

EMERALD CITY FLAGGING EMPLOYEE HANDBOOK

JUNE 2020 (revised)

EMPLOYMENT INFORMATION

The following are requirements for employment as a traffic control flagger with Emerald city flagging. Flagging is a part time, on call position with a potential to work full time hours.

REQUIREMENTS FOR EMPLOYMENT:

- You must be 18 years of age or older
- You must be **STATE CERTIFIED** as a Traffic Control Flagger
- You must have a valid driver's license
- Reliable transportation is required (auto, truck, motorcycle)
- You must provide a means of contacting you (cell phone, land line)
- You must be able to stand for long periods of time in all types of weather conditions
- You must be able to see and hear approaching traffic and have the ability to move quickly
- You must have the required personal protective equipment (PPE). ALL EQUIPMENT MUST MEET OR EXCEED CURRENT ANSI/L&I/MUTCD STANDARDS). In addition to the required PPE you will also need a stop/slow paddle and whistle.

PLEASE NOTE: Having met all the above requirements, you will be eligible for employment with Emerald City Flagging however, you will not be hired until you are dispatched to/and accept a job assignment.

Welcome to Emerald City Flagging. You are now part of a team of professional flaggers. As such, you are expected to treat yourself and your fellow flaggers with respect. Flagging is not simple and is a very dangerous job.

Emerald City Flagging expects all employees to take this position seriously and to represent themselves in a professional manner at **ALL** times.

In this Employee Handbook there are policies and procedures including the types of conduct which can warrant disciplinary action and may result in suspension and/or dismissal.

If you violate company policies or procedures, you will receive a notification in the form of a verbal or written warning or a letter terminating your employment.

We reserve the right to suspend or discharge you immediately for serious breaches of conduct. The degree of such a breach is to be determined by the appropriated office personnel.

At Emerald City Flagging we provide the following benefits starting 90 days from your hire date:

Opportunity for Prevailing wage

Travel Pay for drivers of company trucks

Performance review for potential hourly rate increase

EXPECTATIONS OF OUR FLAGGERS

- We expect our flaggers to show up on time, dressed in appropriate attire and with all **PROPER PERSONAL PROTECTION EQUIPMENT & STOP SLOW PADDLE**
- Each flagger should be prepared to work as long as they are needed, whether one hour or 12 hours per day
- Flaggers are expected to know who on the site can give relief breaks as needed
- When dispatched to a job as a flagger, flagging duties are the only duties allowed to perform unless otherwise stated by dispatch or your immediate supervisor
- When dispatched to a job as a set up person, set up duties are to be performed only by trained set up personnel unless otherwise stated by dispatch or your immediate supervisor. Set up personnel are responsible for setting up and removal of all traffic control devices. Trained Set up personnel may also assist clients perform set up
- We expect our flaggers to politely address the Foreman/Crew/Supervisors on any safety concerns regarding the job site that could adversely affect their safety or that of the crew. If the flagger still feels the job site is unsafe, they are instructed to call our office at 253-277-4605. The appropriate supervisor will then address the safety concerns.

PAYROLL INFORMATION

Make sure all information on your timecard is filled out correctly and legibly, both by yourself and the foreman. Be sure that the foreman signs your timecards **DAILY** (it is not guaranteed you will be returning to the same site the next business day).

- **ANY TIME CARDS TURNED INTO THE PAYROLL DEPARTMENT WITHOUT A FOREMAN/CLIENT SIGNATURE WILL NOT BE PAID--**
---IT IS YOUR RESPONSIBILITY

If there is an error or something abnormal on a time card, please explain to payroll department or dispatch what the error is to help resolve any issues and record/correct the information

The pay periods starts on Saturday an ends on Fridays. **EMPLOYEES ARE TO HAND IN TIME CARDS ON FRIDAYS.** If you would like to drop your time cards off at the dispatch office please make arrangements to do so. **ANY** time cards not handed in on or before Friday will not be paid until the next pay period. This is a home based business please be considerate of evenings and weekends.

Payroll is processed and paid on Mondays for the previous week. There is no “hold” period.

Amendment to Handbook effective May 1, 2020

Emerald City Flagging will pay travel pay for the driver of a company truck from the shop yard to the first job site and back to the shop yard. Travel pay will be at the current minimum wage. Passengers are not eligible for travel pay.

It is the driver’s responsibility to show the time leaving the shop yard and time returned back to the shop yard on the time card for travel pay to be paid.

No personal stops are allowed between shop yard and job site and from the job site back to the shop yard.

If your company truck needs fuel, a gas card is provided in each truck and you will be paid travel pay to fuel the truck. Gas cards are for fuel only. No non fuel purchases on the card allowed.

TIME CARDS

- Make sure correct DAY & TIME
- If performing a setup place **X** in set up box
- If using personal vehicle to perform set up put **X** in truck box, if using a company vehicle put truck number in truck box
- If driving a company truck, put the time you leave the yard on the time card at the top and the time you returned to the yard on the bottom. (this is for travel pay)
- Print your name legibly
- Print in/out times clearly, **Minimum show time here** is to be circle if work performed is under 4 hours
- Make sure all job# and/or job names is clearly printed on time card
- **FOREMAN SIGNATURE IS REQUIRED**
- Make sure all client information is on time card: Client name, job location
- If traveled over 51 miles one way please indicated in Mileage box
- **MUST PUT ALL FLAGGING PARTNERS NAMES IN APPROPRIATE BOX**
- Set up personal please indicate number of signs/cones etc used, type of signs not necessary to list only total number used

DISPATCH WORK RULES

As an Emerald City Flagging employee, you are an at will employee. As such you are subject to termination at any time. You are expected to follow all policies and procedures. If you have any question call your dispatcher or supervisor.

Dispatchers will assign jobs. You are not to be dispatched by the client unless your current site job is a go back for the next day. If you are told by the client to “go back” the next day, please call dispatch office to report information. Do not give your personal numbers to clients without prior authorization from management. All communications must be made through dispatch only. If the client requests you, please inform them to call office for arrangements.

If your flagging partner and/or crew is not on jobsite past 15 minutes of start tune CALL DISPATCH.

You must be available for the entire workday from start to finish, NO SPECIAL ARRANGEMENTS ARE TO BE MADE WITH THE CLIENT OR FELLOW FLAGGING PARTNER such as leaving early starting late those are arrangements ONLY Emerald City Flagging can make.

When a day off is needed you must give a 2 day notice to dispatch. If more than 2 days off is needed a 1 week notice is required.

Cancellations or job refusals (more than 2 in once month without proper notice) a verbal warning will be issued. If cancellations/job refusals continues you will receive a written warning/ possible employment termination.

If cancelling on an assigned jobsite a 2 hr notice is required to ensure a replacement can be dispatched.

We reserve the right to switch you from one job to another when necessary

NO CALL NO SHOW to assigned job may be subject to termination

You must call in DAILY to report your availability status. This information can be given to anyone at the office

You must call in DAILY to report if your current job site is OVER or a GO BACK for next business day. If your job site is a GO BACK you must report any time changes or address change.

You must call dispatch or supervisor if your current job site address changes during your workday. (EXAMPLE: If you are dispatched to Seattle and you finish that site and move to a new site you must call dispatch or supervisor and report new address/location)

If you are not dispatched to a job site at night and you called in available, we expect you to still be available in the morning. If you are not available in the morning call dispatch to let them know that you are no longer available for the day. Emerald city flagging has “morning call outs” which are not scheduled job sites but still require flagging services.

You must call into dispatch as soon as you are released from you assigned jobsite you may be scheduled to report to a new site that same day.

Insubordination: Refusing to accept the decisions of dispatch, supervisors or other office personal will not be tolerated. The office personnel have the experience and the training necessary to do their jobs. If you should have a problem with the decisions they make, submit it in writing to the office.

Tardiness: You cannot be late for work. The clients have crews and equipment waiting for your arrival. They cannot do their jobs without your help. If you are late you must call the office so we can communicate with the client/foreman.

POLICY WITH RESPECT TO QUALIFICATION FOR LEAVE OF ABSENCE

Should you encounter medical problems that prevent you from being available you will be granted a leave of absence upon your doctor's request of your current condition.

Should you encounter family related problems, please submit in writing to the office your projected time requesting off.

POLICY REGARDING TERMINATION

As a Emerald City Flagging employee, you are an at will employee and as such you are subject to termination at any time

WORK RULES/SAFETY ISSUES

COMPLAINING OR GOSSIPING TO FOREMAN, CREW MEMEBERS OR OTHER FLAGGERS ABOUT YOUR FELLOW FLAGGERS ABILITIES OR PERSONAL CONFLICTS IS AGAINST POLICY

- If it is a safety issue call the office or supervisor immediately for instruction
- Do not work on the road without your advanced warning signs. It is against company policy and L&I WAC CODE 296-155-305 to flag on the road without proper advanced warning signs
- You must wear your personal protective equipment (PPE) at all times while on the site. PPE includes but is not limited to:
 - Tailgate safety meeting checklist
 - Proper vest ANSI CLASS III
 - Proper clothing for day work and white approved clothing for night work
 - Hard Hat ANSI CLASS II
 - Stop/slow paddle
 - Whistle
 - Flashlight

- Before you start work use your tailgate safety checklist. These items need to be discussed between you and your crew/partner in order to assure proper procedures.
- While on company time wear your seat belt! IT'S THE LAW
- No personal visitors on the jobsite (This includes pets)
- Using abusive/offensive language or gestures to members of the general public, clients or fellow workers is prohibited.

HARASSMENT

- Harassment of anyone while working on a job, particularly in regards to racial, religious and/or sexual comments or actions is prohibited. Anyone engaging in such activities faces possible termination. Please be respectful of other employees and crews of our clients.

COMPANY SAFETY STANDARDS AND POLICIES

- Put your hard hat on the top of your vehicle to make yourself visible both to the crew and your partner and local residence
- Prior to starting work in the roadway introduce yourself to the foreman and ask who is responsible for the safety meeting. Use your pre job checklist form for this meeting. Ask who on site has a first aid card. If there is any item missing call the office
- Make sure you are visible to your partner at all times. A bicycle mirror must be attached to your hardhat to provide additional warning of objects approaching from behind. Complying to L&I codes do not have your back to traffic or your partner. Plan an escape route in case of danger. You may have to relocate several times in order to flag safely and to have good control of traffic as road conditions change making for different situations. Try to keep your toes behind the fog line and to the center line of the road in order to have good visibility of partner, crew general public.
- Be sure to constantly watch and be aware of what the crew is doing. Watch for boom movement, workers in the road, falling lines or other foreign objects and moving equipment. Watch for vehicles neglecting to stop at the other end, be aware of emergency vehicle, aide, fire and police and know how to safely direct them through the work zone. Watch for vehicles on side roads and driveways. Listen and watch for big trucks and school buses they are to be given the right of way whenever possible. When working with

backhoes be sure to ask about a signal the operator will use to notify you when traffic needs to stop. Stop traffic behind all crew and dump trucks so they have enough room to maneuver. Also watch for pedestrians, bicycles, horses and children.

- DO NOT set your stop slow paddle in anything or against anything to prop it up (i.e cones barricades vehicles etc...) You should always be holding it.
- You may need radios to communicate with your flagging partner and/or third person. If you know the night before you will need radios and you do not have your own contact the office.
- If an accident occurs on the site whether you are at fault or not report to the office immediately or as soon as possible
- Be sure that you are dressed properly and prepared for whatever situation may arise
 - a) Safety vest according to class iii specifications
 - b) Yellow or orange hard hat with 12 inches of retro reflective material and bicycle mirror mounted
 - c) A retro reflective 24 inch stop slow paddle
 - d) White retro reflective banding on legs and arms for night/dark work sites
 - e) Flashlight for night/dark work
 - f) Safety goggles
 - g) Whistle
 - h) Sturdy work boots-tall to protect ankles
 - i) Long pants and shirt with quarter sleeve
- No casual, sportswear or abbreviated clothing, shorts or tank tops
- If a member of the general public stops or has a problem with the site instruct them to talk to the foreman so that he/she can answer their questions. Do not encourage lengthy conversations as they take your attention away from the road
- No sitting down at any time while flagging on the road. You are responsible for the traffic control. There should be absolutely no reading or books magazines no personal radios and no cell phone use while on the road performing flagging duties
- Never touch a client's truck or equipment. You should never be any closer than the minimum required distance

<u><i>MPH</i></u>	<u><i>DISTANCE</i></u>
20	50'
25	55'
30	85'
35	120'
40	170'
50	220'

- If a motorist runs your stop sign or does anything to endanger lives get the license plate number, make, model and color of vehicle and report to police as soon as possible
- If you are asked to do an unsafe act, report it immediately to our office. As a certified flagger you know that it is illegal to be on the road without proper advanced warning signs, politely offer to set up signs if you are set up qualified or call our office to bring out signs.

DRUG/ALCOHOL ABUSE POLICY STATEMENT

Emerald City Flagging is committed to providing a safe work environment and to foster the well being and health of its employees. That commitment is jeopardized with any Emerald City Flagging employee illegally uses drugs on the job and/or comes to work under the influence, or possesses, distributes or sells drugs in the work place. Therefore, Emerald City Flagging has established the following policy:

- It is a violation of company policy for any employee to possess, sell, trade or offer for sale illegal drugs or otherwise engage in illegal use of drugs on the job
- It is a violation of the company policy for anyone to report to work under the influence of illegal drugs and/or alcohol
- It is a violation of the company policy for anyone to use prescription drugs illegally. However, nothing in the policy precludes the appropriate use of legally prescribed medications, so long as they do not hinder work performance and endanger those lives involved. If you take prescription drugs, please provide a list of the medicine, dosage and description for your file in case of an emergency.
- Violators of this policy are subject to disciplinary action up to and including termination of employment
- The Company has implemented Random Drug Testing procedures effective June 24, 2020. Please see the Drug Testing Regulations for Washington State as well as the WAC 357-37-200 contained in this handbook.

Job applications at this company may be required to undergo testing for the presence of illegal drugs as a condition of employment.

Any applicant with a confirmed positive test will be denied employment. This company will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry with the company after a period of no less the 6 months, but must present themselves drug free

This company has adopted testing practices to identify employees who use illegal drugs either on or off the job. It shall be a condition of employment for all employees to submit to drug testing under the following circumstances:

- Where there is reasonable suspicion to believe that an employee is using illegal drugs
- When employees are involved in an on the job accident where personal injury or damage to company/general public property occurs
- As part of a follow up program to treat drug abuse

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares the responsibility for maintaining a safe work environment and co-workers should encourage anyone who may have a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug free work environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment with Emerald City Flagging.

Drug Testing Regulations in Washington

Many states have passed laws regulating or restricting an employer's right to require drug testing. In Washington, an employer can generally require an employee to take a drug or alcohol test in the following situations:

- The employer has specific reasons to believe the employee's job performance is impaired due to the presence of drugs or alcohol in the body.
- The employee is involved in an accident or incident.
- The employer wishes to test employees who are responsible for public safety, administering or dispensing medication, or using a firearm as part of their job duties.

Additional restrictions apply to employers who want their workers to submit to drug tests. Read [the regulations](#) for more information.

The rules are different for job applicants. Employers are typically free to require applicants to take drug tests as a condition of employment. The employer doesn't need to have any particular reason to believe the applicant is a drug user, as long as the drug testing policy applies to all incoming employees.

Legal Claims for Drug Testing

In Washington, employees who are drug tested in violation of the regulations can file a lawsuit against their employer. In addition, employers may run into legal trouble under other theories based on who is tested or how the test is conducted. Here are some examples:

- Disability discrimination. The Americans with Disabilities Act (ACA) protects an applicant or employee who is taking medication for a disability. Some prescribed medications can result in a positive result on a drug test, and some drugs that would otherwise be illegal (such as

opiates) are legitimately prescribed for certain conditions. If an applicant is turned down because of a positive drug test, and the applicant's medication was legally prescribed for a disability, the company could be liable.

- Other discrimination claims. An employer who singles out certain groups of employees – for example, by race, age, or gender– for drug testing could face a discrimination claim.
- Invasion of privacy. Even an employer that has a legitimate reason to test might violate employee privacy in the way it conducts the test. For example, requiring employees to disrobe or provide a urine sample in front of others could be a privacy violation, depending on the circumstances.
- Defamation. An employee might have a valid claim for defamation if the employer publicizes a false positive result or if the employer acts maliciously.

WAC 357-37--200 Can an employer require an employee to submit to drug/alcohol testing? In addition to drug/alcohol testing required by state or federal law, an employer may require a specific employee to submit to drug/alcohol testing designed to identify the presence in the body of controlled substances referenced under chapter 69.50 RCW, other than drugs prescribed by a physician, if: (1) The employer has a policy that: (a) Complies with legal requirements; (b) Establishes procedures under which the test may be conducted; (c) Provides for the confidential treatment of drug and or alcohol test results as required by law or in an action or proceeding challenging any disciplinary action arising from the circumstances which led to the test; and (2) One of the following conditions apply: (a) The employee is subject to testing because: (i) The employer has specific, objective grounds to believe the employee's work performance is impaired due to the presence of such substances in the body; or (ii) While on duty the employee is involved in an accident or incident as described by the employer's policy; (b) The employer determines that employees in positions with any of the following responsibilities are subject to testing: (i) Providing security on state property or ensuring public safe- (ii) Administering or dispensing medication; or (iii) Utilizing a firearm as called for in performance of job du ty; ties. [Statutory Authority: Chapter 41.06 RCW. WSR 05-12-096, § 357-37-200, filed 5/27/05, effective 7/1/05.]

EMPLOYEE'S RESPONSIBILITY

1. Employees shall coordinate and cooperate with all other employees and crew members in an attempt to eliminate accidents
2. Employees shall study and observe all safety standards governing their work
3. Employees shall apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required by their employment and employer
4. Employees shall properly care for all personal protective equipment and shall replace any defective equipment
5. Employees shall make a report on the day of the incident to their immediate supervisor or management personnel of each industrial injury or occupational illness regardless of the degree of severity
6. Employees must conduct a job orientation meeting and complete the site changes significantly. The meeting must be held and the checklist completed at least once a week
7. Employees must report all accidents involving injury or property damage to the client foreman immediately and to Emerald City Flagging office

Signature: _____ Date: _____