

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING  
PERSONNEL POLICY CHANGE

)  
)  
)  
)

RESOLUTION 04-2016  
ADOPTING PERSONNEL  
POLICY CHANGE

WHEREAS, the Board of Health of the Northeast Tri County Health District has previously adopted personnel policies; AND

WHEREAS, amendments to those policies are necessary;

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District that the attached Personnel Policy change is adopted and shall be in full force and effect within the jurisdiction of the Northeast Tri County Health District from this date.

Done this 18<sup>th</sup> day of May, 2016 in Newport, Washington and effective immediately upon signatures as of this date.

\_\_\_\_\_  
Board Member, Ferry County

  
\_\_\_\_\_  
Board Member, Ferry County

\_\_\_\_\_  
Board Member, Pend Oreille County

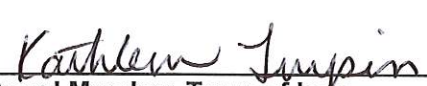
  
\_\_\_\_\_  
Board Member, Pend Oreille County

  
\_\_\_\_\_  
Board Member, Stevens County

  
\_\_\_\_\_  
Board Member, Stevens County

  
\_\_\_\_\_  
Board Member, City of Colville

\_\_\_\_\_  
Board Member, City of Republic

  
\_\_\_\_\_  
Board Member, Town of Lone

  
\_\_\_\_\_  
Health Officer

**NORTHEAST TRI COUNTY HEALTH DISTRICT  
MANAGEMENT PROCEDURE 4.3  
FAIR LABOR STANDARDS ACT (FLSA) EXEMPT AND NON-EXEMPT STATUS**

Office Assistant	Non-Exempt
Clerical Assistant	Non-Exempt
Secretary	Non-Exempt
Lead Secretary	Non-Exempt
Executive Secretary	Non-Exempt
Billing System Specialist	Non-Exempt
Specialized Clinical Assistant	Non-Exempt
<b>Network Manager/Payroll Secretary</b>	<b>Exempt</b>
Accounting Assistant	Non-Exempt
Fiscal Manager	Exempt
CHW/WIC Certifier	Non-Exempt
Licensed Practical Nurse	Non-Exempt
Health Educator/Program Manager	Non-Exempt
Nutritionist	Non-Exempt
Public Health Nurse	Non-Exempt
<b>Public Health Nurse III</b>	<b>Exempt</b>
Community Health Supervisor	Exempt
Nurse Practitioner	Non-Exempt
Environmental Health Specialist	Non-Exempt
<b>Environmental Health Specialist III</b>	<b>Exempt</b>
Community Health Director	Exempt
Environmental Health Director	Exempt
Administrator	Exempt