

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING
UPDATED PERSONNEL POLICIES

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RESOLUTION 02-2012
ADOPTING UPDATED
PERSONNEL POLICIES

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 Policies are adopted and shall be in full force and effect within the jurisdiction of the Northeast Tri County Health District from this date.

Done this 2nd day of May, 2012 by conference call in Colville, Washington and effective immediately upon signatures as of this date.

Board Member, City of Republic



Board Member, Ferry County



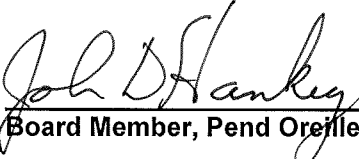
Board Member, City of Colville



Board Member, Ferry County



Board Member, City of Newport



Board Member, Pend Oreille County

Health Officer

Board Member, Pend Oreille County

Board Member, Stevens County

Board Member, Stevens County

**NORTHEAST TRI COUNTY HEALTH DISTRICT
PERSONNEL POLICY
CHAPTER 10
DISCIPLINE, DISCHARGE AND SEVERANCE OF EMPLOYMENT**

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Success in providing excellent service to area residents and maintaining good relationships with the community depends on Health District employees. The Health District, therefore, provides guidance regarding certain conduct which, if engaged in, could lead to disciplinary action including discharge. The following specified conduct is illustrative and not comprehensive.

- (1) Misrepresentation or withholding of pertinent facts in securing employment.
- (2) Unauthorized use or possession of the Health District facilities/property.
- (3) Unauthorized use of position with the District for personal gain or advantage.
- (4) Accepting unlawful gratuities or bribes.
- (5) Violation of the Health District's telephone use policy.
- (6) Any breach of confidentiality.
- (7) Smoking in any unauthorized area or creating of fire hazards in any area.
- (8) Violation of dress standards.
- (9) Failure to report an occurrence causing damage to the Health District, customer, or public property. Failure to properly secure the Health District facilities or property.
- (10) Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
- (11) Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
- (12) Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
- (13) Habitual lateness for work.
- (14) Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.

- (15) Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the Health District or employees, on or off premises. Disorderly conduct, including fighting on the premises. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees. Immoral conduct while on duty.
- (16) Intentional falsification of records/paperwork required in the transaction of Health District business.
- (17) Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work. Concealing defective work.
- (18) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.
- (19) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, visitor, equipment or property.
- (20) Lying, dishonesty or theft, including deliberate destruction, damage, or removal of the Health District's or other's property from the premises, or any job site.
- (21) Possession, use, sale, or being under the influence of alcohol and controlled substances while on Health District business or within the previous four (4) hours. The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or possession and such use does not impair safe and/or efficient work performance.
- (22) An employee arrested for a felony will be immediately placed on administrative leave, with pay, until a verdict is issued by the court of jurisdiction not to exceed one hundred calendar days.
- (23) Conviction of a gross misdemeanor or felony.

10.2 POSSIBLE DISCIPLINARY ACTIONS

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the situation:

- (1) Oral Warning
- (2) Written Reprimand
- (3) Suspension
- (4) Demotion
- (5) Discharge

The choice of what discipline to apply in any particular case is solely the Health District's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance.

10.3 PRE-DISCHARGE HEARING

In the case of a proposed discharge of an employee, the Health District may conduct a pre-discharge hearing. The pre-discharge hearing provides information from which a determination is made as to whether reasonable grounds exist and whether the grounds support the proposed discharge. A pre-discharge hearing is not given to an employee terminated as part of a reduction-in-force. The notice of proposed discharge is issued only by the Administrator.

In the event a supervisor desires to discharge an employee, the employee shall be provided with a notice of the recommendation for discharge. The notice shall include an explanation of the charges on which the recommendation is based, and the time and date for a pre-discharge hearing. If the employee fails or refuses to appear, the discharge may proceed.

Pre-discharge hearings will be presided over by the Administrator or a designated representative. The hearings are intended to be informal. The employee may show cause why he/she should not be discharged. The employee may bring one person to the hearing as a representative. Additional representatives may attend with the approval of the hearing officer.

Usually within two (2) working days after the pre-discharge hearing, the Administrator will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support discharge. A longer review period may be required in more complex situations.

10.4 LAYOFF

The Administrator may lay off employees for lack of work, budgetary restrictions, program changes, grant reductions, reorganization, physical inability to perform assigned duties in accordance with the Americans with Disabilities Act or for other changes that have taken place.

In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining positions. Seniority will be considered when performance and qualifications are equal, as determined by the Health District. Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

10.5 RESIGNATION

An employee should provide two (2) weeks written notice of resignation. Senior management staff should provide more than two (2) weeks written notice if at all possible. This time limit may be waived by the Administrator with employee's supervisor's recommendation.