BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING PERSONNEL POLICY CHANGE  )  RESOLUTION 11-2016
                              )  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 30th day of November, 2016 in Colville, 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

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Health Officer

______________________________
Board Member, Town of Notes

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Board Member, City of Colville

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Board Member, City of Republic
5.1 SALARY CLASSIFICATION AND GRADES

Each job title, except the Management Team, within the Health District is classified into one of the Health District's classifications for salary purposes. Each classification is designated a particular salary or salary range shown on the Health District's salary schedule, which is approved annually by the Board of Health. Management Team (Administrator, Director of Environmental Health, Director of Community Health) salaries are classified on the Management Team salary schedule which is approved annually by the Board of Health.

5.2 EMPLOYEE PAY-RATES WAGE ADMINISTRATION

Employees shall be paid within the limits of the salary range to which their positions are assigned. Usually, new employees will start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a higher salary than the minimum when the employee's experience, training, or proven capability warrant, or when prevailing market conditions require a starting salary greater than the minimum.

The Administrator may propose and the Board of Health may grant pay adjustments from time to time, rising the salaries of all positions within a defined group of classifications by a specified amount. Such adjustments, if any, will not change an employee's pay anniversary date.

An employee transferred to a position in a higher classification and salary range shall receive a salary from the Level 1, same step in a new range, but not lower than their current salary.

Salary Schedule:

The salary schedule is based on a matrix of step and level increases. The following formula is used to calculate the salary schedule matrix:

- 3% Increase between the base salary and one (1) year
- 2.2% Increase between each step
- 2.5% Increase between each level

Step Increases:

Step increases are based on a favorable evaluation (without ratings of "below expectations") before an employee can advance to the next step. Step adjustments will be evaluated annually based on the anniversary of the employee’s hire date.
Promotions:
Level increases will be considered at the end of three (3) years for advancement to level 2 of the employee’s job classification.

For level 3 job classifications, advancement requires that minimum qualifications, as outlined in the specific job description, are met. Generally, level 3 job classifications require independent work, without direct supervision, in an outlying office. Level 3 job classifications may also have limited supervisory responsibilities.

If an employee transfers to a position in a higher classification and salary range, the employee shall retain their current step level.

Supervisory Level Positions:
Supervisory level positions classifications will be based on the number of staff supervised, as follows:

- Level 1: Supervision of 1-2 employees
- Level 2: Following three (3) years of supervisory experience, and supervision of 1-2 employees
- Level 3: Supervision of 3-5 employees
- Level 4: Supervision of 6 or more employees

If a supervisor is hired for a level 3 or 4 position without three (3) years of supervisory experience, the salary rate would be reduced by 2.5% until three (3) years of experience is achieved.

Placement on the Salary Schedule for New Employees:
For new employees, the base rate of pay will be used to establish the starting salary. Depending on direct public health experience, employees may be hired at either level 1 or 2. Should the employee possess a documented level of job experience, education, and/or qualifications that exceed the minimum required for the position, salary adjustments may be made by the administrator up to step 3. Any adjustments to starting salary above step 3 will require Board of Health Personnel Committee approval.

The Health District also reserves the right to fill a position in an under-fill capacity at a reduced salary if minimum qualifications are not met, generally at 2.5% salary reduction from the expected salary. A training program to achieve the appropriate status will be initiated.
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5.3 PAYDAYS

Health District employees are paid monthly on the 5th of each month. If a regularly scheduled payday falls on Saturday, Sunday, or a holiday, pay checks will be distributed on the last working day before the regularly scheduled payday.

5.4 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law, other deductions are specifically authorized by the employee. The Health District will withhold from the employee's paycheck those deductions required by law and voluntary deductions authorized by the employee or by statute.

5.5 TRAVEL ON BEHALF OF THE HEALTH DISTRICT (Procedure 5.1)

Health District employees will be compensated for reasonable and customary expenses actually incurred in connection with the business of the Health District including food, lodging and travel expenses while away, mileage reimbursement when using a personal vehicle on Health District business, but excluding any expenses for alcoholic beverages. An Advance Travel Fund is available for limited advance travel cash to cover per diem cost and any other related costs, but may not cover all expenses.

Requests for reimbursement, including receipts, shall be submitted on an expense claim sheet signed by the employee and their supervisor monthly.

5.6 COMPENSATION UPON SEVERANCE OF EMPLOYMENT

When an employee's employment with the Health District is severed, the employee will receive the following compensation on the next regularly scheduled payday:

1. Regular salary for all hours worked up to the time of severance of employment which have not already been paid.

2. Any extra time or holiday pay due.

3. A lump sum payment of any accrued but unused vacation (except for employees discharged during trial service) and compensatory time.

4. No compensation will be paid for accrued but unused sick leave. In the case of retirement or death, discharge or resignation for employees with twenty (20) years of service, (Resolution 8-2007) employees (or their beneficiaries) will receive payment at their regular salary rate for 25% of their accrued sick leave balance.

klecane: Policies Procedures Chapter 5 Compensation Personnel Policy
Adopted 03/96: Revised: 10/20/10; 07/20/11; 10/17/12; 11/30/16
5.7 EXEMPT EMPLOYEE PAY PRACTICE POLICY

Policy Statement
It is our policy and practice to pay our exempt employees accurately and in accordance with all applicable state and federal laws. In the event that we make an error in the processing of the payroll of an exempt employee, we will promptly make corrections to improper deductions or incorrect amounts as soon as practicable after we become aware of it.

Employees are encouraged to review pay stubs when receiving them to make sure they are correct. Any questions as to the amount or nature of any deductions, or if an employee believes that an improper deduction was made from the paycheck, should be immediately brought to the attention of your immediate supervisor and the payroll secretary.

Scope
This policy applies to all exempt employees.

Practice
Exempt salaried employees are paid a salary each pay period regardless of hours worked and the pay is intended to be full compensation for the work completed during the covered work week(s). A salary may be changed from time to time due to a salary review, promotion, incentive program, commission or other change in job duties. However, the paychecks of exempt employees are not subject to deductions for variations in the quantity or quality of the work performed. There are certain specific deductions allowed under federal and state law.

Salary deductions for exempt employees can be made for the following reasons:
1. Full day absences for personal reasons once other leave is exhausted.
2. Full day disciplinary suspensions for serious infractions of written policies.
3. Absences covered by the Family and Medical Leave Act (FMLA).
4. To offset amounts received as payment for jury and witness fees or military pay.
5. The first or last week of employment in the event you work less than a full week.
6. Employee contributions to benefit plans such as 401(k) or pension plan, medical, dental, life or disability insurance premiums.
7. Federal state or local taxes.
8. Garnishments directed via court order.

In a workweek in which you performed any work, we will not make deductions for any of the following reasons:
1. Partial day absences for personal reasons, sickness or disability.
2. Closure of the work facility or lack of work of less than a full week.
3. Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
4. Any other deductions prohibited by state or federal law. We are entitled to charge absences for personal reasons, sickness or disability to an employee’s sick time, vacation time or other paid time off eligibility.

Questions, Complaints and Reporting Errors
- Questions regarding this policy should be directed to the payroll secretary or the administrator.
- Likewise, to register a complaint or to report an error on your paycheck, contact your immediate supervisor or the payroll secretary. If you have not received a satisfactory response within five (5) business days after reporting the error, please immediately contact the administrator.
Responsibility for Implementation

- The Human Resources/Payroll Departments have the specific responsibility to investigate every error reported and to correct every error made

No Retaliation

- No employee will be retaliated against for making a good faith inquiry as to the status of deductions made from an employee's paycheck
NORTHEAST TRI COUNTY HEALTH DISTRICT
MANAGEMENT PROCEDURE 5.1
TRAVEL

I. Employees are required to request travel ahead of time. Arrangements may not be made and per
diem check may not be available, if request is not received in a timely manner.
A. If more than one employee is traveling to the same event, each employee must
complete a form, but coordinate and turn in all requests at the same time
B. Complete the yellow travel request form with all information
C. The non-shaded section(s) must be completed with all information requested for
each item, especially dates and times
D. Complete registration form and attach to travel request form. Complete
registration information in non-shaded section(s) of travel request form
E. Submit to supervisor for signature and authorization
   1. Supervisor submits to Division Director for signature
   2. Division Director submits to Administrator for signature
F. Accounting Assistant will make travel arrangements and inform employee of
arrangements by returning a copy of the travel request form
G. Credit card is available for travel
   1. If credit card is used, it must be returned immediately
   2. If credit card is lost, notify the fiscal office immediately
   3. Return completed credit card use form with attached receipts
H. If mileage is requested for use of employee’s personal vehicle, the decision is
made at the employee/supervisor level
   1. If a Health District vehicle is available and employee chooses to
take their own vehicle, they will be reimbursed for one way mileage
   2. If a Health District vehicle is not available, the employee can be
   reimbursed for round trip mileage

II. Meal per diem or reimbursement guidelines, including tip (these guidelines apply whether receiving
reimbursement or using advanced travel per diem). To qualify for meals, you must travel out of the
three (3) county area.
A. If travel is twelve (12) hours or more, an advanced travel check for meal per diem
will be available five (5) business days prior to departure.
   1. Meal rates will be determined by county and state (Washington
State per diem map attached)
B. If travel is less than twelve (12) hours, approved meals will be reimbursed
through the expense claim process to the maximum of the rates indicated on
current per diem map.
   1. No meal reimbursement will occur without a receipt attached to the
expense claim form
   2. Receipt must indicate that item purchased was a meal
   3. If several staff people have a meal together or stay together one
person could pay the entire bill, but all names should be listed on
the receipt and the names need to correspond to those approved
for that particular travel
   4. The maximum reimbursement for tipping is 15%, total not to
exceed per diem limit
III. Expenses incurred for business related travel (other than meal per diem) are reimbursed after the fact.
   A. Complete authorized expense claim form, with receipts attached (if necessary),
      must be submitted to supervisor by the first of the month
      1. Indicate program(s) to be charged for expenses per BARS
         categories
      2. Non-travel related expenses should be included
   B. Advance travel fund is available for limited advance travel cash to cover any other
      related travel costs, but may not cover all costs
      1. Request advance travel for no more than needed for travel
      2. Advance travel must be reconciled immediately upon return
      3. Receipts must be submitted for advance travel reconciliation
         (except for per diem meal expenses)
   C. Trip expenses can be charged to the Health District as arranged by the Accounting
      Assistant (i.e. room charges, airline tickets)

IV. Non-reimbursable travel expenses (personal and not essential) include, but are not limited to the
    following:
   A. Valet services, entertainment expenses, radio or television rental and other items
      of a similar nature
   B. Fares to or from places of entertainment and other similar facilities
   C. Costs of personal trip insurance
   D. Non work-related medical and hospital services
   E. Alcoholic beverages are at employee expense

V. Personal Phone Call
   A. Will reimburse for one (1) personal phone call per day
   B. Call should be for a reasonable amount of time
   C. Health District calling card numbers are available and preferable to charging to
      room

VI. Car Rental
   A. Accounting Assistant will arrange car rental
   B. Refuse extra insurance coverage – Health District insurance (Enduris Washington)
      covers rental vehicles

VII. Non-Employee Passengers
   A. Health District staff members are the only individuals allowed to ride in Health
      District vehicles or Health District rental vehicle without supervisor permission
   B. People from other agencies, family members, etc. cannot ride in Health District
      vehicles without supervisor permission
   C. If permission for other passengers had been granted, passenger information form
      must be signed and submitted to the Fiscal Manager
      1. If passenger is a guest, copy of proof of medical insurance must be attached
      2. If passenger is covered by their employer’s L & I insurance, no proof of medical
         insurance is required
   D. The Health District carries only minimum medical insurance on passengers or
      drivers
      1. Coverage only in effect if the vehicle use is authorized or for official business
      2. If employee is negligent, derelict of duty, or functioning outside their scope of duty, the Health District could be held liable
CURRENT CREDIT CARD RECEIPT FORM
CURRENT EXPENSE CLAIM FORM
CURRENT PER DIEM RATE MAP
INSURANCE WAIVER FORM - PASSENGER