



To: Tacoma Housing Authority Staff
From: Michael Mirra
Date: March 1, 2021
Subject: Executive Emergency Authorization #16: Inspector Use of THA Vehicles

THA Board Resolution 2020-03-18(1) allows the Executive Director (or his designee) to take emergency actions during the COVID-19 pandemic that he deems necessary to ensure continued operations of Tacoma Housing Authority, while protecting its employees, clients, vendors, partners and the community as a whole.

1. PURPOSE

Tacoma Housing Authority (THA) will allow inspectors to drive THA vehicles home prior to the beginning of and after then end of the workdays to improve operating efficiency.

2. ELIGIBLE STAFF

Only THA inspectors are covered by this authorization. The use by on-call Maintenance employees remains covered by Section 7.11 of THA Policy HR 10.25 – Staff Driving on THA Business.

3. EFFECTIVE DATE AND DURATION

The Executive Action #16 is effective March 1, 2021. It will continue until the Executive Director ends it with a follow up directive. THA, in its sole discretion expressed in a follow up directive from the Executive Director, may end or revise this policy.

4. POLICY

An inspector's driving of a THA vehicle to and from work will be subject to Section 7.11 of THA Policy HR 10.25 – Staff Driving on THA Business with the following clarifications:

- i. No work is authorized or permitted to be completed during the normal commute time. Inspections are assigned during regular work hours and any changes to work assignments will be made during regular work hours. The time spent driving a THA vehicle to and from the start of a work shift is unpaid.
- ii. An inspector may transport another inspector or a member of THA management in the assigned THA vehicle, in addition to the persons listed in Section 7.11 of THA policy HR 10.25.

- iii. Sections 7.11.3, 7.11.4 and 7.11.5 are not applicable to THA inspectors use of THA vehicles. Other references to maintenance employees in Section 7.11 of THA policy HR 10.25 shall be reformed to apply to inspectors as appropriate.
- iv. THA management may discontinue an inspector's ability to drive a THA to and from work at any time for any reason.
- v. The other terms of THA Policy HR 10.25 shall be generally applicable to an inspector's driving a THA vehicle to and from work.

c: Stanley Rumbaugh, THA Board Chair