse an accommodation. If an employee cannot perform the essential functions of the job without such accommodation, the individual will not be considered an otherwise qualified employee with a disability.

2.60.50

Reasonable accommodation is determined by the circumstances in each case. Not all possible accommodations are reasonable. To help determine if an accommodation is reasonable, the agency will consider the following factors:

- the cost of providing the accommodation in relation to the expected benefit derived for the employment of that person or persons;
- the extent of general use of the accommodations, including use by non-disabled persons;
- useful life of the accommodation; and
- whether the accommodation would increase or decrease the productivity of the work location.

2.60.60 Verification

When an applicant or employee makes a request for a reasonable accommodation, and the disability is not readily apparent and has not been previously documented, the supervisor may request that the applicant or employee provide verification from a health care professional. The agency may obtain a second opinion at its own expense from a health care professional of its own selection.

2.60.70 Access to meetings

All meetings, hearings, or conferences held by the agency will be held, to the greatest extent feasible, in hotels, motels, restaurants, state facilities, and other locations that are free of mobility barriers. Upon request and with adequate notice, the agency will provide interpreters for deaf individuals and Braille or taped information for blind individuals at agency meetings.

2.70 Purchase Card Policies

2.70.10 Limitations on use

The agency purchase card is to be used to procure small dollar amount goods and services. The purchase card can only be used to purchase goods and services for the agency.

Purchase cards may not be used to:

- Obtain cash advances from financial institutions;
- Make personal purchases;
- Purchase materials or services from any member of the card custodian's immediate family.

2.70.20 Purchasing Card Manager

The agency Executive Assistant is designated the Purchasing Card Manager and Card Custodian. The Executive Assistant will:

- Maintain appropriate purchasing card records, including the amount of purchases made with the card within a stated period, the reasons for the purchases, and written reports of any problems encountered with the use of the purchase card;
- Update the agency purchasing card policies as necessary;
- Review the purchase card program at least annually to ensure that proper procedures are being followed;
- Establish card renewal procedures;
- Ensure timely reconciliation of monthly statements;

- Maintain and reconcile a purchase card transaction log for all transactions made according to agency procedures;
- Keep the purchase card in a secure place;
- Report a lost or stolen card immediately; and
- Notify the Executive Director promptly of any known or suspected inappropriate use of the purchase card.

2.70.30 Ordering a purchase card

If the agency chooses to participate in a new purchase card program, the Executive Assistant will contact the purchase card provider by phone or written correspondence. Written correspondence should be on agency letterhead and signed by the agency director or director's designee.

2.70.40 Payment of the purchase card bill

The agency will pay the purchase card bill within 14 days in order to take advantage of rebate incentives. The agency will make every effort to make timely payments.

The agency will immediately notify the purchase card provider or merchant, as appropriate, of any items in dispute. Disputed items should be documented in writing, investigated, and resolved within 60 days from discovery of the charge or from the first statement on which the disputed charge appears.

2.70.50 Purchase card abuse

Abuse or misuse of the agency purchase card is grounds for disciplinary action, including dismissal.

2.70.60 Purchase card transaction log

The Executive Assistant will maintain a purchase card transaction log. The log should contain all information necessary to reconcile the statement of accounts. All supporting documents (sales receipt, credit slips, cash register slips, order forms, receiving reports, etc.) should be kept and should be readily available. Any items returned should also be recorded on the log.

2.75

Scan cards

All Commissioners and staff will be assigned scan cards upon being appointed or hired.

2.80 Procurement

2.80.10 Accounting

The agency follows SAAM Chapter 85 as it relates to the agency's policies on accounting procedures.

2.80.20 Receiving and Receivables

The agency follows SAAM 85.20 and 85.54 as it relates to the agency's policies on receipting and receivables procedures.

2.80.30 Direct Buy

The agency follows RCW 39.26.125 as it relates to the agency's policies on direct buy procedures.

2.90 Risk Assessment

2.80.10 Definitions

A "risk assessment" is an ongoing process to identify, analyze, and manage risk, both external and internal. The assessment should help the agency understand how those risks affect its activities, assess their significance, manage their effect, and provide for continuous monitoring.

"External risks" arise from activities outside the agency. Technological developments, changing public expectations, legislative directives, natural catastrophes and economic changes all have the potential for creating external risks in an agency.

"Internal risks" are less predictable and arise from activities inside the agency. Disruption of the central computer system or telephone system causes obvious operational problems. When a new agency director is appointed, changes in management style can affect internal control objectives.

"Risk analysis" involves a careful, rational process of estimating the significance of a risk, assessing the likelihood of its occurrence and considering what actions and controls need to be taken to manage it. Risk analysis also involves estimating the cost to the agency if something does go wrong. That analysis is based on the agency's assumptions about the risk and costs associated with reducing it. Sometimes an actual risk may appear to require one set of actions, but the perceived risk coupled with media reaction to that risk, requires a more expensive set of actions.

"Control activities" are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to the achievement of an agency's objectives. Control activities occur throughout the agency, at all levels and in all functions. Control activities are actions taken to minimize risk. The need for a control activity is established in the risk assessment process. When the assessment has identified a significant risk to the achievement of an objective, a corresponding control activity should be determined. If control activities are in place for each significant agency operation and if management makes sure those

activities are carried out properly, staff can be reasonably confident the management control system will provide the necessary assurances.

Control activities include, but are not limited to: physical controls, performance indicators, and segregation of duties. Physical controls are efforts to physically secure and account for assets such as equipment, inventories, securities, and cash. Performance indicators are efforts to identify certain operating results by investigating unexpected results or unusual trends. Performance indicators can help to identify circumstances that jeopardize the achievement of agency objectives. "Segregation of duties" involves dividing duties among different people to reduce the risk of error or inappropriate actions.

2.80.20 General Procedures for Assessing Risk

The Executive Director is responsible for establishing and maintaining an effective system of internal control throughout the agency. The internal control system will provide reasonable assurance that the agency will accomplish its objectives, including delivery of services to the public; maintaining and reviewing financial information; and inspecting or maintaining physical assets. The concept of reasonable assurance recognizes that the cost of an internal control activity should not exceed the benefit derived.

2.80.21

The Executive Director will identify and analyze the risks to achieving agency objectives and then determine how those risks should be managed. Management defines the level of risk that the organization is willing to accept and strives to maintain risks within those levels.

2.80.22

The Executive Director will coordinate and schedule the overall agency-wide effort of improving control activities. This may include contracting with an external auditor to perform agency risk assessments. The Executive Director will document this effort, in a written report, once per year. The yearly risk assessment will address identification, review, and management of risks that affect agency objectives including control objectives such as safeguarding state assets and resources. The assessment will also certify the results of the agency's compliance with this policy, including an attached summary description of material internal control weaknesses, if any, and a brief corrective action plan.

2.80.30 Encouragement to Report Risk

Agency staff and commissioners should communicate with the Executive Director regarding any problems in operations, non-compliance with codes of conduct, violations of policy, and illegal acts.

2.90 Sustainability

2.90.10

“Sustainability” is a way of meeting present needs, without compromising future generations of their ability to meet their own needs, while integrating environmental protection, economic need, and social concerns.

2.90.20

The Commission encourages the implementation of sustainable resource use in its daily operations. This includes, but is not limited to:

- Efficient use of the building resources such as heating, cooling and lighting requirements.
- Using carpools;
- Delivering equipment to Surplus when it is no longer needed;
- Providing notices for meetings and conferences via email;
- Recycling paper, cardboard, aluminum cans, printer cartridges, and toner cartridges;
- Using recycled paper;
- Using electronic instead of hardcopy documents when feasible;
- Promoting flextime and compressed workweek schedules, thereby reducing the number of drive trips to work.
- Finding meeting locations requiring the least amount travel for a majority of the attendees;
- Encouraging staff and commissioners to conduct meetings via telephone; and
- Promoting more use of the agency webpage for documents and publications previously distributed by hardcopy.

ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 3

SPONSORSHIP POLICIES

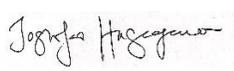
AUTHORIZING SOURCE: WAC 34-02 and RCW 43.117

EFFECTIVE DATE: March 19, 2016

REVISED: July 1, 2021

APPROVED BY:

Chair 

Executive Director 

3.10 Sponsorship Rules - External

3.10.10

The Commission may not donate funds to any agency or organization. The Commission may provide financial support as a co-sponsor for efforts and events so long as: 1) the event furthers the Commission's mandate; 2) the event involves participation and presence by the Commission; and 3) the Commission's financial involvement is not disproportionate to its participation when compared to other co-sponsors.

3.10.20

Monies withdrawn or utilized from the Commission's donation account will be prioritized for the use and benefit of the purposes of the Commission, including but not limited to Board Meetings, Ethnic Receptions, the Commission's mandated activities, travel reimbursement, outreach, and projects to advance its mission.

3.10.30

Monies withdrawn or utilized from the Commission's donation account may be used to sponsor events hosted by other entities, state agencies, non-profits, or community organizations, referred to henceforth as Organization or Organizations. Monies may not be used to support political or commercial, for-profit endeavors or non-profit fundraisers. Said expenditures must fit the following criteria:

- The event must further the Commission's mandate as specified in its mission statement and further defined in its strategic plan. Any request for sponsorship provided by an Organization must state how the event or activity aligns and helps fulfill the mission and objectives of the Commission. Preference will be

made for events that address a disparity or emerging concern of Asian Pacific American communities as identified by the Commission.

- The Organization seeking sponsorship funds for an event must make the request in writing and provide a written narrative of proposed use of funds.
- The Commission must be designated as a co-sponsor of the event. The Commission must receive recognition of its contribution via advertisement, acknowledgement, display of its logo, or some other equal form of recognition the Commission deems fit. The event must provide an opportunity for Commission staff and/or Commissioners to participate in organizing, tabling, facilitation, and/or presentation, or other form of participation the Commission deems fit.
- The Organization seeking sponsorship funds for an event must submit an Application of Sponsorship thirty (30) days prior to the event. Commissioners may submit applications on behalf of an organization.
- The Organization seeking sponsorship funds may not utilize any funds provided by the Commission for alcohol, tobacco, or other federally-controlled substances.
- The Commission reserves the right to inquire about other sources of funding an organization has received prior to receiving funds from the Commission.
- The Commission reserves the right to request a proposed event budget from any Organization seeking sponsorship funds.
- The Commission reserves the right to request a breakdown of budgeted and actual expenses of funds provided by the Commission from the Organization seeking sponsorship funds.
- The Commission reserves the right to request any excess funds which were provided by the Commission to be returned to the Commission by the Organization within thirty (30) working days after the completion of the event.

3.10.40

The Commission may only expend up to 5 percent of its donation account, calculated at the beginning of the fiscal year, for sponsorship per fiscal year. The Commission may not provide sponsorship funds for a single request that exceeds five hundred dollars (\$500).

3.20 Sponsorship Evaluation Criteria

3.20.10

Sponsorship requests received by staff or Commissioners will be first reviewed by staff to determine whether the request meets the criteria established in 3.10.

3.20.20

The request will then be sent to the Executive Committee for review and approval. If a simple majority of the Executive Committee is achieved, then the request will: 1)

proceed to the Commission board for review and opportunity to provide input; and 2) proceed to the Department of Enterprise Services Small Agency Financial Services (DES SAFS) for processing and final review. If DES SAFS determines that the request cannot be fulfilled for any reason, the request is denied.

3.30 Project Proposal Rules – Internal

3.30.10

Monies withdrawn or utilized from the Commission’s donation account will be prioritized for the use and benefit of the purposes of the Commission, including but not limited to: Board Meetings, Ethnic Receptions, the Commission’s mandated activities, travel reimbursement, outreach, and projects to advance its mission.

Prior to using the donation account, the Commission should first attempt to utilize budgeted Commission funds for any activities.

3.30.20

Monies withdrawn or utilized from the Commission’s donation account may be used to sponsor projects hosted by an individual Commissioner or a Commission Committee, referred to henceforth as Requestor. Monies may not be used to support political or commercial, for-profit endeavors or non-profit fundraisers. Said expenditures must fit the following criteria:

- The project must further the Commission’s mandate as specified in its mission statement and further defined in its strategic plan. Preference will be given to projects that address a disparity or emerging concern of Asian Pacific American communities as identified by the Commission.
- The Requestor seeking funds for a project must make the request in writing and provide a written narrative of proposed use of funds, including a proposed budget. The Commission will provide a form for proposal requests.
- The Requestor seeking funds for a project must submit a Project Proposal twenty (20) working days prior to the Commission’s Public Board Meeting preceding said project start date. Any submitted proposal shall be immediately forwarded to the Executive Committee for review.
- The Requestor will work closely with Commission members and staff to ensure that the cost of the project stays within the project proposal. If the actual budget significantly exceeds the proposed budget, a request for additional funds will be subject to approval by the Executive Director and Executive Committee.

3.40 Project Evaluation Criteria

3.40.10

Project Proposals will be first reviewed by staff or the Executive Committee to determine whether the request meets the criteria established in 3.30.

3.40.20

If it is determined that the request meets the criteria established in 3.30, the Requestor will present the project proposals to the Commission board at the Public Board Meeting. In the event that the Requestor is unable to attend the Public Board Meeting, the Requestor will identify a designee to present the proposal. The Commission will vote on the request and can only be approved by a simple majority.

3.40.30

The request will be forwarded to the Department of Enterprise Services Small Agency Financial Services (DES SAFS) for processing and final review. If DES SAFS determines that the request cannot be fulfilled for any reason the request is denied.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 4**

COMMISSIONER DUTIES & RESPONSIBILITIES

AUTHORIZING SOURCE: WAC 34-02 and RCW 43.117

EFFECTIVE DATE: April 6, 2010

REVISED: January 21, 2017

APPROVED BY:

Chair



Executive Director



4.10 General Duties and Responsibilities

4.10.10

Commissioners will serve the public with respect, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

4.10.20

Commissioners have the responsibility to maintain communication with the community they represent. They are to keep the community informed and up to date on issues, legislative activity, and statutes affecting Asian American and Pacific Islander communities. The commissioners will also articulate unmet needs and advise state agencies, the Governor and the Legislature, for their deliberation, during their decision-making processes.

4.10.30

Commissioners must study programs and services and analyze problems and needs of Asian American and Pacific Islander communities. Commissioners must interpret community opinions, attitudes, and needs to the Commission for transmittal to agencies, the Legislature, the Governor, and federal officials and representatives.

4.10.40

Commissioners must offer new proposals and recommend changes in programs, policies and standards.

4.10.50

Commissioners must provide Asian Pacific American communities with information and interpretation of CAPAA's policies, programs, and budget.

4.10.60

Commissioners must foster a cooperative and supportive team approach with other members of the Commission, Executive Director, and staff.

4.10.70

Commissioners must represent the Commission in a positive manner.

4.10.80

As individuals, Commissioners must use discretion to avoid the appearance of speaking for the Commission, unless specifically authorized to do so.

4.10.90

Commissioners will attend all Commission public meetings, study sessions, and special meetings, unless excused by the Chair of the Commission. A request to be excused must be submitted by e-mail, facsimile, or in writing at least 24 hours prior to the meeting. Any Commissioner, who has two unexcused, or three excused mandatory Commission public meetings, study sessions, and/or special meetings in a year will be asked to resign. The Executive Committee will recommend in writing to the Governor that the Commissioner be immediately suspended or removed from the Commission.

4.10.91

An absence is unexcused when no prior notification is provided to the Chair or Director. An absence is also unexcused when notification is provided, but the reason for the absence does not meet the requirements of an excused absence. **An absence is excused if it pertains to family/medical emergencies or prescheduled work-related commitments.**

4.10.92

Late arrival to meetings: All Commissioners must arrive on time to all meetings. Commissioners must notify the Chair if they will be arriving late. Commissioners who arrive late to two or more meetings, without a valid excuse, will be given a letter of advisory by the Chair. Reason for arriving late must comply with 4.10.91. If tardiness persists further disciplinary action will be taken.

4.10.93

All Commissioners who exit the Commission will be given an exit interview; it will be conducted by the Chair of the Commission.

4.10.94

All Commissioners who exit the Commission must return their scan card to the Executive Assistant within 15 days of departure from the Commission.

4.10.95

All Commissioners shall report their activity to CAPAA staff prior to each Commission meeting.

4.10.96

Commissioners hosting CAPAA community meetings will submit a summary of meeting minutes, within 30 days of the meeting, to their key local leaders (Mayor, Chief of Police, local/state legislators, county executives, school district superintendent, etc.). A report must also be submitted to the Governor's Office outlining the issues identified at the meeting.

4.10.97

Commissioners may issue correspondence on behalf of the Commission on Commission letterhead, providing that the Commission has approved all outgoing correspondence beforehand.

4.20 Commission Chair Duties and Responsibilities

4.20.10

The Chair provides leadership to the Commission, ensuring that all meetings are conducted in an orderly manner. The Chair has the following responsibilities: Serves as the Executive Administrative Officer for the Commission. Consults the Commission staff members, and ensures that agendas are administered as directed by the Commission. Chairs the Executive Committee and Commission staff, creates agendas for all Commission meetings. Chairs meetings of the Commission. Acts as spokesperson for the Commission.

4.20.20

The Chair assigns commissioners to special projects and/or committees.

4.20.30

The Chair advises the Executive Director on issues or other matters that may require the Director's attention.

4.20.40

The Chair reviews the Commission's biennial budget proposal with the Executive Director prior to presenting it to the public for recommendations.

4.20.50

The Chair conducts exit interviews of Commissioners who resign or are removed from the Commission within 30 days of departure.

4.30 First Vice-Chair Duties and Responsibilities

4.30.10

The First Vice-Chair has the following responsibilities: Assumes all responsibilities of the Chair in his/her absence. Becomes the acting Chair in the event that the Chair position is vacated. Takes responsibility for assignments and duties as charged by the Chair or Commission. Serves on the Executive Committee. Aids Chair in establishing agendas. Acts as spokesperson for the Commission in the absence, or at the direction, of the Chair. Reviews official minutes of business transacted during Commission meetings. Ensures the timely distribution of draft minutes to be adopted or corrected at the next official Commission business meeting.

4.30.20 The Vice-Chair coordinates and recruits new commissioners. The Vice-Chair directs the Nominations Committee and appoints two other commissioners, along with the Executive Director, to form the Nominations Committee. The duty of the Nominations Committee is to recruit commissioner candidates, review resumes and applications, and to report to the Commission regarding a minimum of three potential applicants, whose names will be forwarded by the Commission to the Governor's office for selection. Under RCW 43.17.040, the governor shall give due consideration to recommendations submitted by the commission. The governor may also consider nominations of members made by the various Asian-American organizations in the state.

4.30.20

The Vice-Chair coordinates the recognition award ceremonies for the commissioners who have completed their term.

4.30.30

By April of every year, the Vice-Chair informs those of the commissioners in their third year of serving that a letter of interest must be submitted by May of that year if they would like to be re-appointed by the Governor.

4.40 Second Vice-Chair Duties and Responsibilities

4.40.10

The Second Vice-Chair has the following responsibilities: Assumes all responsibilities of the Chair in the absence of both the Chair and the First Vice-Chair. Becomes acting chair in the event the Chair and First Vice-Chair are unavailable

4.50 Executive Committee Duties and Responsibilities

4.50.10

The Executive Committee monitors the status of assigned projects.

4.50.11

Executive Committee approves gifts, grants and endowments from public or private sources that are made for the use or benefit of the Commission.

4.50.20

The Executive Committee requests minutes or a report from the lead Chair of each standing or ad hoc committee.

4.50.21

Ad hoc committees are responsible for submitting an annual summary of the committee's activities to be included in the annual report. These summaries are to be submitted no later than October of each year.

4.50.22

The Commission may create Ad Hoc Committees to study programs and services and analyze problems and needs of Asian American and Pacific Islander communities. Ad Hoc Committees are advisory to the Commission.

The Ad Hoc Committee Chair provides leadership to the Ad Hoc Committee, ensuring that all meetings are conducted in an orderly manner. The Ad Hoc Committee Chair has the following responsibilities: consults the Commission staff members and ensures that agendas are administered as directed by the Commission.

In the temporary absence of the Ad Hoc Committee Chair, an Ad Hoc Committee Vice Chair will assume the duties until the return of the Ad Hoc Committee Chair.

If it is anticipated that the Ad Hoc Committee Chair's absence is permanent, the Ad Hoc Committee Vice Chair will assume the chair's responsibility for the remainder of the term.

4.50.30

The Executive Committee advises the chair on matters that require assistance from agencies and notifies the Executive Director of the need to request assistance from agencies.

4.50.40

The Executive Committee assists in the Executive Director's coordination of orientation and training for new commissioners, and serves as a mentor to newly appointed commissioners.

4.50.41

The Executive Committee and the Director will coordinate the publishing of the annual report.

4.50.42

The Executive Committee sets the agenda/approves the agenda for study sessions and community meetings (topics and length of meetings).

4.60 Commissioner Corrective Action and Discipline

4.60.10

Any violation by commissioners of the general duties and responsibilities listed in this chapter will be the basis for disciplinary action.

4.60.11

All complaints received from any entity on any of the Commissioners and Director will be presented to the Executive Committee for their consideration at the next Executive Committee meeting. The Executive Committee will have 30 days to act on the complaint.

All complaints involving the Director will be forwarded to the Governor's Deputy Chief of Staff.

4.60.20

For the purposes of disciplinary action, the Chair is the supervisor of individual commissioners. If the Chair is the subject of discipline, the Chair will be excused from the functions involving such discipline and the Vice Chair will perform such duties and responsibilities.

4.60.21

The Chair will present all possible disciplinary actions to the Executive Committee for their deliberation.

4.60.30 Procedure for Disciplinary action

4.60.30.10

If the Executive Committee identifies a basis for initiating disciplinary action, the Committee will take the following steps:

1. Verbal advisory by Chair or Vice Chair.
2. If behavior is not corrected an advisory letter will be sent as an initial written warning with the specific reason(s) for the warning and corrective action(s) that the commissioner should take.

4.60.30.20

If the Executive Committee finds that the commissioner subject to disciplinary action continues to violate Commission policy, the Committee will make a recommendation to the **Commission** regarding further disciplinary action. Further disciplinary action may include a letter to the Governor formally reprimanding the commissioner, a letter to the Governor recommending suspension, or a letter to Governor recommending removal from the Commission.

4.60.40 Serious Misconduct

4.60.40.10

Serious misconduct includes the following actions: theft of Commission property, misappropriation of Commission funds, intentional destruction of Commission property, violation of the Commission's policy statement on sexual harassment, and refusal to obey a directive from a supervisor.

4.60.40.20

If the Executive Committee believes that a commissioner has performed an act of serious misconduct, the Executive Committee may recommend in writing to the Governor that the commissioner be immediately suspended or terminated. The recommendation must be presented to the full Commission and approved prior to its delivery.

ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 5

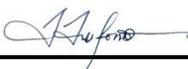
ETHICS

AUTHORIZING SOURCE: WAC 34-02 and RCW 43.117

EFFECTIVE DATE: August 29, 2011

REVISED: January 21, 2017

APPROVED BY:

Chair 

Executive Director 

5.10 Purpose

5.10.10

To provide direction to the Commission on Asian Pacific American Affairs in making ethical choices, acting in a manner that demonstrates high ethical standards and complying with the provisions of the Ethics in Public Service Act. This chapter supersedes any conflicting provisions.

5.10.20

Ensuring ethical conduct in the workplace requires that we all know what ethical conduct is and then fully embrace this conduct in every aspect of our work. Agency employees are expected to conduct themselves and their business affairs in a manner that is consistent with the Agency's values and ethical standards, as well as the Ethics Act.

5.20 Policy Statement

5.20.10

All Agency employees are expected to maintain high professional and ethical standards at all times. Specific expectations, roles and responsibilities are as follows:

1. The agency head is responsible for and shall exercise personal leadership in establishing, maintaining, and carrying out the agency's ethics program. He or she shall make available to the ethics program sufficient resources (including investigative, audit, legal, and administrative staff as necessary) to enable the

agency to administer its program in a positive and effective manner.

2. The Executive Assistant is designated as the agency's Ethics Advisor who coordinates and manages the agency's ethics program. The Ethics Advisor is the agency's liaison to the Executive Ethics Board. The Ethics Advisor may:
 - a. Assess the application of conflict of interest laws and regulations to the information reported and counsel those officers or employees with regard to resolving actual or potential conflicts of interests, or appearances thereof;
 - b. Counsel agency personnel concerning ethics standards and programs
 - c. Counsel departing and former agency officials on post-employment conflict of interest standards;
 - d. Assist managers and supervisors in understanding and implementing agency ethics programs;
 - e. Develop and administer a system for periodic evaluation of the ethics program.
3. Ethics Advisor shall chair an agency ethics committee that will report regularly to the agency head. The purpose of this committee is to direct and oversee the agency's compliance with the laws and regulations governing ethics in public service. Its responsibility is to develop measures that monitor agency ethics and integrity and ensure that these measures are collected for reporting to the legislature on an annual basis. This committee meets periodically to review the effectiveness of the agency's ethics programs and compliance thereto. If possible, this committee shall include at least two individuals from non-supervisory positions.
4. All agency employees are responsible for knowing and adhering to the Ethics Act (RCW 42.52) and rules (WAC 292-110), applicable agency policies and procedures and for making choices that exemplify an adherence to the highest ethical standards.
5. Employees are to avoid actions that create even the appearance of using their position for personal gain or private advantage for themselves or another person.
6. Employees should notify their supervisors of any actual or potential violations of this policy. When in doubt, employees should consult with the designated Ethics Advisor and/or the Human Resources Office.

7. Violations of the State Ethics Act and/or this policy may lead to corrective or disciplinary action, up to and including termination.
8. The Executive Ethics Board has the authority and responsibility for investigating alleged violation(s) of the Ethics Act and may take administrative action against an agency employee, including imposing a civil penalty for violations. Anyone may file an ethics complaint against a state employee or officer. Complaint forms are available on the Executive Ethics Board's website. Complaints may be filed anonymously or the complainant may choose to remain confidential. Ethics complaints may be filed directly with this Board at the following address:

Executive Ethics Board
PO Box 40149
Olympia, WA 98504

9. The agency will take reasonable steps to achieve compliance with applicable laws and rules by monitoring and auditing systems designed to detect unethical conduct and by publicizing a reporting system for employees and other agents to use to report ethical violations.

5.30 Response and Prevention

5.30.10

After a violation has been reported, the agency will take all reasonable steps to respond to the violation and to prevent further similar offenses.

5.40 General Expectations

5.40.10

The Ethics in Public Service Act, RCW 42.52 applies to all state employees and officers. Each agency employee is expected to read and understand this Act. Each agency employee is also expected to know and understand the agency's policies regarding certain sections of the Act, as these policies may be stricter than the Act and the employee must also comply with the stricter limitations.

5.40.20

Detailed information on issues related to state ethics, including interpretations and clarifying examples of the Ethics Act and rules are available at the Executive Ethics Board's website www.ethics.wa.gov.

5.40.30

Employees shall not:

1. Have a financial or other interest or engage in any business, including personal business, or professional activity that conflicts with their official duties.
2. Use their position to secure a special privilege for themselves, their family, friends or any other person. A “person” is also considered to be an outside business or organization.
3. Receive any compensation (including gift cards) from any source, except the state, for performing or not performing their official duties.
4. Accept any gifts, except as allowed under RCW 42.52.140 and 150. Gifts include food and beverages in most situations.
5. Disclose confidential information to an unauthorized person, use confidential information for personal benefit or to benefit another, or withhold disclosure of information that can be disclosed.
6. Use state resources for personal benefit or to benefit another except as allowed under agency policies and WAC 292-110-010.
7. Use state resources to campaign for the election of a person or a ballot initiative.
8. Assist another person in a transaction involving the state if they have participated in the transaction or the transaction was part of their job responsibilities

There are post-state employment restrictions placed on former employees. Should you leave state service, refer to RCW 42.52.080 to determine if any of these restrictions apply to your situation before accepting a post-state employment job. The Executive Ethics Board has jurisdiction over former employees regarding this section of the Act.

5.50 Formal Advisory Opinions

5.50.10

The Executive Ethics Board has the authority and responsibility to render formal advisory opinions. This service is available to any person who has a question about a matter over which the Board has jurisdiction.

5.50.20

Formal advisory opinions are usually not used for general advice concerning a specific individual’s present or proposed activities or financial transactions. Such questions should be directed to this agency’s designated ethics advisor or to the Director of the Executive Ethics Board.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 6**

SEXUAL HARASSMENT

AUTHORIZING SOURCE: Title VII U.S. Civil Rights Act of 1964 as amended in 1972, EEOC Guidelines 29 C.F.R. 1604.11, WACs 357-34-100 through 125, Executive Order 89-01, RCW 49.60, RCW 49.60.030, RCW 43.01.135 and RCW 41.06.395

EFFECTIVE DATE: May 24, 2012

REVISED: May 24, 2012

APPROVED BY:

Chair



Executive Director



6.10 Purpose

6.10.10

Define the agency's sexual harassment policy and procedures. Prohibit sexual harassment in the workplace.

6.20 Definition

6.20.10

The federal Equal Employment Opportunity Commission (Section 1604.11) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any one of three criteria is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance creating an intimidating, hostile or offensive work environment.

6.20.20

Sexual harassment can be in the form of verbal behavior such as unwanted sexual comments, suggestions, jokes or requests for sexual favors. It can be in the form of any non-verbal behavior which may include gestures, leering, pictures or cartoons and physical behavior such as assault, molestation, touching or repeated brushing against a person's body.

6.30 Policy Statement

6.30.10

The Commission on Asian Pacific American Affairs is committed to providing a working environment that is free from sexual harassment of any kind. Everyone must understand that sexual harassment is an unacceptable practice and will not be tolerated in the workplace.

6.30.20

Sexual harassment is a form of sex discrimination and is an unlawful employment practice under Title VII U.S. Civil Rights Act of 1964, RCW 49.60 (Washington State Law Against Discrimination) and Washington State's Executive Order 89-01.

6.30.30

Sexual harassment is misconduct that undermines the integrity and quality of the workplace and employment relationships and is unfair to the employee, volunteer or contractor who is subjected to it and their coworkers. All employees, volunteers, and contractors must be allowed to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment hurts morale and interferes with the work productivity of victims, co-workers, and harassers.

6.30.40

The office will provide training and education to employees, volunteers, and contractors to prevent and eliminate sexual harassment in the workplace. Training will also be provided to supervisors and managers on how to handle sexual harassment complaints.

6.30.50

The Commission on Asian Pacific American Affairs does not intend to regulate social interaction or relationships which are consensual, voluntary, and freely entered into by employees or individuals performing business with the office where such relationships do not impact the performance of professional duties.

6.30.60 Consequences For Failing To Maintain A Work Environment Free From Sexual Harassment

All the Commission on Asian Pacific American Affairs employees and volunteers and other persons having business with the agency are responsible to maintain a work environment free from sexual harassment. Employees, volunteers, and contractors

determined to be in violation of this policy will be subject to appropriate corrective or disciplinary action, up to and including termination.

6.50.70 Supervisor or Manager's Role in Providing a Work Environment Free from Sexual Harassment

It is the responsibility of managers and supervisors to clearly communicate the policy to all employees and volunteers and to provide training to new employees during the orientation phase of their employment. Managers and supervisors shall review the sexual harassment policy annually with staff. Managers and supervisors must also take reasonable steps to prevent sexual harassment in their work units and take immediate corrective action if they become aware of sexual harassment. Failure to do so may result in corrective or disciplinary action, up to and including termination.

6.60 Filing a Sexual Harassment Complaint

6.60.10

All employees, volunteers, contractors, and other persons having business with the Commission on Asian Pacific American Affairs have the right to file a complaint with the Commission on Asian Pacific American Affairs Human Resources Consultant under this policy, the Washington State Human Rights Commission under RCW 49.60 or with the Federal Equal Employment Opportunity Commission under Title VII of the Civil Rights Act of 1964.

6.60.20 The Commission on Asian Pacific American Affairs Will Respond To All Sexual Harassment Complaints

All employees, volunteers, and contractors are advised that if a complaint concerning a violation of this policy is made, the Commission on Asian Pacific American Affairs is under a legal obligation to respond.

6.60.30 Process When a Complaint Is Filed

Investigative procedures depend on the nature and the extent of sexual harassment and the context in which the alleged incidents occurred. Appropriate investigative procedures may include informal review or a formal investigation and will be conducted in a prompt and sensitive manner. All employees and volunteers are required to cooperate. Management shall inform the complainant of the completion of the investigation and whether their allegations were substantiated.

6.60.40 An Internal Investigation for Sexual Harassment Will Be Kept Confidential If Possible

All efforts will be made during the investigation process to maintain confidentiality to the extent possible. Once an investigation is completed, confidentiality can no longer be guaranteed. Completed investigative reports may be subject to public dissemination in accordance with state law.

6.60.50 Retaliation from an Allegation of Sexual Harassment Will Not Be Tolerated
 Retaliation against employees, volunteers, contractors or other persons having business with the Commission on Asian Pacific American Affairs who report sexual harassment or who participate in an investigation will not be tolerated. Any employee, volunteer or contractor found to have retaliated will be subject to corrective or disciplinary action, up to and including termination.

6.70 Primary roles and responsibilities for Sexual Harassment within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Employee/ Volunteer/ Contractor	<p>All employees and volunteers shall take responsibility for creating and maintaining a work environment free of sexual harassment. Any employee or volunteer who believes they are being sexually harassed by another employee of the Commission on Asian Pacific American Affairs volunteer or other person having business with the Commission on Asian Pacific American Affairs should immediately notify their supervisor. If the alleged harasser is their supervisor, the employee should notify their supervisor's supervisor.</p> <p>All employees must attend sexual harassment training within the first six months of employment and every five years thereafter.</p>
Other Persons	<p>Other persons having business with the Commission on Asian Pacific American Affairs may report incidents of sexual harassment by an employee, volunteer or contractor of the Commission on Asian Pacific American Affairs to the director.</p>
Supervisor/ Manager	<p>The Commission on Asian Pacific American Affairs supervisors and managers have an ongoing obligation to respond immediately to sexual harassment in the workplace. When they are informed of or receive a sexual harassment complaint, they will immediately assess the situation and they will report all allegations to the director. If appropriate, the supervisor or manager and the director may resolve the situation quickly by talking to the parties involved. If they are unable to resolve the situation and further action is required, the director will contact the agency's Department of Enterprise Services (DES) Human Resource (HR) Consultant to determine the appropriate response and investigative procedure.</p> <p>All supervisors must attend sexual harassment training within the first six months of employment and every three years thereafter.</p>
Agency Deputy Director or Director and DES HR Consultant	<p>The director and the DES HR Consultant shall promptly decide on the next steps. The next steps will depend on the nature of the complaint and the context in which the alleged incidents occurred and may include a preliminary or a formal investigation.</p> <p>Every effort will be made to complete the investigation in a timely manner. Upon completion of the investigation, the findings will be shared with the</p>

	<p>director or the deputy director. If the finding is that sexual harassment occurred, corrective or disciplinary action will be taken up to and including termination.</p> <p>The DES HR Consultant will follow-up with the individual who filed the complaint once the investigation is complete.</p>
Staff Cooperation	<p>Managers, supervisors, employees, volunteers, and contractors are required to cooperate in all phases of an investigation. It is also an expectation that staff in the work area where the incident occurred and others involved in the investigation will cooperate to minimize disruption and stress in the work unit by refraining from unnecessary dissemination of information and speculation regarding the alleged acts or investigation. After completion of the investigation and any necessary personnel action, management may provide follow up information to affected individuals, witnesses, staff or the work unit where appropriate.</p>

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 7**

AFFIRMATIVE ACTION EQUAL OPPORTUNITY POLICY

AUTHORIZING SOURCE: WAC 357-25-025, 357-25-030, 357-25-035, 357-25-040, 357-25-045,
357-25-050 and 357-25-055

EFFECTIVE DATE: May 24, 2012

REVISED: May 24, 2012

APPROVED BY:

Chair



Executive Director



7.10 Definition

7.10.10

“Affirmative action” refers to the tools and programs designed to ensure equal opportunity and to increase active good faith efforts to attract, develop, and retain a diverse workforce.

“Equal employment opportunity” is the effort to provide an equal work experience, free from discrimination, for all people. Often the phrase equal opportunity is associated with recruitment and selection efforts, however, the phrase and concept also applies in all other areas of employment including career growth and development opportunities, compensation and classification, corrective and disciplinary actions, and in business dealings with external agencies, organizations, and contractual relationships.

“Affirmative Action Plan”, an affirmative action plan is a systematic approach to identifying areas of the agency’s workforce in which representation of affected group members is not reflective of the group’s availability for work. In such cases, the Commission on Asian Pacific American Affairs will establish affirmative action goals and increase efforts to implement results-oriented activities to ensure equal employment opportunity.

7.10.20 Process for reporting suspected discrimination

Employees who feel discriminated against or witness acts that violate this policy should refer to the complaint procedure described in the agency’s Anti-Discrimination Policy.

7.10.30 Process for reporting suspected sexual harassment
 Refer to the Sexual Harassment Policy.

7.10.40 Process for reasonable accommodation of persons with disabilities
 Refer to the Reasonable Accommodation Policy.

7.10.50 Other terms and definitions
 Definitions can be found in Chapter 357-01 of the Washington Administrative Codes (WAC's).

7.20 Primary roles and responsibilities for Affirmative Action and Equal Employment Opportunity within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Employee/Volunteer/Contractor	<ul style="list-style-type: none"> • Maintain a working environment free from all forms of discrimination. • Refrain from engaging in any form of racial, religious, or sexual harassment including jokes, slurs, and innuendos. Failure to do so may result in corrective and disciplinary action. • Comply with and promote this policy.
Other Persons	<ul style="list-style-type: none"> • Other persons having business with the Commission on Asian Pacific American Affairs may report incidents of discrimination or sexual harassment by an employee, volunteer, or contractor of the Commission on Asian Pacific American Affairs to the director of the Commission on Asian Pacific American Affairs.
Supervisor/Manager	<ul style="list-style-type: none"> • Ensure promotion and implementation of the principles of affirmative action and equal opportunity as outlined in the Commission on Asian Pacific American Affairs' Affirmative Action Plan. Respond in appropriate and timely fashion to suspected or reported incidents of discrimination or harassment toward employees, volunteers or persons having business with the Commission on Asian Pacific American Affairs in accordance with

	<p>the Commission on Asian Pacific American Affairs' procedures and policies.</p>
<p>Director/Deputy Director/or DES HR Consultant</p>	<ul style="list-style-type: none"> • Overall development, communication, implementation, monitoring, and auditing of this policy. • Administer the agency's investigation and complaint procedure. • Develop the agency's affirmative action plan. • Report to the Governor's Affirmative Action Policy Committee and the Equal Employment Opportunity Commission. • Represent the agency in matters related to the review of the program. • Assist the agency director to ensure that managers are responsible and accountable for the success of the program in their area of responsibility.
<p>Director</p>	<ul style="list-style-type: none"> • Overall responsibility for implementation of the Affirmative Action and Equal Opportunity program.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 8**

OUTSIDE EMPLOYMENT

AUTHORIZING SOURCE: WAC 292-110-060, RCW 42.50.050, RCW 42.52, RCW 42.52.020, RCW 42.52.040 and RCW 42.52.120

EFFECTIVE DATE: May 24, 2012

REVISED: May 24, 2012

APPROVED BY:

Chair



Executive Director



8.10 Purpose

6.10.10

To clarify the parameters of outside employment or employment outside of the Commission on Asian Pacific American Affairs. All employees remain individually responsible for compliance with the State Ethics Law, RCW 42.52, which is enforced by the Washington State Executive Ethics Board.

8.20 Definitions

8.20.10

“Conflict of Interest”, any instance when an employee’s actions, decisions, recommendations, or activities outside the agency influence, potentially influence, or have the appearance to a reasonable person of influencing, the employee’s official duties or decisions.

“Compensation”, anything of economic value, however designated, that is paid, loaned, granted, transferred or which will be paid, loaned, granted or transferred to any person, in return for personal services.

“Outside Employment”, any job other than the current position with the Commission on Asian Pacific American Affairs. This could include, but is not limited to, employment by another unit of government or state agency, private employment, self-employment, work under personal service contracts with the state, serving as a consultant or advisor, and volunteer activities that, if compensated, could be considered outside employment.

An example of a volunteer would be a bookkeeper who volunteers as treasurer for their church.

8.30 Policy Statement

8.30.10

Outside employment shall not conflict with official duties for the Commission on Asian Pacific American Affairs. Outside employment shall be consistent with the state ethics laws

8.30.20

The use of state resources, including, but not limited to, time, information, material, vehicles, equipment, office supplies, computers or telephones in connection with outside employment is prohibited. An employee shall not use his or her position at the Commission on Asian Pacific American Affairs to create the opportunity for private gain.

8.30.30

All employees must report outside employment to the Commission on Asian Pacific American Affairs. New employees coming to the Commission on Asian Pacific American Affairs that have outside employment must notify the Commission on Asian Pacific American Affairs of such employment before beginning work for the Commission on Asian Pacific American Affairs.

8.30.40

In certain instances, outside employment with another state agency will require prior approval by the Executive Ethics Board. Information is available on the Executive Ethics Board website at www.ethics.wa.gov

8.30.50

Requests for approval of outside employment must be submitted to a supervisor prior to beginning that employment. The employee's supervisor will approve or disapprove the request and forward it to the agency director or designee for final approval or disapproval. If denied, the director or director's designee will provide justification for the denial.

8.30.60

The Commission on Asian Pacific American Affairs may, at any time, require reapplication or may withdraw approval for any situation.

8.30.70

If outside employment negatively impacts on the employee's work at the Commission on Asian Pacific American Affairs, or if there is a situation that is determined to present a perceived, potential or actual conflict of interest, a supervisor may withdraw approval

for that outside employment. The employee and the Department of Enterprise Services (DES) Human Resource (HR) Consultant are to be notified if approval of outside employment is withdrawn. This notification should provide the reason(s) for this action.

8.30.80

Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in corrective or disciplinary action up to and including dismissal.

8.30.90

The decision to approve or deny outside employment rests with the director of the Commission on Asian Pacific American Affairs.

8.40 Primary roles and responsibilities for Outside Employment within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Employee	Be knowledgeable of the policy for outside employment. Submit a written request for approval for outside employment prior to beginning such employment. Notify the supervisor immediately of any action which could be a potential or actual conflict of interest.
Supervisor/Manager	Process written requests as needed and promptly notify the agency director or designee of any outside employment of staff and forward to the agency director or designee for final approval or disapproval and share with the DES HR Consultant.
Agency Director/Designee	Provide final determination of approval or disapproval of request for outside employment. If disapproved, provide written justification for the denial.
DES HR Consultant	Discuss outside employment requests or issues with employees, supervisors, and managers.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 9**

PERSONNEL

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: January 21, 2017

APPROVED BY:

Chair 

Executive Director 

9.10 General Duties and Responsibilities

9.10.10

Agency staff will serve the public with respect, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

9.20 Executive Director Duties and Responsibilities

9.20.10

The Executive Director is appointed by and will report to the Governor to serve as facilitator to the commissioners, so that they may carry out their duties.

9.20.20

The Director is to function as the liaison between the commissioners, the state agencies, and the Legislature and Governor.

9.20.30

The Executive Director must maintain timely communication with the Chair regarding all news releases and significant newsworthy items statewide.

9.20.40

The Executive Director will keep the commissioners informed regarding implementation of decisions made by the commissioners, legislative activities, and other governmental activities affecting Asian American and Pacific Islander communities.

9.20.50

The Executive Director shall:

1. Recommend policies, positions, and initiatives for consideration by the Commission for their review and approval.
2. Provide research and information as requested by the Commissioners and/or committees, including quarterly financial reports.
3. Draft an annual budget for review and approval by the Commission.
4. Apprise the Commission of staff activities.
5. Carry out all other duties as directed by the Commission.

9.20.60

The Executive Director will establish and maintain a relationship with state agencies, and public and private industries.

9.20.70

The Executive Director will report regularly to the Chair of the Commission on activities taken on behalf of the Commission.

9.20.80

At a regularly scheduled public meeting no later than November of each year, the Executive Director will present a draft of the Commission's legislative agenda, for review and approval by the Commission.

9.20.90

The Executive Director will attend all Commission public meetings, study sessions, and special meetings, unless otherwise excused by the Chair of the Commission. The Director must submit a request to be excused to the Chair by e-mail, facsimile, or in writing at least three days prior to the meeting. If the Executive Director does not attend two public Commission meetings without valid excuse, the Executive Committee may recommend in writing to the Governor that the Director be immediately suspended or terminated. The recommendation must be presented to the full Commission and approved prior to its delivery.

9.20.100

The Executive Director will manage the day-to-day operations of the Commission office, including budget and personnel issues.

9.20.110 Executive Director Budgeting Responsibilities

9.20.110.10

At each regularly scheduled public meeting, the Executive Director will provide a status report on the budget expenditures and goals, including any expenditure that is significantly over or under budget projections.

9.20.110.20

At the second regularly scheduled public meeting of even-numbered years, the Executive Director will initiate a discussion on goals and strategic plans to initiate a general budget proposal with the commissioners and the public.

9.20.110.30

Following the release of the agency budget by Office of Fiscal Management, the Executive Director will review the appropriated budget with the commissioners at the next regularly scheduled meeting.

9.20.120 Executive Director Staffing Responsibilities

9.20.120.10

The Executive Director will be responsible for staff assignments and annual staff performance evaluations.

9.20.120.20

The Executive Director has the hiring and firing evaluating authority over the Commission staff.

9.20.130 Official Communications

9.20.130.10

The Chair and the Executive Director are the spokespersons for the Commission and have the authority to make public statements on behalf of the Commission. The Chair and the Executive Director have the responsibility to ensure that any official communications accurately reflect the position of the Commission.

9.20.130.20

Agency staff and the commissioners will consult with the Chair or the Executive Director before initiating any official communication on behalf of the Commission. Agency staff and commissioners must receive approval from either the Chair or the Executive Director before initiating any official communications.

Official communications include, but are not limited to, in-person meetings, testimony before the Legislature or local councils, boards, or committees and written or email correspondence.

9.20.130.21

Depending on the issue, the Executive Director or the Chair will make a determination to present the issue to the Executive Committee. The Executive Committee will determine if the issue needs to be presented to the entire Commission.

9.20.130.30

Copies of any official communication will be delivered to the Executive Director for inclusion as an agency public record.

9.30 Salary and Benefits

9.30.10 General

It is the policy of the Commission to provide all state employee benefits to all permanent staff.

9.30.20 Director Salary

The Governor sets the Executive Director's salary. The Commission may recommend a salary increase at the time of the director's annual performance evaluation.

9.30.30 Exempt staff

The Executive Director shall submit proposed salaries, salary increases, and employment benefits for exempt staff to the Executive Committee for approval.

9.40 Overtime Compensation Policy

9.40.20 Accrual of Overtime for Overtime Exempt Employees

9.40.20.10

Overtime Exempt employees, who wish to be granted exchange time for overtime worked, must receive prior written approval from the Executive Director. If the director is not available, the chair can approve accrual of exchange time.

9.40.20.20

Following the Executive Director's written approval or written approval by the chair if the director is unavailable, exchange time may be accrued on an hour for hour, straight time basis, for work in excess of 40 hours per week.

9.40.20.30

The agency Executive Assistant will accrue overtime as an Overtime Exempt employee.

9.40.30

For purposes of calculating overtime, travel to and attendance at meetings, conferences, and training sessions will be considered time worked, excluding normal commute time, in accordance with travel regulations issued by the Office of Financial Management.

9.50 Modern Work Environment

9.50.10

To support Washingtonians, the agency must attract and retain talent by adopting innovative workplace strategies that support the state's organizational mission, flexibility, and mobility in the workplace; create modern work environments; reflect organizational cultures that align with the changing expectations of employees and customers; and reduce transportation-related greenhouse gas emissions. To be an employer of choice and better support the needs of multiple generations, the agency must provide flexibility in how, when, and where work gets done so that employees can have work/life balance, improved wellness, a supportive and productive work environment, increased job satisfaction, and engagement.

9.50.20 Mobile Workforce

The agency supports a culture of *it's what you do, not where you do it* through the use of technology and policies to support a mobile workforce. The agency is setting a participation target of 100 percent.

The Executive Director will apply the following criteria in determining whether the following mobile workforce strategies are suitable for agency personnel:

- The mobile workforce strategy will not affect the ability of the employee to meet all work responsibilities;
- The mobile workforce strategy will not negatively affect the ability of the employee to provide services and carry out the agency mission;
- The mobile workforce strategy will not negatively affect customers or coworkers;
- The mobile workforce strategy allows for appropriate lunch and break periods;
- The mobile workforce strategy is consistent with Washington and federal labor requirements;
- The mobile workforce strategy serves to support a legitimate and valued need of the employee; and
- The mobile workforce strategy supports effective agency employee attraction, retention, morale, and productivity strategies.

9.50.20.10 Flexible Work Policy

The normal business hours of the agency are from 8 a.m. to 5 p.m., Monday through Friday, except on state holidays. However, in order to better utilize the workforce for the agency and increase employee productivity, the agency will make flextime hours an option available for employees, subject to the Executive Director's approval.

Flextime defines a schedule where an employee's workday begins between 7 a.m. and 9 a.m., a lunch period of either 30 or 60 minutes, and a stopping time between 4 p.m. and 6 p.m.

Employees can also choose to work longer hours per day and reduce the number of workdays per week, subject to the limitations above.

9.50.20.20 Procedure

An employee wishing to implement a flextime schedule will request the change of schedule in writing.

The Executive Director will apply the criteria above in determining whether the proposed flextime schedule is feasible.

9.50.20.30 Mobility

Personnel shall have the option of working in a variety of locations to maximize productivity through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Locations shall be selected that facilitate and promote productivity and provide a safe and minimally distracting workspace. Mobility strategies may be scheduled or done on an ad hoc basis.

9.50.30.40 Telework

Personnel shall have the option of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Telework may be scheduled or done on an ad hoc basis.

9.60 Leave

9.60.10 General Procedures

9.60.10.10 Executive Director

The Executive Director will request leave time (annual leave, sick leave, and leave without pay) from the Chair. The Director will make the request in writing and submit the request at least one week before the first day of the requested leave time, unless an emergency does not permit.

The Director may accrue and use Exchange Time on a calendar year basis. Exchange Time will have no cash liquidation value during or upon termination of employment. The Chief of Staff must authorize accumulations of exchange time for agency directors

in excess of five days. No Exchange Time may be carried over from one calendar year to the next.

9.60.10.20 Other Staff

Other staff will request leave time (annual leave, sick leave, and leave without pay) from the Director or the Chair if the Director is unavailable. Staff will make the request in writing and submit the request at least one week before the first day of the requested leave time, unless an emergency does not permit.

9.60.20 Vacation Leave

9.60.20.10

No employee will accumulate vacation leave in excess of 240 hours, with the following exceptions: 1) an employee can exceed the 240 hour limit up to the employee's anniversary date; or 2) the employee requests leave and is denied, forcing accrual beyond 240 hours. If either exception is met, the vacation leave balance must be reduced to 240 hours prior the employee's anniversary date.

Excess vacation leave over 240 hours (or past the employee's anniversary date if an exception is met) is extinguished.

9.60.30 Shared Leave

9.60.30.10

CAPAA employees may donate annual, sick or personal holiday leave to another state employee to use for sick leave purposes or to another state employee called to service in the uniformed services.

9.60.30.20 Definitions

For the purposes of this section, an "employee" is any employee entitled to accrue sick, annual, or personal holiday leave and for whom an agency has maintained leave records.

A "donor" is the employee making the donation of leave.

A "donee" is the employee receiving the donation of leave (recipient).

"Donated leave" means the dollar value of the leave hours a donor donates through the Shared Leave Program.

"Shared leave" means the donated leave converted to hours by the receiving agency at the donee's rate of pay. This may be more or less than the literal hours donated depending on the relative salary rates of the respective employees.

9.60.30.30

Employees on shared leave continue to receive the same salary, wage, and employee benefits that they normally receive when using accrued leave. (Refer to RCW 41.04.665(7).)

The employee requesting leave will submit a medical statement supporting the request. The medical statement must be provided by a licensed physician (or health care practitioner) and must verify the severity or extraordinary nature of the condition as well as determine the expected duration of the condition. For an employee called to service in the uniformed services, that employee must submit a copy of the military orders verifying the employee's required absence.

9.60.30.40 Types and limitations on leave donations

Employees may donate annual leave if this does not cause their annual leave balance to fall below eighty hours. For part-time employees, requirements for annual leave balances are pro-rated.

Employees may donate any amount of sick leave provided the donation does not cause their sick leave balances to fall below 176 hours after the transfer.

An employee may donate all or part of a personal holiday. Any portion of the personal holiday that is not used will be returned to the donating employee, and may be used by the donor if the returned donation occurs and is then used in the same calendar year that it was donated.

9.60.30.50 Limitations on receipt of shared leave

An employee may not receive more than 261 days of shared leave for the entire duration of state employment.

An employee must use all other paid leave balances (i.e., sick leave, annual leave, personal holiday, compensatory time, and exchange time) before using shared leave for medical purposes.

For work related illness or injury, the employee must diligently pursue and be found to be ineligible for benefits under chapter 51.32 RCW to qualify for shared leave for medical purposes.

If the employee has been called to service in the uniformed services; all paid leave except sick leave must be depleted prior to using shared leave.

9.60.30.60 Transfer of shared leave

An employee may receive or may donate leave between agencies. Transfer of leave requires written approval from the agency head or designee of both the donor and donee agencies.

9.60.30.70 Computation of leave transferred

In transferring leave from the donor to the donee, it is the donor's dollar value of the leave that transfers and purchases shared leave for the donee at the donee's salary rate. To determine the amount of leave transferred, the donating agency calculates the dollar value of donated leave using the donor's total current salary rate times the hours donated. The receiving agency divides the dollar value received by the donee's total current salary rate to determine the leave hours to record.

9.60.30.80 Unused shared leave

Donees will return any unused shared leave to the donor(s).

9.60.30.90

The Executive Director will refer any questions as to the calculations of leave or leave reversions to OFM-SACS.

9.60.40 Accrued sick leave buyout

9.60.40.10 Current employees

In January of the year following any year in which a minimum of sixty days (480 hours) of sick leave is accrued, and at no other time, an eligible employee may elect to receive compensation for the unused sick leave accumulated only in the previous year.

Compensation is payable at 25% for any of the prior year's unused sick leave hours the employee elects to receive. However, no sick leave hours may be converted which would reduce the calendar year-end balance below 480 hours. Payment is based on the employee's current salary.

Sick leave for which compensation has been received is deducted from accrued sick leave at the rate of 4 days for every 1 day paid.

9.60.40.20 Terminating Employees

Eligible employees (or their estates) who separate from state service due to retirement or death may elect to receive compensation for unused sick leave at the rate of 25% of accumulated accrued sick leave. The compensation is based on the employee's salary at the time of separation.

9.60.50 Leave due to inclement weather

9.60.50.10

If a state office or work location becomes non-operational due to inclement weather or a natural disaster, non-emergency employees should be released at no loss in pay for the duration of the disruption to services.

9.60.50.20 Agency office operational

If the agency office is fully operational but the employee is unable to report to, or remain at, work due to inclement weather or a natural disaster, then the employee will take leave in the following order: (1) any earned compensatory or exchange time; (2) accrued vacation leave; (3) accrued sick leave up to three days; or, (4) leave without pay.

If the employee reports to work but is late due to inclement weather, the employee is allowed up to one hour paid time with the remainder to be taken as leave as listed above.

9.60.50.30

If the agency office is closed or partially closed due to inclement weather, the employee will be paid up to 15 days due to the closure. The employee will make all efforts in coordination with the Director to find an alternative workplace during the closure.

9.60.60 Family Medical Leave Act

9.60.60.10 Policy

The Family Medical Leave Act (FMLA) entitles an eligible employee to take up to 12 weeks of unpaid, job-protected leave in any 12-month period for specific family and medical reasons. FMLA leave may be used for one or more of the following reasons:

- for the birth or placement of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any

- period of incapacity or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 - (1) A health condition (including treatment or recovery) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - treatment two or more times by or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment; or
 - (2) Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
 - (3) A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
 - (4) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

9.60.60.20 Eligibility

To be eligible, an employee must have worked for the agency for at least 12 months and worked at least 1250 non-overtime hours in the 12 months immediately preceding the first day of leave.

9.60.60.30 Procedure

The employee must request the FMLA leave in writing. This request should include the anticipated beginning and ending dates of the requested leave, the reason for the leave, and the type of leave and inclusive dates for the use of each type of leave.

During absences designated by the employee as FMLA leave, the employee may choose to use accrued paid leave to cover all or part of their FMLA absence. Accrued paid leave includes sick leave, vacation leave, personal holiday, or compensatory time accrued. The employee may use unpaid leave once paid leave is exhausted.

For FMLA leave over one week in duration, the employee must provide medical certification from the treating physician prior to the absence.

9.60.60.40 Continuation of benefits

Employees on FMLA leave will continue to receive health benefits as if on paid leave.

9.70 Performance Evaluations

9.70.10 Executive Director

The Commission may, if requested, provide information to the Governor's Deputy Chief of Staff on the Director's performance.

9.70.20 Other Staff

The Executive Director will evaluate all staff annually, other than probationary or trial service employees. The director will conduct the evaluation of probationary and trial service employees within the initial six months of their probationary or trial service period. The director will conduct yearly, written staff evaluations no later than one month from each individual employee's anniversary date.

9.80 Corrective Action and Discipline

9.80.10 Executive Director

The Governor may remove the Executive Director at will. If the Commission finds it appropriate, the Commission may discipline the Executive Director by directing a letter to the Governor formally reprimanding the Director, recommending suspension, or recommending termination. A copy of such letter will be placed in the Director's personnel file.

9.80.20 Exempt staff

Exempt staff is "at will." The Executive Director can discipline and dismiss exempt staff without notice and without cause.

9.90 Recovering Workers' Compensation Time Loss Payments

9.90.10

Employees will not receive both time loss payments and regular salary or wages during the period covered by the disability. Regular salary or wages include sick leave, but exclude other paid leave.

Employees can either: choose to receive time loss payments exclusively; choose to receive leave payments exclusively (excluding shared leave); or choose a combination of time loss payments and leave payments.

Employees can elect to receive both time loss payments and pay for time taken as annual leave, compensatory time, exchange time, or holiday leave.

9.100 Tuition/ Training Reimbursement

9.100.10 Authorization for reimbursement

The Director may authorize an employee to be reimbursed for tuition for a course if:

- the course has the objective of furthering the employee's career development plan or changing or enhancing the employee's skills, knowledge, attitude, or behavior;
- the employee successfully completes the course by receiving a grade of C or higher on an A through F grade scale (or its numerical equivalent);
- the course was conducted by a recognized educational institution, vocational school, or professional training organization;
- the course is not one for which the agency previously reimbursed the employee; and
- attendance or class responsibilities do not interfere with agency responsibilities.

9.100.20 Procedure

An employee wishing to be reimbursed must submit a written request at least one month prior to enrollment in the course.

Funds expended for tuition reimbursement are limited to tuition or registration fees, and do not include supplies, transportation, or other school expenses.

An employee may not be reimbursed for more than nine quarter credit hours, or six semester hours, or other equivalent credits during any one academic quarter or semester.

An employee will be reimbursed only after providing written evidence of satisfactory completion of the courses for which the agency will reimburse costs.

9.110 Exit Interviews

9.110.10

All employees who terminate employment with the agency will be given an exit interview.

9.110.20

The Director will be responsible for administering the exit interview, unless the departing employee prefers to have the interview conducted by the Chair or Vice-Chair.

9.110.30

Subject to confidentiality requests by the departing employee, the interviewing party will report to the Commission regarding the reasons why the employee terminated employment and recommendations regarding what changes can be made to ensure that the agency retains qualified personnel.

9.120 Staff Grievance Procedure

9.120.10

If any exempt employee of the Commission has a grievance regarding treatment, work conditions, compensation or other work-related concerns, the employee's first step should be to contact the Director in writing, with a copy of the letter to the Chair. The director has two weeks from the date received to resolve the grievance and respond in writing, with a copy of the responding letter to the Chair.

If the grievance is not resolved to the employee's satisfaction, the employee has two weeks from receipt of the Director's letter to contact, in writing, the Chair directly, with a copy of the grievance letter to the director. The employee has a right to a private meeting with the Chair. Within two weeks of receiving the grievance letter, the Chair will hold a resolution conference where the employee, Chair and the Director meet to resolve the grievance. Within two weeks of the resolution conference, the Chair will respond in writing to the grievance with a copy the responding letter to the Director and all members of the Executive Committee.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 10**

TRAVEL

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: March 16, 2019

REVISED: March 15, 2019

APPROVED BY: Executive Director, Toshiko Hasegawa, Chair Tufono-Chaussee, Board of Commissioners

Chair



Executive Director



10.10 General Rules

10.10.10

The purpose of the Travel Policy is both to provide clear guidelines for the commissioners and staff so as to comply with current Office of Financial Management guidelines relating to travel management requirements, restrictions, authorizations, and documentation.

10.10.11

Interns and Volunteers

Interns and volunteers will only be reimbursed for travel expenses incurred while performing pre-approved CAPAA activities by the Executive Director.

10.10.20

The Executive Director is responsible for approving travel expenses for the commissioners, Commission staff, interns and volunteers.

10.10.30

Commissioners, interns, and volunteers will be reimbursed for meals (at the current per diem rate) when it is required to attend a meeting, conference, convention, or training session that is located more than fifty miles from either the staff person's home or official work station, and meet the eleven hour rule as outlined in the OFM travel regulations, Chapter 10 (considering the most direct route). Reimbursement for mileage will be only when it is required to attend a meeting, conference, convention or training session. Reimbursement for lodging will be only if it is clear that overnight stay is the most economical to the state.

10.10.31

Commissioners must obtain prior authorization from the Director before incurring any expenses beyond the mandatory CAPAA community meetings. Unauthorized expenditures will not be reimbursed.

10.10.32

The Commission shall follow SAAM 70.15.10 for meal reimbursement at meetings.

10.10.40

Commissioners, staff, interns and volunteers must submit their claim for reimbursement within 30 days of the completion of the claimed travel.

10.10.50

Staff will be reimbursed for meals (at the current per diem rate) when it is required to attend a meeting, conference, convention, or training session that is located more than fifty miles from either the staff person's home or official work station, and meet the eleven hour rule as outlined in the OFM travel regulations, Chapter 10 (considering the most direct route). Staff will be reimbursed for mileage when it is required to attend a meeting, conference, convention or training session. Staff will be reimbursed for lodging if it is also clear that overnight stay is the most economical to the state.

10.10.51

Reimbursement meets the requirements of an accountable plan defined by the IRS.

10.10.60

For out of state travel by either commissioners or staff, prior approval must be made by the Executive Director and must be submitted in writing to the Governor's office prior to departure.

10.10.70

For the purposes of determining reimbursement rates for staff, the official meal periods are as follows: breakfast (7am-8am), lunch (12:30-1:30pm), and dinner (6-7pm).

10.10.80

Agency travelers being reimbursed for travel by entities outside of the agency will not be reimbursed more than the actual expenses of travel, except for meals that can be reimbursed on an allowance basis as listed in this chapter.

10.10.90

Agency travel policies will comply with the requirements of the Americans with Disabilities Act. The cost of personal care attendant services required by disabled travelers in order for them to travel will be allowed as a miscellaneous travel expense.

Such costs may include fees and travel expenses of the attendant, upon written approval by the Executive Director.

10.10.100

The agency will undertake to facilitate direct billing of lodging charges (excluding incidental expenses) whenever possible to reduce the significant inconvenience of commissioners and staff paying for such charges with personal funds and later seeking reimbursement.

10.20 Traveler Responsibilities

10.20.10

All travelers on official state business will be familiar with state and agency travel and transportation regulations before embarking on travel.

10.20.20

Travelers will exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.

10.20.30

Travelers will pay any excess costs and any additional expenses incurred for personal preference or convenience.

10.20.40

Travelers will return as promptly as possible to either the official station or official residence when the state business is completed.

10.20.50

Travelers will prepare travel expense vouchers as soon as feasible after travel, and will provide appropriate receipts and documentation.

10.30 Executive Assistant's Responsibilities

10.30.10

The Commission Executive Assistant will coordinate all commissioner travel arrangements, and is responsible for obtaining travel arrangements that are the most economical for the state and that comply with OFM regulations and the Office of State Procurement purchasing requirements.

10.30.20

The Executive Assistant will contact and offer the available travel options to the commissioners. Once each commissioner selects the preferred arrangements, the Executive Assistant will make proper arrangements.

10.30.30

The Executive Assistant, in accordance with OFM procurement rules, will make all air travel arrangements.

10.30.40

The Executive Assistant maintains accountability records for all travel expenses through a state-issued charge card system.

10.30.50

The Executive Assistant will arrange to reimburse lodging expenses for each commissioner at the designated county's per-diem rate.

10.40 Executive Director's Responsibilities

10.40.10

The Executive Director must ensure that all travel costs incurred are directly work related; obtained at the most economical price; and both critical and necessary for state business.

10.40.20

The Executive Director will use prudent judgment in approving travel-related costs.

10.40.30

The Executive Director will report to the Commission on all travel-related expenditures.

10.40.40

Prior to approving any out-of-state travel for the office staff, the Executive Director will present to the Commission the purpose of the trip and its benefits for the Commission.

10.40.50

The Department of Enterprise Services' Small Agency Financial Services shall review and process all the Executive Director's travel reimbursements.

10.50 Vehicle Usage

10.50.10 General Rules

10.50.10.10

Operators must possess a valid driver's license at time of travel.

10.50.10.20

Operators of vehicles on state business are under the scrutiny of the public and are vulnerable to criticism. Operators will carefully adhere to all traffic laws, and are to drive defensively and courteously.

10.50.10.30

All charges for traffic violations, parking violations, towing resulting from parking violations, storage, etc., are the responsibility of the operator.

10.50.10.40

Transporting of unauthorized passengers or family members as described in a rental or private vehicle is considered a personal decision. The state of Washington will not provide excess liability protection to any unauthorized passengers in the event of an accident.

10.50.10.50

In case of an accident, the driver of the vehicle will discuss the accident with appropriate state officials or law enforcement officers only. The driver will make no comment as to the fault of the accident.

10.50.20 Use of personal vehicle for agency business

When driving his/her privately owned vehicle on official state business, each state traveler is to comply with the state of Washington's liability insurance laws, Chapters 46.29 and 46.30 RCW. If an accident occurs when the traveler is driving his/her privately owned vehicle that individual's insurance is primary and will be utilized prior to the state of Washington's possible provision of any excess liability protection.

10.50.30 Use of state contract rental vehicles for agency business

10.50.30.10

Only CAPAA staff and Commissioners are permitted to drive rental vehicles.

10.50.30.20

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

10.50.30.30

The state contract for rental of motor vehicles usually includes full insurance coverage. The state will not reimburse travelers for the cost of additional insurance coverage purchased on state contract vehicle rentals.

10.50.40 Use of motor pool vehicle for agency business

10.50.40.10

The agency encourages the use of state motor pool vehicles whenever feasible.

10.50.40.20

Only authorized state employees, commissioners and volunteers may travel in motor pool vehicles. Only state employees are authorized to drive state motor pool vehicles.

10.50.40.30

The Department of General Administration will charge to the agency any repairs to motor pool vehicles made necessary as a result of negligence, carelessness, or unauthorized use.

10.60 Alternatives to Travel

10.60.10

The agency encourages alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- Teleconferencing and video conferencing;
- Video recordings and published reports;
- Making transportation arrangements through state-qualified travel agents and using centrally contracted air carriers;
- Car-pooling and greater use of public transportation;
- Reduced frequency of regularly scheduled out-of-town meetings;
- Restrictions on the number of staff traveling to the same destination; and
- Coordinating between agencies for joint travel arrangements when more than one agency is involved.

10.70 Ensuring the Health and Safety of Travelers

10.70.10

The health and safety of travelers is the agency's top priority in the conduct of travel related activities. Agency travelers are encouraged to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of agency staff and commissioners.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 11**

MEETINGS

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: May 25, 2012

APPROVED BY:

Chair 

Executive Director 

11.10 Introduction

11.10.10

All meetings will be held in accordance with the Open Public Meetings Act.

11.10.20

The agency will give first preference to meeting locations at state or other public (e.g., local government) facilities.

11.10.30

The location and facilities for all Commission meetings will be barrier-free in accordance with the Americans with Disabilities Act. First priority is to be given to using state-owned or other public owned barrier-free facilities in lieu of renting or leasing other facilities.

11.10.40

All meetings will be conducted in accordance with Robert's Rules of Order.

11.10.50

The Commission may provide coffee and/or light refreshments at official public meetings. This includes study sessions, special meetings, and executive sessions.

11.10.51

At the beginning of each calendar year, the Executive Director will document prior approval for all coffee and light refreshments for its upcoming official public meetings.

11.20 Public Meetings

11.20.10 WAC 34-02-020

- (1) Regular meetings of the commission are held on a Saturday of January, March, June, September and November. Notice of the time and place of the regular meetings will be published annually in the January edition of the Washington state register and also announced on the CAPAA website. A copy of the schedule of regular meetings may also be obtained upon request from the commission.
- (2) Special meetings of the commission may be called at any time by the chairperson of the commission or by a majority of the commission members. Notice of such meetings will be as provided by law.
- (3) In addition to the meeting notices specified above, the commission staff will publicize information about all commission meetings in the communities in which the meetings are to be held.

11.20.11

Before January of each year, the Commission will file, with the Washington State Register, a schedule of date, time, and city or town where the meeting will be held. The meeting location will comply with the Americans with Disabilities Act.

11.20.12

Agendas and time frames will be established by the host Commissioners with the assistance of staff and approved by the Executive Committee three weeks prior to each meeting. Meeting date and location information will be widely distributed two weeks prior to the meeting.

11.20.20

Any changes on the annual meeting schedule will be filed with the Washington State Register 20 days prior to the meeting. Public meetings should be held in various locations throughout the state provided there are sufficient funds in the commission's budget. A sign-in form must be available at all meetings.

11.20.30

It is the policy and goal of the Commission at all public meetings to attempt to communicate in the language preferred by the majority of the individuals present at that meeting. Interpreters may be available for those present who do not communicate in the language utilized at each particular meeting.

11.30 Study Sessions

11.30.10

The Commission will hold a study session meeting prior to or after the general public meeting. This study session is to prepare for the community meeting, to review commissioner applications, to conduct orientation for new commissioners, to study new laws or policies needed for the Commission and to discuss and understand other issues affecting Asian American and Pacific Islander communities. Items discussed requiring final action will be included in the agenda of the public general meeting. Agenda and time frames will be approved by the Executive Committee. The point of contact will be the Chair. Chair will notify the staff when agenda is approved.

11.40 Special Meetings

11.40.10

A special meeting may be called by the Chair of the Commission, Executive Committee, and/or by the majority of the members of the Commission.

11.40.20

Special meetings may be held in-person or through conference calls.

11.50 Executive Session

11.50.10

An executive session may be held during the time scheduled for a regular or special meeting to discuss confidential or personnel issues, to consider and review charges brought against a commissioner, the Executive Director, or Commission staff.

11.50.20

If the purpose of an executive session is to discuss personnel issues, the individual who is subject of the inquiry or discussion may request that the session be conducted in front of the entire Commission to openly discuss such complaints or charges.

11.50.30

The Chair of the Commission will publicly announce the purpose for the executive session prior to convening the Executive Session.

11.50.40

Details of board investigators, personnel files, or business discussed at closed executive sessions should not be disclosed unless they are part of the public record.

11.60 Meeting Minutes

11.60.10

With the exception of the executive session minutes, all other meeting minutes will be promptly recorded and distributed to the commissioners at the next meeting. The minutes are available upon request for public inspection.

11.60.11

Commissioners hosting official CAPAA community meetings will submit a summary of meeting minutes, within 30 days after the meeting, to their key local leaders (Mayor, Chief of Police, local state Legislators, county Executive, school district Superintendent, etc.) and Governor's Office outlining the issues identified at the meeting.

11.60.20

Executive session minutes will be marked prominently as confidential and will not be made available to the public.

11.70 Quorum

10.70.10

Pursuant to RCW 43.117.040(4), seven members of the Commission constitute a quorum for the purpose of conducting business.

11.80 Voting

11.80.10

A majority vote of the Commission at any regular meeting, special meeting, or executive session, will be required to carry a motion, unless otherwise specifically provided for herein.

11.80.20

The Chair will not vote except in the case of a tie or in the adoption of the administrative policies or any amendments thereto, or in the election of the Commission Chair, or in the selection of a preferred recommended candidate for Executive Director.

11.80.30

Voting by mail and proxy vote is not permitted.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 12**

PUBLIC RECORDS

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: September 17, 2016

APPROVED BY:

Chair 

Executive Director 

12.10 General Rules

12.10.10

Public records of the Commission are deemed to be available for public inspection and copying pursuant to RCW 42.17.250, ET al.8.20 Definitions

12.10.20

"Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

"Writing" means handwriting, typewriting, printing, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, discs, photographic films and prints, and other documents.

12.20 Procedures

12.20.10 Public records officer

The agency public records will be in the charge of the public records officer, who is designated by the Executive Director. The public records officer will be responsible for the following:

- implementing of the Commission's rules and regulations regarding release of public records;

- insuring compliance by the staff with the public records disclosure requirements of Washington State law and the agency's administrative policies; and
- protecting the agency records from damage or disorganization.

12.20.20

The Executive Director will inform the Executive Committee of any public disclosure requests of Commission records. The Executive Committee has the responsibility to determine what public records may be released after the submission of a public records request.

12.20.30 Availability

Public records will be available for inspection and copying from 9AM to 12PM and from 1PM to 4PM Monday through Friday, excluding legal holidays, unless the person making the request and the agency agree on a different time.

12.20.40 Public request requirements

Members of the public may inspect or obtain copies of agency public records upon compliance with the following procedures:

- The person will make the request in writing;
- The request should include: (a) The name of the person requesting the record; (b) The calendar date on which the request was made; (c) The nature of the request; (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested records as it is described in such current index; and (e) If the requested matter is not identifiable by reference to the Commission's current index, an appropriate description of the record requested.

The public records officer will assist the member of the public in appropriately identifying the public records requested.

12.20.50 Costs of duplication

No fee will be charged for the inspection of public records. The agency will charge a fee of fifteen cents per page of copy for providing copies of public records and for use of the commission's copy equipment. This charge is the amount necessary to reimburse the Commission for its actual costs incident to such copying.

12.20.60 Prompt response

The agency will respond promptly to requests for public records. Within five business days of receiving a public record request, the agency will either:

- provide the record requested;

- acknowledge that the agency has received the request and provide a reasonable estimate of the time the agency will require to respond to the request (not to exceed 30 days); or
- deny the request.

12.20.70

The agency may request additional time to respond to the request (if longer than 5 days) upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a public record request that is unclear, the agency may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency need not respond to it.

12.30 Exemptions

12.30.10

Availability of agency public records will be limited by the exemptions listed in RCW 42.17.250, et al., including but not limited to:

- Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record will not be exempt when publicly cited by an agency in connection with any agency action;
- The residential addresses or residential telephone numbers of employees or volunteers of a public agency which are held by any public agency in personnel records, public employment related records, or volunteer rosters, or are included in any mailing list of employees or volunteers of any public agency; and
- Information regarding the infrastructure and security of computer and telecommunications networks, consisting of security passwords, security access codes and programs, access codes for secure software applications, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities.

12.30.20 Explanation of use of exemption

If the agency responds to a public records request by refusing, in whole or in part, inspection of any public record, the agency will include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

12.30.30 Review of denials

Persons denied requests for agency public records maintain all review options as detailed in RCW 42.17.250, et al.

12.40 Commercial Use Prohibited

12.40.10

The agency will not distribute lists of individuals or agencies or organizations for commercial purposes.

12.50 Records Index

12.50.10

The agency will make available to all persons requesting a current index that provides identifying information as to the following records issued, adopted or promulgated since its inception:

- Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- Those statements of policy and interpretations of policy, statute and the Constitution which have been adopted by the agency;
- Administrative staff manuals and instruction to staff that affect a member of the public;
- Planning policies and goals, and interim and final planning decisions;
- Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and
- Correspondence and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

12.50.20

The index promulgated by the Commission will be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 13**

PUBLIC RESPONSE

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: May 25, 2012

APPROVED BY:

Chair



Executive Director



13.10 Purpose

13.10.10

The purpose of the Public Response Policy is to ensure that prompt action and response is given to a constituent on issue(s) brought to the attention of the Commission during a public meeting.

13.20 Policy

13.20.10

The Executive Committee is responsible for reviewing and determining what course of action is necessary to address the concern(s) and issue(s) of the constituent. A letter will be sent within thirty days to the constituent who raised the issue(s) of concern to the Commission. The letter will report on the status and progress on the issue(s) raised.

13.30 Procedure

13.30.10

If a constituent with an issue or concern to Asian Pacific American communities approaches the commissioners at a public Commission meeting, and the constituent is seeking assistance from the Commission, the Executive Director will hold a phone conference with the Executive Committee within two weeks to discuss the issue or concern and determine the appropriate course of action.

13.30.20

The Executive Committee will determine information needed for response and will ask the Executive Director to initiate appropriate contacts, and/or seek additional information prior to determining course of action.

13.30.30

The Executive Director, within one week of the request, will provide the updated information needed to respond to the Executive Committee.

13.30.40

The Executive Director, within one week of the phone conference, will submit a draft response letter to the Executive Committee for review. After approval the Executive Director will then send the letter to the community member/s who initiated the concern.

13.30.50

The Executive Director and the Chair of the Commission will sign the final response letter.

13.30.60

The Executive Director will include the issues raised by the community and the action taken in response to the concern in the Director's report given at the following Commission public meeting.

13.30.70

When a commissioner is approached individually with an issue that the Commission needs to address, the commissioner will inform the Executive Committee, the Chair, and the Executive Director. The same process outlined in section 8.30 et al. will govern.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 14**

INFORMATION TECHNOLOGY

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: June 25, 2019

APPROVED BY:

Chair



Executive Director



14.10 Using Electronic Communication Systems

14.10.10 Scope

This policy establishes both permissible and prohibited use of state-owned electronic communication systems (ECS). Employees are responsible for using state-owned ECS resources in an ethical, lawful, responsible, and non-discriminatory manner. Each employee will take responsibility for communications generated, responded to, sent, or posted to the Internet under his or her ID.

All employees/volunteers must obtain a log on ID from General Administration IT staff before using any agency computer.

ECS include any electronic media that are used to generate, transmit, display, reproduce, or store communications for business purposes. Such electronic media include: personal computers, portable laptop computers, software, e-mail systems, telephones, cellular phones, voicemail systems, facsimile (fax) machines, other electronic message systems which store and transmit communications, including the Internet and related sources.

14.10.20 Permissible Use

Permissible use of ECS is use reasonably related to the conduct of official state duties. De minimus personal use is also permitted, so long as:

- the subject matter is not prohibited (see below);
- there is little or no cost to the state;
- the use does not interfere with the performance of official duties;

- the use is brief in duration and frequency (less than 10 minutes a day); and
- the use does not compromise the security of state information or software.

14.10.30 Prohibited Use

The following uses of ECS are prohibited:

- To promote outside business interests;
- To support, promote, or solicit for any outside organization, charity, or group unless provided for by law or authorized in writing by the Executive Director;
- To promote personal political beliefs or religious affiliations;
- To promote harassment;
- To infringe copyrights;
- To discriminate on the basis of race, creed, color, marital status, religion, sex, national origin, Vietnam-era or veteran's status, age, sexual orientation, or the presence of any sensory, mental, or physical disability;
- To promote unlawful activity;
- To use to access, transmit, display, chat, or post on the Web or use the Internet for reasons or practices other than authorized business use related to assigned job duties, except permissible uses stated above; or
- To download software or files via the Internet for Personal Use.

Personal use of email distribution lists is also prohibited.

14.10.40

Violation of this policy may be grounds for disciplinary action up to and including termination of employment.

14.20 IT Security

14.20.10

Employees/volunteers will use hardened passwords for access to the local network and to the Shared Exchange Server. Hardened passwords are at least eight characters long, utilizing at least one number, one upper-case letter, one lower-case letter, and one symbol. Employees/volunteers will not share their passwords with anyone. Employees/volunteers will not keep passwords or codes in plain view.

14.20.20

Employees/volunteers will not remove agency software from the office without express permission from the Executive Director. Employees/volunteers will not copy agency software for personal use.

14.20.30

Employees/volunteers will not remove any hardware from the office without express permission from the Executive Director. When an employee is authorized to use the agency laptop computer outside of the office, that employee will ensure the safety and security of that computer at all times.

14.20.40

Employees/volunteers will not dispose of media containing agency information without ensuring that all information on such media has been completely erased. Employees/volunteers will be aware that simply deleting files is insufficient to permanently erase information on media.

14.20.50

In general, employees/volunteers will only access the Internet for agency business. Employees/volunteers are allowed to access the Internet for limited periods of time (less than 10 minutes) as part of their break or lunch time. Employees/volunteers will not visit inappropriate Web sites at any time. If an employee has any question about the appropriateness of a Web site, the employee/volunteer must ask the Executive Director prior to accessing the site. Employees/volunteers will not play any games on agency computers, local or Internet-based.

14.20.60

No employee/volunteer will download any programs from the Internet without express permission from the Executive Director. "Any program" includes plug-ins, media players, browser additions, music or video, or any email attachment that is not in .doc, .wpd, .xls, or .pdf format.

14.20.70

Employees/volunteers will observe all applicable copyright law in accessing or downloading authorized material from the Internet.

14.20.80

All work performed on agency hardware is the property of the agency. The Executive Director may review any and all email traffic originating from agency workstations.

14.20.90

Employees/volunteers will scan all removable media for viruses prior to accessing documents or programs on such media.

14.20.100

If an employee/volunteer believes that a virus has infected a workstation, that employee must immediately report the concern to the Executive Director.

14.20.110

Microsoft Outlook's preview pane function enables the automatic triggering of malicious scripts without having to open an email message. Employees/volunteers will therefore not use the preview pane function when accessing emails on Outlook.

14.20.120

Employees will archive all of their email communication using Outlook. Employees will save their archive files so as to guarantee the backup of the files.

14.30 Disaster Recovery

14.30.10

The agency disaster recovery policy ensures that the agency's Information Technology (IT) resources are protected against disasters. Disasters include (but are not limited to): fires, floods, earthquakes, terrorist actions, or malicious computer activity.

14.30.20 Recovery Strategy

All agency files are maintained off-site through electronic vaulting services provided by DIS. Data is backed up on a real-time basis (with daily restore points) and is restorable online, instantly.

In case of power outages, each agency computer is connected to battery backups. In case of extended power outages or inability to access office hardware, the agency will be able to deliver information and update its website from its laptop computer or available offsite computers.

14.30.30 Emergency Response

In case of disaster, the primary responsibility of agency staff will be to protect the lives and safety of agency personnel, and seek immediate emergency help. After the safety of staff is secured, available staff will be responsible for securing agency data and reducing data loss as much as feasible. Agency staff will contact the Office of Emergency Management if necessary.

14.30.40 Problem Escalation and Plan Activation

Agency staff will contact the Executive Director if the disaster recovery plan may require activation. If the Executive Director is unavailable, agency staff will contact the Executive Assistant.

14.30.50

The Executive Assistant and Executive Director will work with General Administration IT staff to test recovery viability on a yearly basis. Agency staff will review its Disaster Recovery Policy on a yearly basis.

14.40 Exiting Employees

The Executive Director will complete an IT privileges checklist for every exiting employee. This checklist should include the following information:

- The employee has returned any keys or keycards that give the employee access to any agency workspace;
- The Executive Director has closed all email accounts used by the exiting employee;
- The Executive Director has changed the entry door combination or keycard code;
- The employee has returned any agency equipment not kept at the office; and
- The employee has returned any and all SCAN cards issued to the employee;

The Executive Director will place a copy of the completed checklist in the exiting employee's/volunteer's personnel file.

14.50 Print Management Policy

14.50.10 Purpose

The goal of these policies is to facilitate quality, appropriate, and responsible business use of the Commission's printer assets and control printing cost and promote sustainable printing practices.

14.50.20 Standards

Agency printers are to be used for documents that are relevant to conducting of business by the Commission. Printing, scanning, and copying must not be utilized for personal documents.

14.50.30 Bulk Printing

Documents larger than 25 pages and require more than 40 copies are considered bulk print items. For bulk printing, staff should make a determination based on turn-around time and cost whether to utilize Department of Enterprise Services Printing Services, another DES Master Contract print vendor, or the agency printer. Exceptions may be made for mission critical and time-sensitive functions such as agency board meetings and events.

14.50.40 Sustainable Practices

Whenever possible, printing should be discouraged in favor of working from displayed images that can be shared electronically, especially for meetings where documents can be displayed on a projector or on individual staff laptops or tablets. However, at the Commission's public board meetings, it is in the interest of the agency to ensure the public has access to all information shared, particularly when members of the public may not have access to materials electronically.

All print and copy jobs will be set default to black and white, and print double-sided. Color and single-sided document printing and copying should be used sparingly. Strongly consider the audience and determine if there is a value add for the color or single-sided print. Color printing or large print jobs may require approval from a supervisor.

14.50.50 Utilization

All print, scan and copy jobs may be monitored and tracked. Reports on utilization by end user or agency may be generated and provided to management, supervisors, or end users, particularly for billing purposes since the agency shares a networked printer with other agencies.

14.50.60 Staff Printers

The agency will minimize the purchase of individual staff printers and supplies. The agency director shall determine the appropriate number of staff printers that shall be utilized and supported.

14.50.70 Consultation

In accordance with RCW 43.19.739, the agency shall consult with the Department of Enterprise Services on how to choose more economic and efficient options to reduce costs on a periodic basis.

14.60 Use of Mobile Devices

14.60.10 Purpose

The goal of these policies is to define and establish procedures to ensure the efficient assignment, proper use, and effective management of mobile devices for the Commission.

Mobile devices include cell phones, smart phones, data cards, hot spots, tablets, or any device that runs on wireless network, via blue tooth or a broadband network. Mobile devices include state-owned mobile devices or personally owned mobile devices used to conduct state business for the Commission.

14.60.20 Policy Application

This policy applies to Commission staff who have been authorized by the Executive Director to use a state-owned or personally owned mobile device to conduct state business for the Commission.

Commission provided mobile devices may be issued based on one or more of the following job requirements:

- Employee's job requires field work or travel where landline phones are inaccessible or inefficient;

- Employee's job requires immediate or on-call availability;
- Employee needs a mobile device for work-related safety, security or other emergency reasons;
- Employee's job requires real-time communication, including email; or
- Other requirements as defined and documented by the agency.

14.60.30 State-owned Mobile Device

Commission employees who are authorized to use a state-owned device will work with appropriate IT staff to choose a Consolidated Technology Services approved device and have it set up to receive phone service, email internet, calendar, and etc.

14.60.40 Personally-owned Mobile Device

Commission employees who are authorized to use a state-owned device may seek a request to alternatively use their personal mobile device to conduct state business.

The Executive Director and IT staff will provide instructions for employees with personally owned mobile devices to set up their device to receive email, internet, calendar, and etc. The employee is responsible to provide troubleshooting or support for personally-owned mobile devices.

Employees would be subject to the following:

- Employees using a personal mobile device to access business documents and communications must comply with statewide and agency-specific security standards, records management and retention schedules, and all other applicable laws and standards.
- All call records, document and data, photos, etc. used to conduct state business and made via personally-owned devices, are subject to state records retention requirements and the public records act.
- Personal call records and other communication may be subject to review or audit in the event of a litigation hold or public records request.
- If the device is lost or stolen, or if the maximum number of password attempts are made on the device, the mobile device will be subject to being wiped remotely (State Security IT Standards) if using Mobile Device Management system.

14.60.50 Stipends for Use of Personal Devices

The Executive Director may authorize a monthly stipend for employees who use a personal mobile device in lieu of a state-owned device. The Commission considers this to be a cost savings measure as the stipend is less than supplying the employee with a state-owned phone. A stipend is allowed only when an employee is authorized to use

their mobile device to conduct state business according to this policy. Monthly stipends are as follows:

- Voice access only - \$10/month
- Data access only - \$30/month
- Voice and data access - \$40/month

The Commission will monitor stipend rates as supplied by the Office of Chief Information Officer and other agencies and they may be adjusted at any time. All stipends will be authorized and documented using the Mobile Device Authorization and Agreement form and paid through a payroll transaction using a specific HRMS stipend code.

14.60.60 Security, Privacy, and Records Management

Employees must follow state security standards and are prohibited from storing or relaying confidential information by such means unless authorized by agency policy. Additionally, mobile device activity and transmissions may not always be secure.

The state and the Commission reserve the right to monitor the use of all state-owned mobile devices and services.

All call records, documents, data and photos, etc. used to conduct state business via a personal device, and all contents of a state-owned device, are subject to records retention requirements and the public records act. Personal data on a personal device does not constitute a public record and is not subject to public disclosure; however, all data on a state-owned device is deemed a public record (see section 4.1.3 of the OCIO Cellular Device Policy 191.)

The Commission is responsible for managing and retaining public records related to mobile device usage in accordance with records retention schedules.

The mobile device must be wiped remotely if the device is lost or stolen, or when the maximum number of password attempts are made on the device, per the State IT Security Standards, if using Mobile Device Management system.

14.60.70 Agency Management of Mobile Devices

The Commission is required to optimize the use of state-owned devices and service plans. Optimization may include one or more of the following:

- Combining service plan subscriptions, where possible, within agencies to streamline billing and management and to enable statewide optimization.

- Ensuring employees are using the most appropriate service plan by regularly monitoring and analyzing agency billing statements and usage reports to identify potential savings and efficiencies.
- Working with mobile contractors and agency employees to identify and deactivate or reassign unnecessary cell devices.
- Using the lowest cost method for long distance calls and related telecommunications services.

14.60.80 Employee Responsibilities

Employees authorized to use a state-owned or personal mobile devices are responsible for:

- Properly using the state-owned mobile device and equipment in their possession as required by state and agency policies.
- Using the mobile device when it is the most cost-effective and efficient communication method compared to other tools (e.g., desk phones, SCAN long distance)
- Reviewing billing and statements for accuracy as requested by the agency.
- Ensuring personal device records are retained accordance with the Commission's retention schedule.
- Providing all relevant documents and communications stored on the mobile device if the Commission receives a Public Records request for records that may in whole or in part be within their possession.
- Notifying the Executive Director or supervisor immediately in the event of damage, loss, or theft of mobile devices. The employee must provide a written notification (email) within no less than three business days (see Section 4.15 of the OCIO Cellular Device Policy 191)
- Complying, while on state business, with all laws applicable to the use of mobile communication devices while operating a motor vehicle, including RCW 46.61.667 (no handheld devices) and RCW 46.61.668 (no texting).
- Returning state-owned mobile devices immediately when they leave their position or are no longer authorized to use a mobile device.
- Complying with this policy when conducting state business using a state-owned or their personally-owned mobile device to conduct state business.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 15**

INVENTORY

AUTHORIZING SOURCE: WAC 322-12 and RCW 43.117

EFFECTIVE DATE: December 24, 2009

REVISED: May 25, 2012

APPROVED BY:

Chair



Executive Director



15.10 General

14.10.10

The agency will maintain an updated inventory of all capital assets. The agency will affix and record an inventory tag to each capital asset owned by the agency.

15.10.20

The agency capital asset inventory system will include:

- Agency Name and Code Number - The agency name and three digit agency code number;
- Acquisition Date - The date the agency takes title to, or assumes responsibility for, an asset;
- Commodity Class Code - The code assigned to a capital asset that correlates to a descriptive title. Refer to Subsection 30.50.10 of the SAAM for Schedule A- Capital Asset Commodity Class Code List and Useful Life Schedule;
- Cost - The total cost (value) assigned to the asset. Refer to Subsection 30.20.10 of the SAAM for clarification;
- Depreciation - The portion of the cost of a capital asset representing the expiration in the service life of the asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and/or obsolescence which is charged systematically over the useful life of the capital asset. Refer to Subsection 30.20.70 of the SAAM. This element is not applicable to small and attractive assets;
- Description - Name of the asset;

- Disposal Authorization - When required, either the number assigned by the Department of Information Services (for information technology related equipment and proprietary software) or the Office of Commodity Redistribution, Department of General Administration (for all other capital assets), granting an agency the authority to dispose of an asset or as provided by specific statutory authority;
- Disposal Date - With proper authorization, the date that the agency officially relinquishes responsibility for the asset;
- Inventory Control Number - The control number inscribed on, or contained on the inventory tag attached or referring to, an asset;
- Manufacturer - The name of either the manufacturer or the commonly accepted trade name; if none, then vendor name'
- Order Number - The number of the purchasing document used for the acquisition of the asset;
- Quantity - The physical count of the inventoried items;
- Salvage Value - The estimated portion of a capital asset's cost that is recovered at the end of its service life less any disposal costs. This element is not applicable to small and attractive assets;
- Serial Number - The sequential identification number assigned by the manufacturer;
- Useful Life - The estimated useful life of the capital asset in years. Refer to Subsection 30.50.10 of the SAAM for Schedule A - Capital Asset Commodity Class Code List and Useful Life Schedule. This element is not applicable to small and attractive assets.

15.20 Small and Attractive Assets

15.20.10 Definition

"Small and attractive assets" are assets particularly at risk or vulnerable to loss, and have a value of \$300 or more. These include, but are not limited to, the following:

- Communications Equipment, Audio and Video;
- Cameras and Photographic Projection Equipment;
- Microcomputer Systems, Laptop and Notebook Computers;
- Personal Digital Assistants;
- Other IT Accessorial Equipment and Components (Scanners, Data Displays, etc.); and
- Tape Recorders and VCRs.

15.20.20

The agency will perform a periodic risk assessment to identify small and attractive assets and to manage such assets so as to prevent their loss or theft.

Policies for identifying and controlling small and attractive assets, agencies must include, at a minimum, the following assets with unit costs of \$300 or more as small and attractive:

15.20 Removal of capital assets from inventory

The agency will remove in timely fashion any capital assets ready for surplus or disposal. The agency will document in writing all requests to surplus or dispose of capital assets.

15.30 Loss Procedures

15.30.10 General

In the event of the suspected loss of public funds or property, it is important that correct procedures are followed in order to:

- Minimize the loss;
- Ensure that investigations are not hampered;
- Ensure that improvident settlements are not made;
- Ensure that bond claims are not jeopardized;
- Ensure that incorrect personnel actions are not taken;
- Comply with RCW 43.09.185 and report losses to the Office of State Auditor (SAO); and comply with RCW 43.09.330 and include the SAO and the Office of the Attorney General in any loss settlement.

15.30.20 Procedures

15.30.20.10

When suspected or known losses of inventoried assets occur, the agency will conduct a search for the missing property.

The individual primarily responsible for the asset, as well as that individual's supervisor, should complete and sign a Property Disposal Request (Form S.F. 267-A or equivalent). The individual primarily responsible for the asset should include on the Request a description of events surrounding the disappearance of the property, which was notified of the loss, and steps taken to locate the property.

The Executive Assistant will remove the lost or stolen property from the agency's inventory and accounting records where applicable.

The Executive Assistant will maintain records for losses of inventoried assets in accordance with the agency records retention schedule.

15.30.20.20 Notification

Upon suspicion of a loss, agency staff or commissioners should notify the Executive Director immediately.

The Executive Director will consult with the agency's Assistant Attorney General on incidents involving the loss of public funds or property, when the nature or facts of the incident warrant such discussion for the purpose of acquiring legal advice.

The Executive Director will immediately report the suspected loss to SAO. The Executive Director will also report the suspected loss to the Division of Risk Management, Office of Financial Management.

If the suspected loss involves the health or safety of state employees or property or the agency is so advised either by the Attorney General's Office or SAO, the Executive Director will contact the appropriate local or state law enforcement officials.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 16**

ALCOHOL AND DRUG-FREE WORKPLACE

AUTHORIZING SOURCE: Federal Drug-Free Workplace Requirements in Omnibus Drug Bill of 1988, WAC 357-37-200 and RCW 69.50

EFFECTIVE DATE: May 1, 20012

REVISED: May 25, 2012

APPROVED BY:

Chair



Executive Director



16.10 Purpose

16.10.10

A healthy and motivated workforce is the agency's greatest asset. Accomplishment of our mission is enhanced by safe and healthy employees. Employees have a basic right to a safe and healthy working environment.

16.10.20

Creating and maintaining an alcohol and drug-free working environment results in greater productivity and employee well-being and provides a strong value statement about healthy living for our employees and the community. Use of alcohol and mind-altering drugs affects employee job performance by creating dangerous working conditions and by undermining client and community confidence in this agency. They interfere with the satisfactory performance of individual jobs and with worker well-being.

16.20 Policy Statement

16.20.10

It is the policy of the Commission on Asian Pacific American Affairs to support the Federal Omnibus Drug Bill of 1988 requirements set forth in "Drug-Free Workplace Requirements for Federal Grant Recipients" and the Uniform Controlled Substances Act (RCW 69.50). All employees, regardless of employment status, shall comply with this policy and its procedures. New employees shall receive a copy of this policy and procedure.

16.20.20

All employees who report to work must be in a condition fit to perform their duties unimpaired due to the use of alcohol or other drugs. Employees are responsible for productive work performance and for addressing chemical dependency and abuse which interfere with acceptable workplace behavior and job performance. Impairment due to the use of alcohol or other drugs will not be tolerated.

16.20.30

The possession or consumption of alcohol or other drugs by employees at the Commission on Asian Pacific American Affairs during work hours, on either the premises or in state vehicles is prohibited. Business meetings away from the worksite are considered an extension of the worksite and all policies still apply.

16.20.40

Employees representing the Commission on Asian Pacific American Affairs at official functions should exercise prudence in consuming alcohol.

15.20.50

Employees taking physician-prescribed or over-the-counter medications must notify their supervisor or human resources if there is likelihood that such medication (or its absence) could affect job safety or performance.

16.20.60

The manufacture, distribution, dispensing, delivery, sale, use, or possession of illegal drugs at the Commission on Asian Pacific American Affairs during work hours, on the premises or on official business is prohibited. Documented evidence of illegal drug activity will be given to law enforcement agencies.

16.20.70

Any employee violating this policy will be subject to formal disciplinary action, up to and including dismissal, and will be offered the services of the Employee Assistance Program (EAP).

16.30 Resources and Assistance

16.30.10

Because we care about the health and welfare of our employees, the state of Washington provides state employees with an employee assistance program that provides assistance to employees with substance abuse and other problems. If the employee would like assistance in dealing with their own or family member's substance abuse problem, please contact the Department of Enterprise Services (DES) Small

Agency HR Services (SAS) Primary Consultant (PC) for information regarding the EAP program. The request for assistance will be kept as confidential as possible.

16.30.20

EAP is a resource for assisting the employee, whose performance is not satisfactory due to personal problems, including problems with alcohol or other drugs. Employees are encouraged to seek help from EAP before job problems become evident. EAP counselors will assess the problems, help the employee develop a problems resolution plan, and suggest referrals for assistance or treatment and related follow-up.

16.30.30

EAP counselors provide management and supervisory training and can be part of the major strategy for identifying the chemically dependent or abusing employee and motivating that employee toward productive recovery.

16.30.40

The supervisor should not become a counselor and should not attempt to make assessments. The role of the supervisor is to focus on job performance and to make the employee aware that help is available through EAP if there are personal problems that are affecting their job performance. The identification of workplace-related use of mind-altering chemicals is made by the supervisor based on job performance criteria, productivity, attendance, behavior, work relationships, violations of agency policy, and other job performance factors. It is important to suggest EAP when the first signs of impairment are noticed rather than waiting until formal disciplinary action is being considered.

16.30.50

Where job performance is impaired, the employee will be encouraged to seek assessment and assistance as an alternative to formal disciplinary action. A clear choice should be presented to the employee: either seek assessment, assistance or treatment or be subject to formal disciplinary action up to and including dismissal. When an employee is required to participate in a professionally prescribed course of treatment as recommended by EAP, the employee will be responsible for providing verification of ongoing participation.

16.30.60

No official records of the diagnosis or treatment of chemical dependency or abuse shall be kept by any state employer except as required by federal or state law. No employee shall have their job security or promotional opportunities jeopardized as a consequence of seeking such treatment.

16.30.70

We encourage employees to seek treatment for substance abuse problems. Employees who seek treatment for drug or alcohol problems may be eligible for paid or unpaid time off to attend a rehabilitation program. Please contact the Department of Enterprise Services (DES) Small Agency HR Services Primary Consultant (PC) for more information.

16.30.80

Please note that even if the employee may be seeking assistance, the Commission on Asian Pacific American Affairs still expects the employee to meet the same standards of performance, productivity, and conduct to which all employees do, including the prohibition on alcohol or illegal drug use at work. We reserve the right to discipline or terminate employees who fail to meet those or any other work standards.

16.40 Primary roles and responsibilities for Alcohol and Drug-Free Workplace within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Employee	Be aware and knowledgeable of this policy. Notify immediate supervisor if any alcohol or drug-related problems arise.
Supervisor/Manager	Give employees a copy of this policy. Recommend EAP if appropriate.
DES PC	Be available to advise employees, supervisors, and managers about policies and procedures regarding alcohol and drug issues.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 17**

SOCIAL MEDIA NETWORKING

AUTHORIZING SOURCE: WAC 292.110.010, RCW 42.52.160, RCW 42.52.180 and RCW 42.56

EFFECTIVE DATE: May 25, 20012

REVISED:

APPROVED BY:

Chair 

Executive Director 

17.10 Purpose

17.10.10

This policy is to define and establish the appropriate use of social media in the workplace.

17.20 Definitions

17.20.10

“Social media or social networking”, this refers to the use of the Internet for blogging, microblogging, media sharing, photo sharing, video sharing, wikis, discussion boards, and social networking. Social media includes text, images, audio, and video. Some examples of social media are:

- Blogs, and micro-blogs such as WordPress and Twitter.
- Social networks, such as Facebook and MySpace.
- Professional networks, such as LinkedIn.
- Video sharing, such as YouTube and vlogs (video weblogs).
- Audio sharing, such as podcasts.
- Photo sharing, such as Flickr and Photobucket.
- Social bookmarking, such as Digg and Delicious.

17.30 Permitted Use

17.30.10

Staff may use social media only for approved agency purposes, including professional networking to support the mission of the agency. Use of social media for personal purposes is not permitted on the Commission on Asian Pacific American Affairs equipment.

17.30.20

Social media shall not be used to transmit information or knowingly connect to sites for an unlawful or prohibited purpose, including, but not limited to the following examples:

- Discrimination on the basis of sex, race, creed, color, gender, religion, age, marital status, national origin, sensory, mental or physical disability, sexual orientation, veteran status or genetic information.
- Transmission of obscene, defamatory, profane or otherwise offensive or inappropriate language or materials.
- Personal attacks, threats, sexual harassment or sites containing sexual content.
- Transmission of privileged, protected, confidential or private information.
- Transmission of proprietary information, copyright infringement or any infringement on intellectual property.
- Expression of any campaign, political or religious beliefs.
- Conduct of a personal, outside business or other financial benefit or gain.

17.30.30

Agency management has the authority to monitor employee use of the Internet to ensure use is consistent with this policy.

17.40 Privacy Issues

17.40.10

Employees should have no expectation of privacy in the use of Internet resources. Employees using social media should never disclose private or protected information.

17.40.20

Owners of social media sites often share user activity and demographic information with third parties. This information may be captured directly during user interactions or indirectly using tracking cookies. It is important to remember that all activity conducted on social media sites is open to unrestricted public observation and users should conduct themselves accordingly.

17.30.30

Where the agency posts information to a site or service offered or controlled by a third party, the employee posting the information and the employee authorizing the post

should, to the extent possible, include or make reference to the privacy policies or privacy notice applicable to the site or service.

17.30.40

The Internet is an unsecured publicly accessible network. Links and embedded files on social networking sites may contain malicious software or redirect users to inappropriate sites. Owners of social media sites commonly monitor usage activity and those activities may be disclosed to any number of parties.

17.40 Public Records

17.40.10

A record is defined broadly to include electronic records, including e-mail and metadata. Any record that is prepared, owned, used or maintained by the Commission on Asian Pacific American Affairs potentially relates to the conduct of government and is potentially disclosable.

17.50 Consequences and Restrictions

Failure to follow this policy for using social media or participation in inappropriate use of social media may result in the loss of access privileges and corrective or disciplinary action up to and including termination.

17.60 Primary roles and responsibilities for Social Media/Networking within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Employee	Read, acknowledge with signature, and follow the policy for Social Media/Networking.
Supervisor/Manager	Ensure that the policy for Social Media/Networking is read and followed.
DES HR Consultant	Answer any concerns and provide direction to the small agencies if situations arise.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 18**

WORKPLACE AND DOMESTIC VIOLENCE

AUTHORIZING SOURCE: Executive Order 96-05, RCW 49.76, and RCW 26.50

EFFECTIVE DATE: May 25, 20012

REVISED:

APPROVED BY:

Chair 

Executive Director 

18.10 Purpose

18.10.10

The Commission on Asian Pacific American Affairs seeks to provide a work environment free from violence or threats of violence against its employees, volunteers, contract staff, clients, customers, and visitors.

18.20 Definitions

18.20.10

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction or threats to agency or personal property which occur at an agency workplace, worksite, vehicle or while an individual is engaged in agency business.

18.30 Policy Statement

18.30.10

All individuals conducting business while representing the Commission on Asian Pacific American Affairs are expected to conduct themselves in a professional manner.

18.30.20

The Commission on Asian Pacific American Affairs prohibits the display or communication of any violent, harassing, stalking or threatening behavior, verbal or

physical that may result in physical or emotional injury or otherwise place one's safety and productivity at risk.

18.30.30

The possession of weapons in the workplace is also prohibited.

18.30.40

Any staff member who uses state resources, including but not limited to work time, telephones, fax machines, mail, email or other means of communication, to threaten, harass or abuse someone at the workplace or from the workplace, may be subject to corrective or disciplinary action up to and including dismissal.

18.30.50

If necessary, any person who is suspected of engaging in threatening, harassing or violent behavior, which may jeopardize workplace safety will be removed from the property as quickly as safety permits. The individual, if an employee, may also be assigned to home pending the outcome of an investigation into the incident. Other individuals may be asked to stay away from the agency premises.

18.40 Reporting Procedure

18.40.10

The Commission on Asian Pacific American Affairs employees are responsible for notifying the agency director of any threats or behaviors they regard as harassing, intimidating or violent that they have witnessed, received or have been notified of when that behavior is job related or might be carried out at an agency worksite or is connected to agency employment. This includes information and behaviors related to domestic violence.

18.40.20

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

18.40.30

If the agency director is not available, personnel should report the threat to their supervisor or another member of the management team.

18.50 Protective or Restraining Orders

18.50.10

All individuals who apply for and obtain a protective or restraining order, which lists the Commission on Asian Pacific American Affairs locations or worksites as being protected

areas, must provide the agency director a copy of the petition and order. This information will be shared on a need-to-know basis to ensure the safety and protection of the agency employee(s) and those doing business with the agency. Protective orders issued as a result of domestic violence will be shared only as provided under RCW 49.76.040.

18.60 Workplace and Domestic Violence

17.60.10

The Commission on Asian Pacific American Affairs recognizes the impact of domestic violence in the workplace.

18.60.20

Domestic violence is abusive or harassing behavior that is physical, sexual, psychological or economical, and is intended to establish and maintain control by a family or household member over another current or former family or household member.

18.60.30

“Family or household member” means spouses, registered domestic partners, former spouses, former registered domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents, stepchildren, grandparents, and grandchildren.

18.60.40

The Commission on Asian Pacific American Affairs is committed to making assistance available to employees involved in domestic violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments or leave necessary to obtain medical, counseling or legal assistance, and workplace relocation if available.

18.60.50

In responding to domestic violence, the Commission on Asian Pacific American Affairs will maintain appropriate confidentiality.

18.70 Leave Options for Employees Experiencing Threats of Violence

18.70.10

In accordance with RCW 49.76, if an employee needs to be absent from work due to domestic violence against the employee or a family member, the length of the absence will be determined by the individual's situation through collaboration with the employee, the employee's supervisor, and the designated Department of Enterprise Services (DES) Human Resource (HR) Consultant.

18.70.20

The following forms of leave may be allowed e.g., personal holiday, vacation, sick, compensatory time, leave without pay, and shared leave.

18.70.30

The Commission on Asian Pacific American Affairs may ask that the employee's request for leave be supported by verification for one of the purposes described in RCW [49.76.030](#). Verification must be provided in a timely manner.

18.70.40

In the event of emergency or unforeseen circumstances, verification must be provided to the employer within a reasonable time period during or after the leave.

18.70.50

An employee may satisfy the verification requirement by providing the Commission on Asian Pacific American Affairs with one or more of the following:

- A police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault or stalking.
- A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault or stalking.
- Other evidence from the court or the prosecuting attorney that the employee or employee's family member appeared or is scheduled to appear in court in connection with an incident of domestic violence, sexual assault or stalking.
- Documentation that the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking from any of the following persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault or stalking: an advocate for victims of domestic violence, sexual assault or stalking, an attorney, a member of the clergy or a medical or other professional.
- An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking and that the leave taken was for one of the purposes described in RCW [49.76.030](#).

18.70.60

No employee will be penalized or disciplined solely for being a victim of domestic violence.

18.70.70

Employees who are perpetrators of domestic violence are encouraged to seek assistance. The Commission on Asian Pacific American Affairs will provide information regarding counseling and certified treatment resources and make work schedule arrangements so the employee can receive such assistance.

18.70.80

The Commission on Asian Pacific American Affairs shall maintain the confidentiality of all information provided by the employee, including the fact that the employee or employee's family member is a victim of domestic violence, sexual assault or stalking, that the employee has requested or obtained leave due to domestic violence, sexual assault or stalking, and any written or oral statement, documentation, record or corroborating evidence provided by the employee.

Information given by an employee may be disclosed by the Commission on Asian Pacific American Affairs only if:

- Requested or consented to by the employee.
- Ordered by a court or administrative agency.
- Otherwise required by applicable federal or state law.

18.80 Primary roles and responsibilities for Reporting Workplace and Domestic Violence within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Employee	<ul style="list-style-type: none">• Notify supervisor or agency management of situations regarding domestic violence if it jeopardizes their safety or the safety of the workplace, and when changes in work schedule, location or leave are necessary.• Follow agency policy regarding requests for leave, if possible. If emergency situations require immediate leave, notify the agency as soon as possible, but within 24 hours of the start of the absence.• If you obtain a restraining order that includes the Commission on Asian Pacific American Affairs, keep a copy on hand at all times. Consider providing a copy to the police, supervisor, security, agency director or the Department of Enterprise Services (DES) Small Agency HR Services Primary Consultant (PC).

	<ul style="list-style-type: none"> • Work with Employee Assistance Program (EAP) professionals or external professionals with development of a safety plan. • Recommend providing a picture of the perpetrator to reception areas or security personnel. • Identify an emergency contact person should the Commission on Asian Pacific American Affairs be unable to contact the victim. • If an absence is required, maintain contact with your supervisor, HR Liaison, or the DES Small Agency HR Services Primary Consultant (PC).
Agency	<ul style="list-style-type: none"> • Consider removal of the employee's name from automated phone directories. • Limit information about employees. Information that would help locate a victim or indicates a time of return should not be provided. • Consider if possible, relocating the employee's workspace to a more secure area or another site. • Have trained EAP professionals or external professionals available to assist the employee with development of a safety plan.
Supervisor	<ul style="list-style-type: none"> • Work with the employee if alternate work schedule, work location or leave is required. • Information regarding domestic violence, sexual assault or stalking must be kept confidential.
DES PC	<ul style="list-style-type: none"> • Assist the agency with the request for a change of schedule, work location, or leave as a result of domestic violence, sexual assault or stalking. • Provide information regarding counseling and certified treatment resources to employees seeking assistance in dealing with domestic violence, sexual assault or stalking.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 19**

WHISTLEBLOWER

AUTHORIZING SOURCE: RCW 42.40
EFFECTIVE DATE: May 25, 20012
REVISED:
APPROVED BY:

Chair 

Executive Director 

19.10 Purpose

19.10.10

This policy is to summarize the provisions found in RCW 42.40, commonly referred to as the "Whistleblower Act". The act was enacted to encourage employees of the state of Washington to report improper governmental actions to the Office of the State Auditor.

19.20 Definitions

19.20.10

"Improper Governmental Action", any action by a state employee that violates state law, abuses authority, wastes public funds or endangers public health and safety.

19.30 Policy Statement

19.30.10

All Washington state employees, in all branches of state government, may report a suspected improper governmental action through the Whistleblower Program. This includes temporary, classified, exempt civil service employees, and elected officials.

19.30.20

Attempting to use authority to interfere with the disclosure of information to the State Auditor will not be tolerated. Interfering with such disclosure or taking improper governmental action will be cause for corrective or disciplinary action.

19.30.30

The Whistleblower Program, enacted by the Washington State Legislature in 1982, provides a means for state employees to report suspected improper governmental actions. These or any actions by a state employee or officer that violate state laws and rules, are an abuse of authority, are of substantial and specific danger to the public health or safety or are a gross waste of public funds.

19.30.40

Personnel actions and related complaints, including employee grievances, are not considered improper governmental actions under the act and the State Auditor is not authorized to investigate them.

19.40 Reporting Procedure

19.40.10

The procedure for reporting improper governmental action and the Whistleblower Reporting form can be found at the [Washington State Auditor's Office website](#) and click "***File a Whistleblower report***".

19.40.20

After obtaining the form, follow the reporting procedure and send written notification of any improper governmental action to the Office of the State Auditor. Telephone calls reporting improper governmental action will not be accepted by the Office of the State Auditor. The report should include the following information:

- A description of the improper action(s) - what happened?
- The specific state law or regulation that was violated.
- The name of the employee(s) involved.
- The agency, division, and location where the actions(s) occurred.
- When the action(s) occurred.
- Any other details that will assist in conducting an investigation.

19.50 Preliminary Investigation Conducted by the State Auditor

19.50.10

Upon receiving specific information that an employee has engaged in improper governmental action, the State Auditor's Office will conduct a preliminary investigation.

19.50.20

The provider of information (if known) will receive a memo summarizing the results of the preliminary investigation.

19.50.30

Should the Auditor determine there is reasonable cause to suspect improper actions, the employee under investigation, the head of the employing agency, the Attorney General, and other appropriate authorities will be contacted.

19.60 Protection from Retaliation

19.60.10

The whistleblower law provides that the identities of whistleblowers are kept confidential. It also provides remedies for retaliation. If you believe you have been subjected to retaliatory action resulting from reporting your assertions, you may file a claim with the [Washington State Human Rights Commission](#).

19.60.20

The Commission will investigate the claim and take appropriate action. Civil penalties for retaliation may include a fine of up to \$3,000 and suspension for 30 days without pay.

19.70 Primary roles and responsibilities for Whistleblower within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Small Agency HR Services	Sends out Whistleblower policy once a year to the small agencies.
Agency	Distributes Whistleblower policy to agency employees.

**ADMINISTRATIVE POLICIES
COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS
CHAPTER 20**

INCLEMENT WEATHER SUSPENDED OPERATIONS

AUTHORIZING SOURCE: WAC 357-31-255, 357-31-260, 357-31-265, 357-31-270, 357-31-275

EFFECTIVE DATE: May 25, 2012

REVISED:

APPROVED BY:

Chair 

Executive Director 

20.10 Definitions

“Inclement Weather”, for the purposes of this policy, inclement weather includes severe conditions that constitute a hazardous weather event, where local weather conditions prevent or significantly affect employees from traveling to or departing from the workplace. These conditions include heavy snow and ice that make roadways and walkways treacherous or impassable as well as dangerous wind, rain, and other conditions related to extreme weather events. Only the agency director or designee has the authority to designate conditions as inclement weather.

“Suspended Operations”, for the purposes of this policy, suspended operations include severe conditions that constitute a severe weather event or conditions (e.g., earthquake, fire, flood) that prohibit the agency from commencing operations or remaining operational. Only the agency director or designee has the authority to suspend operations.

20.20 Policy Statement

19.20.10 Inclement Weather

The agency director or designee will issue an all staff email on days when weather conditions are considered inclement. The message will include the building locations that are affected and the amount of time that an employee may be tardy or released early without a loss in pay for the specific occurrence.

20.20.20

Employees who report late to work or leave the worksite early due to inclement weather will be allowed to use inclement weather leave for the designated number of

hours communicated via email. Employees will be allowed to use accrued leave or leave without pay for reasons of inclement weather beyond the approved number of hours.

Authorized leave types may include:

1. Accrued compensatory time or exchange time.
2. Accrued vacation time.
3. Accrued sick leave (3 days maximum per calendar year).
4. Leave without pay.

20.20.30

When an employee is absent for an entire work shift, a full shift of accrued leave or leave without pay must be submitted. Inclement weather leave does not apply.

Authorized leave types may include:

1. Accrued compensatory time or exchange time.
2. Accrued vacation time.
3. Accrued sick leave (3 days maximum per calendar year).
4. Leave without pay.

20.20.40 Suspended Operations

When it is determined that public safety, health or property is jeopardized due to emergency conditions, the agency director or designee may suspend operations for the entire agency or a portion of the agency for a period of time that is no longer than 15 consecutive calendar days without director approval.

Notice of suspended operations will be provided to employees, in advance when possible, via the following avenues:

- All staff email or phone message.

If advance notice is not possible, each building at the Commission on Asian Pacific American Affairs that will suspend operations will have a sign posted at the building's entrance with notification and the emergency number message will be updated accordingly. Employees will be expected to report for work the following day unless otherwise directed at the time of operations' suspension. No use of leave will be required due to suspended operations.

Employees not required to work during suspended operations will not experience a loss in pay and will not be required to submit leave. When an employee is already on pre-approved leave, their leave will still apply.

Any employee required to report to work during suspended operations will be compensated as follows:

- Over-time eligible employees will accrue compensatory time at a rate of time plus one half of the time worked during the closure.
- Over-time exempt employees will accrue exchange time at a rate of hour for hour of time worked during the closure.

20.30 Primary roles and responsibilities for Inclement Weather/ Suspended Operations within the Commission on Asian Pacific American Affairs

Role	Responsibilities
Director/ Designee	<ul style="list-style-type: none"> • Determine that an inclement weather event occurred and the number of hours of inclement weather leave to be authorized. • During events where public safety is jeopardized, determine whether or not to suspend agency operations. • Notify staff of the inclement weather or suspended operations. • Ensure, when possible, information has been posted at each worksite and that communication avenues (e.g., emergency numbers, agency website, etc.) have been updated with current information. • Determine when the Commission on Asian Pacific American Affairs resumes normal operations.
Employee	<ul style="list-style-type: none"> • Exercise good judgment regarding their personal circumstances and for their own health and safety, as well as for their work responsibilities. Each individual must make the ultimate decision of whether to travel to the Commission on Asian Pacific American Affairs under varying conditions. • During an inclement weather event, submit leave requests for inclement weather leave up to the amount of inclement weather leave authorized. If absent beyond the time authorized, submit leave using the leave types indicated in the policy above. • During suspended operations, the use of leave is not required. • Monitor the situation and use the communication channels available from your agency to determine when it safe for you to return to work.
Supervisor/ Manager	<ul style="list-style-type: none"> • Ensure direct reports have been notified of inclement weather or suspended operations status. • Approve inclement weather leave and other leave requests in accordance with this policy.
Department of Enterprise Services (DES) Small Agency HR Services	<ul style="list-style-type: none"> • Consult with the agency regarding options and requirements during inclement weather or suspended operation events. On an annual basis send inclement weather notice to agencies for distribution.

Primary Consultant	
-------------------------------	--