

**CLEAN AIR ENGINEERING**  
**GENERAL WORK GUIDELINES AND PROCEDURES**

*MARCH, 2002*

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*CLEAN AIR ENGINEERING, INC. PROPRIETARY INFORMATION*

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# **CLEAN AIR ENGINEERING GENERAL WORK GUIDELINES AND PROCEDURES**

## **POLICY**

Clean Air Engineering strives to provide a pleasant and rewarding workplace for its employees. Management will make every reasonable effort to ensure that employees are compensated fairly for their time, effort and dedication to the business functions of the company. In return, employees are expected to always act in a professional manner, and to continuously work at making the company more profitable while upholding the high standards of safety, quality and professionalism that Clean Air Engineering promotes.

## **OVERVIEW OF PROCEDURE**

This document contains the procedures, rules and guidelines related to general work practices involved in daily execution of Clean Air's business. The key elements covered by this procedure are as follows:

1. Hours of Work
2. Special Compensation
3. Personal and Company Expenses

These procedures are not comprehensive and are not intended to cover every aspect of daily business operations. These procedures are complimentary to other company policies, the employee handbook, safety procedures and specific departmental procedures that may exist and are necessary for daily business execution.

## **PROCEDURES**

### **1.0 Hours of Work**

#### **1.1. Office Hours**

The following rules apply to daily work hours for personnel while in the office.

- 1.1.1. All full-time employees designated to be in the office on a particular day are expected to work a full 8 hours unless prior arrangements have been made with the Team Leader.
- 1.1.2. Hourly employees are expected to work according to the schedule determined by their Team Leader or immediate supervisor.
- 1.1.3. Official office hours are 8:00 AM to 5:00 PM, Monday through Friday, with one hour allotted for lunch. Other hours may be assigned on an individual or team-specific basis. However, any such variance must be designated through prior agreement with their Team Leader or immediate supervisor.
- 1.1.4. All employees must inform their Team Leader or immediate supervisor (or designated administrative assistant) if they are unable to arrive at the office within 30 minutes after their designated starting time.
- 1.1.5. Prior approval from the Team Leader or immediate supervisor must be obtained if an employee plans to leave early on a particular day.
- 1.1.6. Except for lunch, there are no designated “on the clock” breaks (e.g., smoking break, coffee break) during the work hours of the day. All employees are expected to work their designated number of hours during the day, regardless of any personal break requirements.
- 1.1.7. Failure to abide by any of these items could result in the following punitive action:
  - First Offense - Verbal reprimand
  - Second Offense - Written reprimand and counseling
  - Third Offense - Termination of employment

## 1.2. Time Accumulation

Clean Air Engineering personnel will accumulate time for their work according to the following schedule:

**Table 1: Time Accumulation Specifications for Different Personnel Classifications**

<b>Personnel Classification</b>	<b>Straight Time Base (1x)</b>	<b>Extra Time</b>	<b>Sunday Work<sup>2</sup></b>	<b>Holiday Work<sup>2</sup></b>
P&P	Mon-Fri, 8 hours per day	PTO accumulated at 1x for Mon-Fri hours over 8 per day and any hours Sat-Sun	PTO accumulated at 1x	PTO accumulated at 1x
(O)ffice	Mon-Fri, 8 hours per day	PTO <sup>1</sup> accumulated at 1x for Mon-Fri hours over 8 per day and any hours Sat-Sun	PTO accumulated at 1x	PTO accumulated at 1x
(F)ield	Mon-Fri, 8 hours per day	ATO accumulated at 1x for Mon-Fri hours over 8 per day and any hours on Sat	ATO accumulated at 1.5x	ATO accumulated at 2.0x
(H)ourly	Sun – Sat, Up to 40 hours	Paid at 1.5x for hours over 40 per week (Sun-Sat)	Straight time accumulation applies	Paid at 2x

### Notes

- 1 Office personnel may be eligible for ATO under special occasions (e.g., billable field work at a job site), which must be approved in advance and in writing by the Team Leader.
- 2 Premium multipliers for Sunday and Holiday hours apply only to work performed at a field job site. Travel and office time are always accumulated at straight time rate (1x).

## 1.3. On-Site Field Delays

Occasionally, field work may be delayed at a plant due to problems outside the control of the Clean Air Engineering crew (e.g., process upsets, severe weather, etc.) In some cases, these “Plant Delays” may require that the crew either suspend work and leave site for the day (Category I Delay), or to cancel work entirely for the day and not go to the site at all (Category II Delay). In these cases, lost time for the actual delays is accumulated as shown in Table 2.

**Table 2: Time Accumulation Specifications for Plant Delays**

<b>Day of Week</b>	<b>Category I Delay (Partial Day Worked)</b>	<b>Category II Delay (No Work for Entire Day)</b>
Monday-Friday	Hours worked plus balance of hours up to 8 total for the day accumulated	8 hours accumulated
Saturday, Sunday and Holidays	Only hours worked accumulated (subject to accumulation criteria for specific personnel categories listed in Table 1.)	No hours accumulated.

#### 1.4. Travel

- 1.4.1. Travel times between Home Base and a job site will be based on the time required to travel between the applicable Clean Air Office and a job site, excluding stops for meals.
- 1.4.2. For jobs requiring multiple overnight stays, travel time will be accumulated daily if travel between the hotel and the job site is over 30 minutes, and the travel time accumulated will be the additional time over 60 minutes each day.
- 1.4.3. When applicable, the employee's personal timesheet for field and travel hours shall be identical to those recorded on the Job Field Time Sheet. If return travel time was estimated on the Job Field Time Sheet, actual hours will be amended to the time sheet and the employee may claim these hours, pending approval from the Project Manager or Team Leader.

#### 1.5. Required Breaks

- 1.5.1. No test crew may plan to work more than 12 consecutive hours under ideal conditions.
- 1.5.2. After 14 consecutive hours, the test run in progress will be finished, but no further test runs may be started.
- 1.5.3. Total drive and work time may not exceed 16 hours. This may mean cutting the day short to avoid driving while fatigued.
- 1.5.4. The crew must be given 8 hours of off-time away from the job site (e.g., at the hotel) each day. Travel time between the plant and the hotel meeting the requirements of Section 1.4.2 does not count as off-time.

#### 1.6. Work Stoppage Conditions

No one may work outside during the following conditions:

- Lightening is visible.
- Tornado warning is issued.
- Wind chills are below -25°F without any shelter (see chart in next section).
- Heat index is above 120°F (see chart in next section).
- Strong winds are present.

## 2.0 Special Compensation

### 2.1. Extreme Weather Pay

- 2.1.1. Extreme Weather Pay (a.k.a. Hot and Cold Pay) is equal to an additional 2 dollars an hour paid for periods in which the work must be continuously performed in extreme conditions, and there is no practical means of sheltering the employee from these conditions.
- 2.1.2. Cold pay shall be received when the work involves continuous exposure to wind chills below 0° F (see chart below).
- 2.1.3. Hot pay shall be paid when the work involves continuous exposure to a heat index over 110° F (see chart below).

Temperature (°F)	Wind (mph)													
	Calm	5	10	15	20	25	30	35	40	45	50	55	60	
	40	36	34	32	30	29	28	28	27	26	26	25	25	
	35	31	27	25	24	23	22	21	20	19	19	18	17	
	30	25	21	19	17	16	15	14	13	12	12	11	10	
	25	19	15	13	11	9	8	7	6	5	4	4	3	
	20	13	9	6	4	3	1	0	-1	-2	-3	-3	-4	
	15	7	3	0	-2	-4	-5	-7	-8	-9	-10	-11	-11	
	10	1	-4	-7	-9	-11	-12	-14	-15	-16	-17	-18	-19	
	5	-5	-10	-13	-15	-17	-19	-21	-22	-23	-24	-25	-26	
0	-11	-16	-19	-22	-24	-26	-27	-29	-30	-31	-32	-33		
-5	-16	-22	-26	-29	-31	-33	-34	-36	-37	-38	-39	-40		
-10	-22	-28	-32	-35	-37	-39	-41	-43	-44	-45	-46	-48		
-15	-28	-35	-39	-42	-44	-46	-48	-50	-51	-52	-54	-55		
-20	-34	-41	-45	-48	-51	-53	-55	-57	-58	-60	-61	-62		
-25	-40	-47	-51	-55	-58	-60	-62	-64	-65	-67	-68	-69		
-30	-46	-53	-58	-61	-64	-67	-69	-71	-72	-74	-75	-76		
-35	-52	-59	-64	-68	-71	-73	-76	-78	-79	-81	-82	-84		
-40	-57	-66	-71	-74	-78	-80	-82	-84	-86	-88	-89	-91		
-45	-63	-72	-77	-81	-84	-87	-89	-91	-93	-95	-97	-98		

Wind Chill Chart

RELATIVE HUMIDITY	Air Temperature °F							
	85	90	95	100	105	110	115	120
30	84	90	96	104	113	123	135	148
35	85	91	98	107	118	130	143	
40	86	93	101	110	123	137	151	
45	87	95	104	115	129	143		
50	88	96	107	120	135	150		
55	89	98	110	126	142			
60	90	100	114	132	149			
65	91	102	119	138				
70	93	106	124	144				
75	95	109	130					
80	97	113	136					
85	99	117						
90	102	122						
95	105							
100	108							

Heat Index Chart

#### Key to Charts

No Work Allowed
No Work Allowed
Hot Pay Applies
Cold Pay Applies

### 2.2. Stack Pay

- 2.2.1. Stack pay is earned when a ladder climb in excess of 100 feet is required to reach the work site.
- 2.2.2. Elevation gains using stairs or elevators are excluded from the calculation of the total climb.
- 2.2.3. Hours qualifying for stack pay will be paid at a rate of 1.5 x the base rate.

### 2.3. Hot-Wire Pay

- 2.3.1. Hot-Wire pay is earned when an employee is required to work inside an air pollution control device (e.g., electrostatic precipitator).
- 2.3.2. Hours qualifying for Hot-Wire pay will be paid at a rate of 1.5 x the base rate.

### 3.0 Personal and Company Expenses

#### 3.1. Personal Vehicle Mileage

- 3.1.1. Employees are not required as a condition of employment to use their own vehicles for company business.
- 3.1.2. Use of a personal vehicle for company business must be pre-authorized by a Team Leader.
- 3.1.3. Mileage allowance is \$0.32/mile for general travel, \$0.45/mile when carrying equipment. The higher rate must be pre-authorized by a Team Leader.
- 3.1.4. No allowance is paid for fuel, maintenance, or any other vehicle-related expenses.

#### 3.2. Per Diem

- 3.2.1. Per diem allowance is \$34/day for travel in all localities except those listed in Attachment 1.
- 3.2.2. Per diem allowance is \$42/day for travel in those localities listed in Attachment 1.
- 3.2.3. Travel locality is defined as the place that the employee lodges while away.
- 3.2.4. The Business Team Leader establishes the per diem rate prior to travel.
- 3.2.5. Pro-rating of per diem allowances will be done according to the following rules:
  - 3.2.5.1. Any per diem allowance requires an overnight stay.
  - 3.2.5.2. A full day away from home-base (e.g., during the work hours of 8:00AM-5:00PM) that includes an overnight stay results in 100% per diem allowance unless some meals are paid for separately by the company.
  - 3.2.5.3. Distribution of the per diem allowance for purposes of partial-day pro-rating is as follows:

Item	\$34/day	\$42/day
Breakfast	\$5	\$6
Lunch	\$9	\$11
Dinner	\$13	\$17
Incidentals	\$7	\$8

- 3.2.5.4. Home-base refers to the physical location that company-paid travel either begins or ends.
- 3.2.5.5. For days traveling to the job-site:
  - Departure from home-base prior to 6:00AM is required for payment of breakfast allowance.
  - Departure from home-base prior to 12:00PM is required for payment of lunch allowance.
  - Departure from home-base prior to 5:00PM is required for payment of dinner allowance.
- 3.2.5.6. For days returning from the job-site:
  - Breakfast allowance is always paid for days following an overnight stay.



- Return to home-base after 1:00PM is required for payment of lunch allowance.
  - Return to home-base after 6:00PM is required for payment of dinner allowance.
- 3.2.5.7. Incidental allowance is paid for any day that at least one meal allowance is paid.
- 3.2.5.8. If the company pays directly for a meal (e.g., crew dinners), the corresponding meal allowance is not paid for that day.
- 3.2.5.9. When approving an expense report that includes per diem expenses, the approver should write the daily allowance basis (34 or 42) in the column heading for Meals.

### 3.3. Crew Dinners

- 3.3.1. A field crew/client dinner may occur when any of the following circumstances exist:
- Project with unusually long days, extreme weather and/or difficult test locations;
  - High dollar/high profile project;
  - Potential to improve the client/Clean Air relationship;
  - Outstanding performance of the crew.
- 3.3.2. A field crew/client dinner may not occur when any of the following circumstances exist:
- Project is less than five field days in length;
  - The Project Manager and Test Leader decide the estimate for the project cannot withstand a crew dinner;
  - Clean Air places a moratorium on all outings due to financial situation.
- 3.3.3. A field crew/client dinner may take place only when the Test Leader decides it is appropriate and will be present to pay for the expense as a representative of Clean Air. The Test Leader must discuss with the Project Manager whether or not the estimate for the project can withstand a dinner.
- 3.3.4. A field crew/client dinner may not take place more than once per project.
- 3.3.5. The entire field crew is welcome to participate.
- 3.3.6. The maximum allowed for dinner for each crew member is \$40.00 including tax and gratuity.
- 3.3.7. Clean Air Engineering will not pay for alcohol.
- 3.3.8. The client, if present, does not have a dollar limit.
- 3.3.9. If the Test Leader buys dinner for the crew, the crew members are not allowed a dinner expense for that day.
- 3.3.10. Test Leaders need to indicate on the front of the dinner receipt the names of all diners covered by the receipt, including any non-Clean Air employees.

## ATTACHMENT 1

### LOCALITIES IN WHICH HIGH PER-DIEM RATE APPLIES

Key City	County or other defined location
<b>California</b>	
Palm Springs (Jan1-May31)	Riverside
San Francisco	San Francisco
Sunnyvale/Palo Alto/San Jose	Santa Clara
Tahoe City	Placer
<b>Colorado</b>	
Aspen (Jan1-Apr30)	Pitkin
Silverthorne/Keystone	Summit
Telluride (Jan1-Mar31)	San Miguel
Vail (July1-Mar31)	Eagle
<b>District of Columbia</b>	
Washington D.C.	
<b>Florida</b>	
Key West (Jan1-Apr30)	Monroe
<b>Idaho</b>	
Sun Valley	City Limits only
<b>Illinois</b>	
Chicago	Cook and Lake
<b>Louisiana</b>	
New Orleans/St. Bernard (Jan1-May31)	Orleans, St. Bernard, Plaquemine, Jefferson Parishes
<b>Maryland</b>	
Ocean City	Worcester Montgomery Prince Georges
<b>Massachusetts</b>	
Boston	Suffolk
Cambridge	Middlesex (except Lowell)
Marthas Vineyard (Jun1-Oct15)	Dukes
<b>Michigan</b>	
Mackinac Island	Mackinac
Traverse City (Jun1-Sept30)	Grand Traverse
<b>Montana</b>	
Big Sky (Nov1-Apr30)	Gallatin (except W.Yellowstone Park)
<b>New Jersey</b>	
Cape May (Jun1-Nov30)	Cape May
Ocean City (Jun15-Sep15)	City limits only
Piscataway/Belle Mead	Somerset and Middlesex
Princeton/Trenton	Mercer
<b>New York</b>	
The Bronx	Borough of the Bronx
Brooklyn	Borough of Brooklyn
Queens	Borough of Queens
Manhattan	Manhattan
Nassau County/Great Neck	Nassau County
Suffolk County	Suffolk County
White Plains	City limits only
<b>Pennsylvania</b>	
Hershey (Jun1-Sep15)	City limits only
Philadelphia	Philadelphia
<b>Utah</b>	
Park City (Dec15-Mar31)	Summit
<b>Virginia</b>	
Alexandria	Arlington
Fairfax	Fairfax
Falls Church	Loudoun
Wintergreen	Nelson

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