

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING) RESOLUTION 11-2011
UPDATED PERSONNEL POLICIES)
) 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 26th day of October, 2011 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



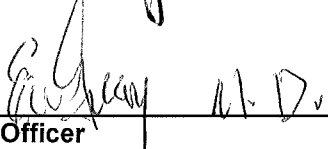
Board Member, Ferry County



Board Member, City of Newport

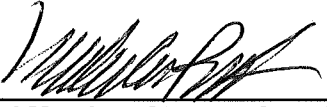


Board Member, Pend Oreille County

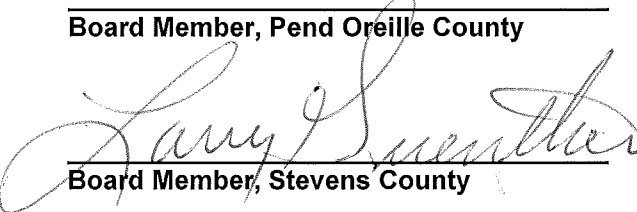


Health Officer

Board Member, Pend Oreille County



Board Member, Stevens County



Board Member, Stevens County

**NORTHEAST TRI COUNTY HEALTH DISTRICT
PERSONNEL POLICY
CHAPTER 7
BENEFITS**

7.1 RETIREMENT BENEFITS

The Health District makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All eligible employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.

The Health District is a member of deferred compensation plans which allows employees to make deferred deposits up to certain dollar limits defined by the IRS. This program is available at the employee's option, but the Health District does not contribute to the plan.

Employees intending to retire should notify their supervisor of their intent to retire as soon as possible prior to the date of retirement.

7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

All employees are covered by the State Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for work days lost and medical costs due to job-related injuries or illnesses. All job-related accidents ~~should~~ be reported immediately to the supervisor and an incident report ~~should~~ be completed. The rules and regulations of the State Workers' Compensation Program will be followed in the event of a job related injury or illness.

7.3 HEALTH INSURANCE PREMIUMS

Regular Full-Time Employee

The Health District contributes toward the cost of premiums in the amounts authorized by the Board of Health. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. If the premium of the selected plan is less than the authorized amount, the difference will be paid into an employee's MSA-VEBA if the employee has signed up. The difference can also be used to cover spouse or child premiums if they are enrolled in the Health District plans. The Health District reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees. The Administrator may appoint a staff committee to review benefit plans and/or benefit options. Information regarding benefit plans shall be provided to employees and discussed at a general staff meeting. Final selection of the specified amounts and the type of coverages provided shall be determined by the Management Team with the approval of the Board of Health.

Information regarding benefit packages and changes to contributions will be available to employees upon appointment to employment with Northeast Tri County Health District. Northeast Tri County Health District reserves the right to modify the type of coverage plan provided, the plan provider and the amount of the contribution provided.

Regular Part-Time Employee

Northeast Tri County Health District pays fifty-five percent (55%) of the premium for medical insurance benefits for regular part-time salaried employees who work at least fifty-five percent (55%) of the time or twenty and one-half (20.5) hours per week. If the employee works more than fifty-five percent (55%) of the time, more than twenty and one-half (20.5) hours per week, the Health District pays a percentage of the premiums in proportion to the percentage of time worked and the employee pays the remainder of the premium through payroll deduction.

LF
contributes

toward the cost of premiums in the amounts authorized by the Board of Health LF

Temporary/Seasonal/Hourly Employee

Temporary/seasonal/hourly employees are hired for a set duration of time, for a specific project or on an hourly basis and are not intended to be employed on a regular basis. These employees shall not be eligible for Health District benefits other than overtime for non-exempt employees. Temporary/seasonal/hourly employees are not eligible for holiday pay, annual leave or sick leave.

An employee working eighty percent (80%) of the time or thirty (30) hours per week or more will qualify for the same benefits as a regular Full-time employee. LF

7.4 CONTINUATION OF INSURANCE COVERAGE

Workers Compensation Leave

An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The Health District also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Administrator makes an exception based on the criteria stated in (Section 1.4) of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

COBRA Rights

Upon an employee's severance of employment from Health District employment or upon an unpaid leave of absence, the employee may be eligible to continue Health District health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents who elect to exercise their COBRA continuation rights.

Severance of Employment, Retirement, Leave of Absence

For eligible employees who sever employment, retire or are on an approved leave of absence, the Health District will pay the premium for the last month of employment.