

Eligible Employees Worksheet

How many “Eligible Employees” do you have for the eTRIP Rule (Rule 9410)?

Applicability for the eTRIP Rule is determined by the number of Eligible Employees at a single **worksite**. A worksite is:

- Location, structure, building, portion of a building, or grouping of buildings in close proximity in and around which employees work for the same employer
- Close proximity: individual buildings in a group...
 - No more than one mile from central work location with the largest number of employees reporting
 - Served by a common circulation or access system (such as a common parking area or driveway)
 - Not separated by an impassable barrier to pedestrian travel (freeway, flood control channel, railroad, etc.)

Complete this worksheet for **each worksite** to determine which worksites need to comply with the eTRIP Rule.

Worksite Name:			
Line 1	Total number of employees at a worksite		
Line 2	<p>How many employees arrive at work OUTSIDE of the “Peak Period?” The “Peak Period” is 6 AM through 10 AM Monday – Friday, inclusive. So, how many employees start work before 6 AM or after 10AM? (Section 3.54 of Rule 9410)</p> <p><i>What about shifts that vary? An employee may be an “eligible employee” one day and an “excluded employee” on another day if his or her start time changes. Employers should determine their applicability based on an average number of “eligible employees” per day for the week.</i></p>		
Line 3	How many employees report directly to temporary field construction site? These employees are designated as “Field construction workers.” (Section 3.35 of Rule 9410)		
Line 4	How many employees spend 20% or less of their work time/week at the primary worksite <u>AND</u> either (1) do not report to worksite for pick-up of an employer-provided vehicle <u>OR</u> (2) do not return to the worksite at the end of the work day? These employees are designated as “Field personnel.” (Section 3.36 of Rule 9410)		
Line 5	How many employees are employed in growing of crops or the raising of fowl/animals? These employees are designated as “Farm workers.” (Section 3.34 of Rule 9410)		

Line 6	How many employees are assigned an employer-owned vehicle for commutes? These employees are designated as "Home garage employees." (Section 3.41 of Rule 9410)	
Line 7	How many employees are required to have authorized emergency response vehicle at home or on-call basis? Also, how many employees are sworn peace officers or firefighters? These employees are designated as "Emergency health and safety employees." (Section 3.20 of Rule 9410)	
Line 8	How many employees are required to be on-call for at least 50% of work time per year AND either <ul style="list-style-type: none"> - Receive monetary compensation for on-call/standby time OR - Have geographic movement and personal activities restricted, and cannot trade on-call responsibilities without approval These employees are designated as "On-call employees." (Section 3.52 of Rule 9410)	
Line 9	How many employees report to worksite for fewer than 32 hours per week? These employees are designated as "Part-time employees." (Section 3.53 of Rule 9410)	
Line 10	How many employees are employed less than 16 consecutive weeks per year (based on employer's fiscal year)? These employees are designated as "Seasonal workers." (Section 3.66 of Rule 9410)	
Line 11	How many employees report to your worksite as a temporary employee under a contractual arrangement with an employment agency? These employees are designated as "Employment agency personnel." (Section 3.29 of Rule 9410)	
Line 12	How many people reporting to your worksite do not receive wages, salary, or other form of financial compensation from employer for services provided? These individuals are designated as "volunteers." (Section 3.77 of Rule 9410)	
Line 13	Add Lines 2 through 12. These are " Excluded Employees. "	
Line 14	Subtract Line 13 from Line 1. These are your " Eligible Employees. " If a worksite has less than 100 Eligible Employees, then it does not need to comply with the eTRIP Rule. If a worksite has 100 or more Eligible Employees, then it needs to comply with the eTRIP Rule. For more information, please visit www.valleyair.org/tripreduction.htm .	