

OPERATOR EXCHANGE PROGRAM

Operator Exchange Program

The Operator Exchange Program provides opportunities for operators in one state to exchange positions with operators in another state, to work in, visit, or tour different treatment plants for several days to one week for skill enhancement and to gain experience in the workings of a different plant(s). NEWEA currently budgets \$500.00 per state to subsidize expenses for one operator exchange per state per year for Affiliated State Associations participating in the exchange program.

The Plant Operations Committee (POC) shall develop the annual exchange program (state-to-state visits).

Responsibilities of the State Exchange Coordinators shall be as follows:

1. Meet with the Affiliated State Association Officers with regard to scheduling the exchange of an operator with the exchange state. The state to be visited will be identified by the POC.
2. Contact the appropriate other State Exchange Coordinator to confirm exchange operator, specifying the times, places, and other details.
3. Delegate responsibilities to the State Association Officers to meet with the exchange operator, specifying the times, places, and other details.
4. Determine the Affiliated State Association's financial commitment to the exchange program and submit a written request for funding to the POC chair. The POC chair will request a check from NEWEA.
5. Identify the location of the facility(ies) in each state that will participate in the exchange effort and prepare an itinerary (including lodging arrangements for the operator to be hosted).
6. Contact the operator from the respective participating state and get a letter of authorization from their employer. Obtain a letter of commitment from each participating facility, authorizing operator participation.
7. Provide the exchange participants with an understanding of what is to be expected of them and answer any questions that may be asked.
8. Provide the exchange participants with State Association newsletters, programs, and as appropriate, memorabilia for presentation to the host state to increase inter-Association knowledge of the activities and programs of other State Associations.
9. Assure that, prior to the exchange, operators have been provided a schedule including any scheduled night activities, and a list of names and phone numbers of individuals in the host state that the operator will be with.
10. Assure that lodging has been arranged for the visiting operator.
11. The host Affiliated State Association will arrange and pay for lodging, meals during exchange activities (lunches and dinners), and other necessary fees, such as meeting registrations, etc., for the visiting operator. The visiting operator will pay for his/her own breakfasts, telephone calls and other hotel incidentals, highway tolls, gasoline for his/her vehicle, and other incidental expenses. Visiting Affiliated State Association may elect to send visiting operator with a cash advance or reimburse operator later; either way, receipts will be required for billable expenses following the visit.

Responsibilities of Exchange Operator Participants:

1. Ensure that letters of commitment are in hand.
2. Familiarize themselves with the itinerary of the exchange.

3. Contact the coordinator from the host state.
4. Maintain receipts for breakfasts, telephone calls, highway tolls, gasoline for his/her vehicle, and other billable incidental expenses for reimbursement by his/her Affiliated State Association.
5. Prepare a written description of the experience for publishing in NEWEA and State newsletter.

Funding for the Operators Exchange:

Funding from the NEWEA:	\$ 500
Anticipated State Association Match:	\$ 500
 Total Starting Budget:	 \$1,000

Responsibilities of the Host State

1. Provide an agenda, maps and times for the exchange and contact people throughout the three days.
2. Set up room reservations for the incoming operator.
3. Pay for lodging, meals during exchange activities (lunches and dinners), and other necessary fees, such as meeting registrations, etc., for the visiting operator.

Responsibilities of the Visiting State

1. Insure that the operator has his/her agenda, directions, and contacts for the exchange.
2. Provide monies for the operator to pay for travel expenses including breakfasts, telephone calls highway tolls, gasoline for his/her vehicle, and other billable incidental expenses at the discretion of the State Association.
3. NEWEA does not require any accountability for funds; however, the state may find it prudent to request receipts for travel and other billable incidental expenses for reimbursement, or to ensure that the advanced monies were properly spent.

Operator Exchange Rotation

Year Last Digit	States Exchanging
1, 6	Connecticut • Maine Massachusetts • Vermont New Hampshire • Rhode Island
2, 7	Connecticut • Massachusetts Maine • New Hampshire Rhode Island • Vermont
3, 8	Connecticut • Rhode Island Maine • Massachusetts New Hampshire • Vermont
4, 9	Connecticut • New Hampshire Maine • Vermont Massachusetts • Rhode Island
5, 0	Connecticut • Vermont Maine • Rhode Island Massachusetts • New Hampshire