BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING
UPDATED PERSONNEL POLICIES    )   RESOLUTION 12-2010
)   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 20th day of October, 2010 in Colville, Washington and effective immediately upon signatures as of this date.

[Signatures]

Board Member, City of Republic

Board Member, City of Chewelah

Board Member, City of Newport

Health Officer

Board Member, Stevens County

Board Member, Ferry County

Board Member, Ferry County

Board Member, Pend Oreille County

Board Member, Pend Oreille County

Board Member, Stevens County
1.1 INTRODUCTION

These personnel policies serve as a general guide to the Health District's current employment practices and procedures. As such, the Health District hopes they will help you better understand how the Health District operates and what is expected of you as an employee. These policies also describe what the Health District provides you in terms of compensation, benefits and other support.

It is the Health District's belief that when consistent personnel policies are known and communicated to all, the choices for greater job satisfaction increase. The Health District expects you to read these policies. If you have any questions, please ask your supervisor, division director, or the Administrator. As you have ideas or suggestions for improvement, please contact the Administrator.

1.2 INTENT OF POLICIES

These policies are not intended to be a contract, express or implied. Unless specific rights are granted to you in employment contracts, or elsewhere, all employees of the Health District are considered at-will employees. In the event disciplinary proceedings are necessary, employees will be disciplined as provided herein. Please understand that no supervisor, manager or representative of the Health District has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These personnel policies apply to all Health District employees. In cases where these policies conflict with state or federal law, the terms of that law prevail. In all other cases, these policies apply.

1.4 MODIFYING THE POLICIES

Only the Board of Health may modify these policies. The Administrator may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the Health District's residents. Employees may suggest specific changes to these policies by submitting suggestions to the Administrator.
1.5 DEFINITIONS

**Division Director:** An employee who is responsible for directing a major organizational division of the Health District.

**Regular Full-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works thirty-seven and one-half (37.5) hours a week.

**Regular Part-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works less than thirty-seven and one-half (37.5) hours a week (but at least seventy (70) hours a month).

**Temporary Employee:** Employees who hold jobs of limited duration due to special projects, abnormal work loads or emergencies. Temporary employees are not eligible for Health District benefits.

**Hourly Employee:** Employees who are employed on a limited basis, either regular or intermittent. Hourly employees are not eligible for Health District benefits.

**Trial Employee:** Employees who have not yet completed their trial period in a regular position and who have not been granted regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.
2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Health District is an equal employment opportunity employer. The Health District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, or disability.

2.2 DISABILITY DISCRIMINATION PROHIBITED

The Health District will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element as defined in the job description. The Health District will reasonably accommodate qualified individuals with disabilities.

2.3 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves, their co-workers or the public. The Health District will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions. In the event there is a substantial and/or unusual safety risk to fellow Health District employees, clients or the public, the Health District shall have the right to require the employee to utilize sick leave, and, if necessary, implement disciplinary action, including suspension or discharge.

2.4 ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT, POLICY

It is the Health District's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the Health District will not tolerate harassment of any kind that is made by employees toward co-workers or members of the public. Northeast Tri County Health District is strongly opposed to sexual harassment and such conduct is strictly prohibited. All employees of the Health District, including all supervisors and non-supervisory personnel, are required to abide by the stated intention of this policy. Board of Health members and agents of Northeast Tri County Health District shall comply with this same policy. Employees are expected to show respect for each other and the public at all times, despite individual differences.

The workplace includes the normal and customary location where the employee performs his/her job. This includes Health District offices as well as all locations where Health District business is performed (e.g. inspection sites, clinic locations) as well as when the employee is on Health District official business such as conferences and meetings outside the area.

Harassment, including sexual harassment, is a serious offense and all complaints of such conduct will be promptly and thoroughly investigated. Severe disciplinary actions, up to and including suspension and discharge, will be immediately applied to any employee who violates this policy.
Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of sex, race, color, age, religion or national origin. Furthermore, Title VII grants employees the right to work in an environment free from discriminatory intimidation, discriminatory ridicule and discriminatory insult.

Sexual harassment undermines the integrity of employees and negatively impacts upon the morale and productivity of Health District employees. All employees of the Health District are required to treat each other with dignity and respect.

Sexual harassment is behavior of a sexual nature which is unwelcome. Examples of sexual harassment include:

- Verbal behavior such as foul or obscene language, sexual propositions, sexual innuendo, crude jokes about gender-specific traits, threats, discussing sexual activities, commenting on someone’s physical attributes, asking questions about an individual’s sexual conduct, orientation, or preferences except when necessary as part of inquiry for clinical testing, treatment, screening, or preventive services and/or counseling;

- Physical acts such as unnecessary pinching, fondling, massaging, kissing, hugging, grabbing, intentional brushing against a person’s body and/or blocking a person’s path, exposing oneself or coercing sexual intercourse;

- Nonverbal conduct such as sexually explicit or suggestive pinups or calendars depicting nude or partially exposed women or men, sexual graffiti, pornography, sexual cartoons, unseemly gestures or facial expressions, catcalls, suggestive noises, crude pranks or giving gifts or letters of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

All employees, supervisory and non-supervisory, engaging in improper harassment are subject to discipline, including discharge.

See Discrimination Complaint Procedure (Policy 2.5) for guidance on what to do if you experience harassment of any type.
2.5 DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. Employees who believe they have experienced or witnessed harassment or retaliation are required to report it immediately to the appropriate personnel. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job. (Procedure 2.1)

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern immediately with your supervisor, the Division Director or Administrator. If the alleged harasser is the employee’s supervisor or is employed in any of the offices that handle complaints, then the employee should take the complaint to one of the other staff members listed above. No employee will suffer retaliation for reporting such concern. To the extent reasonably possible, complaints will be handled confidentially.

Retaliation or reprisal against any employee who lodges a complaint of discrimination or sexual harassment, participates as a witness, or assists in an investigation is strictly prohibited. Retaliation is also prohibited in cases where the charges are proved to be false. No employee shall intentionally lodge a false complaint of sexual harassment. Intentionally lodging a false complaint of sexual harassment shall be subject to the disciplinary process.

All employees, supervisory or non-supervisory, or agents of Northeast Tri County Health District who participate in harassment or retaliation, or who refuse to cooperate in an investigation will be severely sanctioned. Disciplinary actions for violating Health District Anti Harassment Policy include suspension and probable discharge. Recurring incidents of conduct in violation of the Health District Harassment Policy will result in discharge.

If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or discharge. The sanctions will be determined by the Administrator. A written record of all proven complaints will be placed in the offending employee's personnel file. The record will reflect the conduct and the disciplinary action imposed. The sanctioned employee has the right of appeal through the Health District appeal process.

2.6 EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is kept in the Administration office. An employee’s personnel file contains the employee’s name, title and/or position held, job description, division to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file.

Employees have the right to review their file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. The Administrator will review the information with the appropriate supervisor. If the Health District denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee’s personnel file will be released to the public, including the press, without a written request for specific information.
2.7 EMPLOYMENT REFERENCES

Employees shall refer requests for references to the Administrator. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release. If the waiver and release have been completed, the Administrator will refer the reference check to the employee's supervisor. If the waiver and release have not been completed, the requester will be notified as such. Any employee may respond to a request for a personal reference for a former or current employee. An employee response to a request for a reference check must be limited to a personal reference and not construed as a reference on behalf of the Health District.
Each member of Management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. Employees who believe they have experienced or witnessed harassment or retaliation are required to report it immediately to the appropriate personnel. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should:

1. Try, if possible, to identify the offensive behavior to the harasser and request that it stop.
2. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern immediately with your supervisor, the Division Director or Administrator.
   A. If the alleged harasser is the employee’s supervisor or is employed in any of the offices that handle complaints, then the employee should take the complaint to one of the other staff members listed above.
3. No employee will suffer retaliation for reporting such concern.
   A. Retaliation or reprisal against any employee who lodges a complaint of discrimination or sexual harassment, participates as a witness, or assists in an investigation is strictly prohibited.
   B. Retaliation is also prohibited in cases where the charges are proved to be false.
4. To the extent reasonably possible, complaints will be handled confidentially.
5. No employee shall intentionally lodge a false complaint of sexual harassment.
   A. Intentionally lodging a false complaint of sexual harassment shall be subject to disciplinary process.
6. All employees, supervisory or non-supervisory, or agents of Northeast Tri County Health District who participate in harassment or retaliation, or who refuse to cooperate in an investigation will be severely sanctioned.
   A. Disciplinary actions for violating Health District Anti-Harassment Policy include suspension and probable discharge.
   B. Recurring incidents of conduct in violation of the Health District Harassment Policy will result in discharge.
7. If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct.
   A. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee’s file or, an employee transfer, demotion, suspension or discharge.
   B. The sanctions will be determined by the Administrator.
      (1) A written record of all proven complaints will be placed in the offending employee’s personnel file.
      (2) The record will reflect the conduct and the disciplinary action imposed.
      (3) The sanctioned employee has the right of appeal through the Health District appeal process.
3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the Health District's official application.

Any applicant supplying false or misleading information is subject to immediate discharge, if hired.

3.2 HIRING

When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Division Director shall review the position, its job description and the need for such a position. The Division Director will submit a request to fill the position to the Administrator. The position will be posted and/or advertised only after the Administrator has approved the request.

As deemed necessary, the Health District may administer pre-employment examinations to assess the qualifications and ability of applicants. The Health District may also conduct certain background procedures as required or permitted by law. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States and requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement.

At its discretion, the Health District may fill a position in an under-fill capacity if all minimum qualifications are not met. A training program to achieve the appropriate status will be initiated.

Residency within the Health District shall not be a condition of initial employment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Health District, may be disqualified for employment with the Health District in positions requiring driving.
3.3 TEMPORARY EMPLOYEES

Division Directors may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws. The Health District may also conduct certain background procedures as required or permitted by law.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees normally do not receive retirement, vacation, sick leave, health insurance, holidays or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the Health District on their behalf. Temporary employees will normally not be placed on the state Public Employees Retirement System (PERS), although there are a few exceptions depending on PERS eligibility criteria.

3.4 TRIAL PERIOD FOR NEW EMPLOYEES

Upon hire, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. During the trial period, any employee may be discharged without cause.

The normal trial period is six (6) full calendar months after hire or rehire. At the Administrator's sole discretion, the trial service may be extended up to an additional six (6) months.

Once the trial period is successfully completed, the employee converts to regular employee status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the Health District for a specified duration.

Use of Sick Leave/Vacation During Trial Period: Trial employees may use their accrued sick leave from the beginning of their employment, but may not use accrued vacation until they have successfully completed their trial period. No compensation for accrued vacation will be given if the employee is discharged during the trial period.

3.5 NEPOTISM

The family or family-like relationship of current Health District employees and Board of Health members will not be employed by the Health District where:

1. One of the parties would have authority (or practical power) to supervise, appoint, remove, discipline or make salary decisions regarding the other;

2. One party would handle confidential material that creates improper or inappropriate access to that material by the other;

3. One party would be responsible for auditing the work of the other; or

4. Any other circumstances that exist which might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Health District.
Change in Circumstances: If two employees marry, become related or begin sharing living quarters with one another, and in the Health District's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the Health District, unless reasonable accommodations, as determined by the Administrator, can be made to eliminate the potential problem. The decision as to which employee will remain with the Health District must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the Health District reserves the right to sever the employment of either employee.

3.6 PROMOTIONS AND IN-HOUSE TRANSFERS

The Health District encourages in-house transfer within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Administrator will circulate an in-house transfer notice of opportunity within the Health District.

The Health District reserves the right to seek qualified applicants outside of the organization at its discretion.

All openings will be posted on the management bulletin board in each Health District permanent location. To be considered for in-house transfer, an employee must be employed in their current position for at least six (6) months, and meet the qualifications for the vacant position.

New Trial Period: After transfer to a new position, a new trial period of six (6) full calendar months must be completed, unless waived, reduced or increased by the Administrator at the request of the Division Director. In the case of unsatisfactory performance in a transfer situation, the employee may be considered for transfer back to the previous position held by the employee unless the previous position has been filled.
4.1 WORKING HOURS

The Health District's standard work week is Monday through Friday with an unpaid lunch period. Due to the nature of the Health District's operations, longer hours may be necessary in some instances.

Due to differing needs within each clinic location and department, job descriptions, clinic schedules, and individual schedules will be at the discretion of administration and department supervisor, to best meet the needs of the specific community and clinic.

A normal working schedule for regular, full-time employees consists of thirty-seven and one-half (37.5) hours each work week. Each employee's supervisor will advise the employee regarding his/her specific working hours.

Part-time, temporary and hourly employees will work hours as specified by their supervisors.

4.2 HOURS OF WORK AND OVERTIME (Procedure 4.1 and 4.2)

All Health District positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. The employee will be informed of their status by the Health District. (Procedure 4.3)

For most Health District employees, the established work period is thirty-seven and one-half (37.5) hours. The established work period is 12:01 A.M. Monday morning through 12:00 Midnight Sunday night. All personnel are responsible for accurately reporting all hours worked on forms supplied by the Health District. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum number of hours during a work period. To the extent possible, all extra time must be authorized in advance by the employee's supervisor, Division Director and Administrator. (Form 4.4) Extra time compensation is calculated at straight time for any extra hours up to forty (40) hours during the established work period and one and one-half (1.5) times the employee's regular rate for all time worked in excess of forty (40) hours during the established work period.

Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job which may not necessarily be completed in a normal work week. In recognition of the extra time demands of certain exempt positions, informal paid leave may be taken, as mutually agreed upon by the employee and his/her supervisor.
4.3 COMPENSATORY TIME

The Health District is not required to grant compensatory time instead of extra time pay. If the compensatory time option is exercised, the employee is credited with straight time for any extra hours up to forty (40) hours during the established work period and one and one-half (1.5) times the hours worked as extra time in excess of forty (40) hours during the established work period. Maximum accruals of compensatory time shall be limited to thirty-seven and one-half (37.5) hours. After maximum accrual, extra time worked shall be paid.

Non-exempt employees entitled to extra time pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's supervisor at the time of the request. Employees may use compensatory time unless doing so would unduly disrupt Health District operations.

Employee compensatory time balances will be paid off at the end of each calendar year.

4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee shall leave a message with the Division Director or Administrator stating the reason for being late or unable to report to work.

An employee who is absent without authorization or notification is subject to disciplinary action, including discharge. Repeated tardiness or unexcused absences are subject to disciplinary action including discharge.

4.5 UNUSUAL WEATHER CONDITIONS

During times of inclement weather or natural disaster, it is essential that the Health District continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety. (Procedure 4.5)

An employee who is unable to get to work or leaves work early because of unusual weather conditions may charge the time missed to: compensatory time, vacation, personal holiday, or leave without pay. The employee shall advise the supervisor by phone as in any other case of late arrival or absence. Only the Administrator or designee can close an office due to inclement weather.

4.6 BREAKS AND MEAL PERIODS

Employees may take informal breaks. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid. (Procedure 4.6)
4.7 CALL BACK

All employees are subject to call back in emergencies or as needed by the Health District to provide necessary services to the public. An unexcused refusal to respond to a call back is grounds for immediate disciplinary action, including possible discharge. Employees called back to duty will be paid their appropriate rate of pay for hours worked.

4.8 PAYROLL RECORDS

The official payroll records are kept by the Administration office. Each supervisor shall turn in a signed work record for each employee within their department, noting hours worked, leave taken and extra time worked on a monthly basis. The Division Director shall sign work records for supervisors and others they supervise and the Administrator shall sign work records for Division Directors and others he/she supervises.
NORTHEAST TRI COUNTY HEALTH DISTRICT
MANAGEMENT PROCEDURE 4.1
FAIR LABOR STANDARDS ACT (FLSA) NON-EXEMPT EMPLOYEES

I. Attached are employee classifications and FLSA status (Procedure 4.3)
II. Health District work week is Monday morning – 12:01 A.M. through Sunday night – Midnight
III. Non-exempt employees receive compensation for all time worked
   A. Time worked beyond regular work schedule up to forty (40) hours per week is
      compensated at an hour-for-hour exchange
   B. Time worked in excess of forty (40) hours in a work week is at time and one-half rate (1.5)
   C. If extra time is worked or needs to be worked, it must have supervisor approval:
      1. 1st Option: Flex or adjust employee work schedule during same work week
         a. If schedule has been adjusted and event does not happen, employee must
            either work the adjusted hours or use appropriate leave to complete the schedule
         b. If a single work week covers two different months, flexing must be accomplished
            within the same week and the same month
      2. 2nd Option: If scheduling does not allow flexing, complete request for extra work which
         will become compensatory time or pay (Form 4.4); compensatory time can be used by
         completing a leave request (Chapter 8 - Form 8.1)
   D. Compensatory time must be used before any other appropriate leave can be used
   E. Compensatory time can accumulate to a maximum of thirty-seven and one-half (37.5) hours
   F. All unused compensatory time will be paid off at the end of each calendar year

klecaire: Policies Procedures Chapter 4 Hours Attendance Personnel Policy
Adopted 03/98; Revised: 10/20/10
NORTHEAST TRI COUNTY HEALTH DISTRICT
MANAGEMENT PROCEDURE 4.2
FAIR LABOR STANDARDS ACT (FLSA) EXEMPT EMPLOYEES

I. Attached are employee classifications and FLSA status (Procedure 4.3)
II. Health District work week is Monday morning – 12:01 A.M. through Sunday night – Midnight
III. Exempt employees are responsible for completing the work assigned to them
   A. Employee can adjust work schedule for work at non-routine times with supervisor approval
   B. Exempt employees must keep appropriate office staff informed of their work schedule
   C. Employee is responsible for completing appropriate leave requests either prior to or immediately after use of leave (vacation, sick, personal holiday, etc.)
Office Assistant  
Clerical Assistant  
Secretary  
Lead Secretary  
Executive Secretary  
Billing System Specialist  
Specialized Clinical Assistant  
Network Manager/Payroll Secretary  
Accounting Assistant  
Fiscal Manager  
CHWWIC Certifier  
Licensed Practical Nurse  
Health Educator/Program Manager  
Nutritionist  
Public Health Nurse  
Community Health Supervisor  
Nurse Practitioner  
Environmental Health Specialist  
Supervisory Environmental Health Specialist  
Community Health Director  
Environmental Health Director  
Administrator

Non-Exempt  
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NORTHEAST TRI COUNTY HEALTH DISTRICT
FORM 4.4
WORK REQUEST FOR EXTRA HOURS

Northeast Tri County Health District
WORK REQUEST FOR EXTRA HOURS

Date(s) to be worked

Employee Name

Position

Approximate Number of Hours Requested

Reason for Request

Supervisor Signature / Date

Division Director Signature / Date

Administrator Approval / Date

Personnel

COMP TIME

PAY
I. Health District offices are open Monday through Friday with an unpaid lunch period.

II. Employees must use vacation, holiday, compensatory time, administrative leave or personal holiday, or leave without pay for inclement weather leave.

III. Only the Administrator or designee can close an office due to inclement weather:
    A. Reports from police, sheriff or state patrol will not be used as the only guide.
    B. The Health District will review what other governmental bodies are doing as well as all other information about the weather.
    C. When an office has been closed by administrative action, employees will not be charged any leave time.

IV. An office supervisor will make the decision whether to keep staff off the road (clinics, field inspections, home visits, etc.) during inclement weather.

V. Employees who are hired on an hourly basis as contracted employees will receive no pay if they cannot make it to work.
NORTHEAST TRI COUNTY HEALTH DISTRICT
MANAGEMENT PROCEDURE 4.6
BREAKS (REST PERIODS)

The Health District has had a practice of informal breaks for many years since schedules don’t always accommodate a formal break in the morning and afternoon. Provided are quotes from the Labor and Industries WACs regarding this issue.

WAC 296-126-092 Meal Periods – Rest Periods

(4) Employees shall be allowed a rest period of not less than ten (10) minutes, on the employer’s time, for each four (4) hours of working time. Rest periods shall be scheduled as possible to the mid point of the work period. No employee shall be required to work more than three (3) hours without a rest period.

(5) Where the nature of the work allows employees to take intermittent rest periods equivalent to ten (10) minutes for each four (4) hours worked, scheduled rest periods are not required.

Intermittent rest periods include things like bathroom breaks, stopping for a refreshment, visiting as you are working, making or receiving personal telephone calls, etc. Staff does have opportunities for intermittent rest periods throughout the day. If this is not the case in an office, the supervisor needs to make arrangements for staff to have a ten (10) minute rest period for each four (4) hours worked.
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

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 (trial service salary) 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 Health District also reserves the right to fill a position in an under-fill capacity at a reduced salary if all minimum qualifications are not met. A training program to achieve the appropriate status will be initiated.

The Administrator may propose and the Board of Health may grant pay adjustments from time to time, raising 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.

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

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 Advanced 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.
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
NORTHEAST TRI COUNTY HEALTH DISTRICT
TRAVEL / CONFERENCE REQUEST AND AUTHORIZATION

Employee Name: (as it appears on driver's license)

Date of Birth: ____________________________ (airline requirement)

Title of Activity: __________________________

BARS Program Code: ________________

Location of Trip: City: __________________ County: ____________ State: __________________

Departure Date: (from office) ____________ A.M. / P.M. (circle one)

Return Date: (to office) ____________ A.M. / P.M. (circle one)

Time: ____________ A.M. / P.M. (circle one)

ARRANGEMENTS: - (✓ each item needed)

(SHADED □ AREA FOR ACCOUNTING USE ONLY)

___ Airline ____________________________

Preferred Arrangements: Departure Date: ____________

Return Date: ____________________________

Departure Time: ________ A.M. / P.M. (circle one)

Return Time: ________ A.M. / P.M. (circle one)

Confirmed Reservation: Departure Date: __________________

Return Date: ____________________________

Departure Time: ________ A.M. / P.M. (circle one)

Return Time: ________ A.M. / P.M. (circle one)

___ Lodging Hotel Name: ____________________________

Address: ____________________________ Phone Number: ( )

City: ____________________________ Date(s) Staying: ____________

Arrival Time: ________ A.M. / P.M. (circle one)

Reservation Deadline Date: ____________

Confirmed Reservation: Confirmation #: ____________________________

Amount: $ ____________________________ Payment Method: ______

___ Car Rental Date(s): ____________________________

Confirmed Reservation: Name: ____________________________

Confirmation #: ____________________________ Amount: $ ____________________________ Payment Method: ______

___ Registration (please ✓ one)

Form Sent (attach copy) ____________ Form Attached

Registration Fee Amount: $ ____________________________ Registration Deadline Date:

Registration Confirmation: Date Sent: ____________________________ Credit Card: ______

Check #: ____________________________

___ Meals (please do not request meals below that are included in registration)

gone for 12 hours or more - qualify for full day of meals @ per diem with no receipt required minus meals included)

gone for less than 12 hours - you must attach receipt(s) to an expense claim form

Specify # of Each Meal: Breakfast: ________ Lunch: ________ Dinner: ________

Meal Confirmation:

Breakfast: ________ @ $ ____________ = $ ________ Gone for ≥ 12 hours (per diem)

Lunch: ________ @ $ ____________ = $ ________ Gone for <12 hours (receipts needed)

Dinner: ________ @ $ ____________ = $ ________ Report on expense claim form

Check #: ____________________________ Per Diem Total $ ____________________________

___ Mileage Reason: ____________________________ (report on expense claim form)

___ Parking (credit card can be used where accepted - report other parking on expense claim form with or without receipt)

___ Other ____________________________

___ Credit Card (card must be returned promptly with receipt(s) attached to credit card receipt form)

Employee Signature: ____________________________ Date: __________________

Approval - Supervisor Signature: ____________________________ Date: __________________

Approval - Division Director Signature: ____________________________ Date: __________________

Approval - Health Officer/Administrator Signature: ____________________________ Date: __________________

Copy Given to Employee: ____________________________ Date: __________________

ADMIN-112 08/10 (08/11/2010)
NORTHEAST TRI COUNTY HEALTH DISTRICT

CREDIT CARD RECEIPT FORM

(Complete Form and Attach Receipts)

NAME: ______________________________________

Expenditure Code
(By Fiscal Office)

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# NORTHEAST TRI COUNTY HE -H DISTRICT EXPENSE CLAIM

**CLAIMANT:** ___________________________  **ADDRESS:** ___________________________

**RECEIPT(S) are required for non per diem meals and other expenses claimed.**

<table>
<thead>
<tr>
<th>Date</th>
<th>BARS Program Code</th>
<th>Reason for Expense</th>
<th>City, State</th>
<th>County</th>
<th>Miles</th>
<th>Meals - # of Meals (Enter receipt amount &amp; attach for travel &lt;12 hours)</th>
<th>Miscellaneous Expenses</th>
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<th>Grand Total $</th>
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I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof (RCW 42.24.080). False claim liable under RCW 42.24.100.

Claimant Signature ___________________________  Date __________

Claim certified as correct per RCW 42.24.080.

Supervisor Signature ___________________________  Date __________

Administrator Signature ___________________________  Date __________

Vendor # (FISCAL USE ONLY)

Total

ADMIN-105 02/10
Per Diem Rates - As of October 1, 2010

For Out-of-State Per Diem Rates, refer to the GSA website at: http://www.gsa.gov. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

OFM Accounting Division
Rev. 09/10
INSURANCE WAIVER FORM

I understand that Northeast Tri County Health District carries only minimum medical insurance on non-employee passengers or drivers of Health District vehicles. Employees of the Health District are covered by Labor and Industries in the event of medical need incurred while using a Health District vehicle. Because Northeast Tri County Health District carries only minimum coverage towards medical expenses, we require that passengers show proof of medical insurance coverage.

Attached is a copy of my proof of medical insurance (insurance company identification card is sufficient).

______________________________  ______________________________
Passenger Signature            Date

______________________________  ______________________________
Witness Signature              Date

Fill in as appropriate:

__________________________________________    ______________________________
Passenger Name                   Agency or Organization Name

which provides Labor and Industries coverage for me as an employee.

______________________________  ______________________________
Passenger Signature            Date

File: Attach copy of medical insurance proof  
     File with Fiscal Manager

---

☐ Stevens County - 240 E. Dominion, Colville, WA 99114  
  ☐ Administration: 509-684-1301, Fax: 509-684-1002  
  ☐ Clinic: 509-684-5048, Fax: 509-684-9878  
  ☐ Family Planning: 509-684-6209, Fax: 509-684-9878

☐ Ferris County - 147 N. Clark, PO Box 584, Republic, WA 99166  
  509-775-3111, Fax: 509-775-2858

☐ Pend Oreille County - 605 Highway 20, Newport, WA 99156  
  509-447-3131, Fax: 509-447-5644

☐ Stevens County - 260 S. Oak, Colville, WA 99114  
  ☐ Environmental Health: 509-684-2262, Fax: 509-684-8506  

☐ Website: www.netchd.org
NORTHEAST TRI COUNTY HEALTH DISTRICT
PERSONNEL POLICY
CHAPTER 6
PERFORMANCE EVALUATIONS AND TRAINING

6.1 PERFORMANCE EVALUATIONS

To achieve the Health District's goal to train, promote and retain the best qualified employee for every job, the Health District conducts periodic performance evaluations for all positions. The Administrator is responsible for developing and maintaining the Health District's performance evaluation program. Employees are to be formally evaluated by their supervisor two (2) times during their trial service period, before the end of three (3) months and before the end of six (6) months, and usually annually thereafter. (Form 6.1) The employee is also evaluated at the end of three (3) years for consideration for advancement to Level II of their classification. (Form 6.2)

The trial service evaluations are part of the employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a salary increase, or is to be promoted, transferred, demoted, laid off, or discharged.

6.2 TRAINING POLICY

The Health District seeks, within the limits of available resources, to offer, or require, training to increase an employee's skill, knowledge and abilities directly related to Health District employment to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.
NORTHEAST TRI COUNTY HEALTH DISTRICT
FORM 6.1
EMPLOYEE PERFORMANCE EVALUATION

Date:

Purpose of Review: ( ) 3 Month Trial Service ( ) 6 Month Trial Service ( ) Annual

Employee's Name: Trial Service Completion Date:

Job Classification: Supervisor's Name:

Accomplishment of Job Requirements

Elements: Quantity of work; completion of work on time; quality and accuracy of work completed; accepts responsibility

Job Knowledge and Competence

Elements: Knowledge of work unit purposes goals and duties; command of skills needed for employee's position; provides good service to the public; adaptability to new developments in the job; other elements

JOB RELIABILITY

Elements: Dependability and reliability in following work instructions; pursuit of efficiency and economy in the use of resources; degree of need for supervision; efficiency in the use of work time; other elements

PERSONAL RELATIONS

Elements: Ability to get along with others in the work group; contributes to the promotion of morale; contributes to the productivity of the work unit; effectively interacts with the public with a calm, polite demeanor; other elements:

Communication Skills

Elements: Comprehension of oral and written directions; ability to communicate orally and in writing; ability to listen and absorb new forms of information; knowledge and use of the correct means and channels for the communication of notices complaints etc; other elements
Performance as Supervisor

Elements: Plans, organizes and monitors work unit activities for efficient operation; directs and provides guidance to subordinates; promotes employee development; sets personal example of high performance for the work unit; other elements:

Employee Remarks

Work Plan for the Future:
For performance on the present job, this employee should concentrate on the following performance elements:

For long term development, this employee should consider the following course of action:

Reviewer's Comments:

I have received a copy of this evaluation and it has been discussed with me:

Employee's Signature     Date

This report is based on my best judgment of this employee's job performance:

Supervisor's Signature     Date

I have reviewed this report:

Division Director's Signature     Date

Administrator's Signature     Date

cc: Employee
Original: Personnel File
NORTHEAST TRI COUNTY HEALTH DISTRICT
FORM 6.2
EVALUATION FOR ADVANCEMENT TO LEVEL II

Employee: ______________________________ Date of Review: ____________

Position Title: ________________________ Supervisor: ______________________

Date employee will be eligible for consideration for advancement to Level II: ____________

After three (3) years in a specific position as a regular part-time or full-time employee, the employee must be able to meet four (4) out of the five (5) of the following criteria to be considered for advancement to level II, current step of the position.

1. Able to perform routine work of the position with minimal supervision or direction.  □ Yes □ No
2. Able to begin new assignment or project independently with consultation with supervisor. □ Yes □ No
3. Able to complete assigned tasks and assignments quickly and efficiently. □ Yes □ No
4. Capable of assessing what needs to be reported or referred and to whom. □ Yes □ No
5. Quality and accuracy of work is more dependable □ Yes □ No

Comments:

Supervisor recommends advancement to Level II:  □ Yes □ No

_________________________ Date
Employee Signature

_________________________ Date
Supervisor Signature

_________________________ Date
Division Director Signature

_________________________ Date
Administrator Signature

klecaire: Policies Procedures Chapter 6 Evaluations Training Personnel Policy
Revised: 10/20/10
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 BENEFITS

Regular full-time and part-time employees who are regularly scheduled to work more than eleven (11) days, four and one-half hours (4.5) per month are eligible to participate in the Health District's various insurance programs during the first eligible month following employment. The programs and criteria for eligibility will be explained upon hire. 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.

Temporary and hourly employees are not eligible for insurance coverage.
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.
8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

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<tr>
<th>Years of Employment</th>
<th>Vacation Hours Earned per Month</th>
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<td>7.5</td>
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<td>1 – 2 Years</td>
<td>8.123</td>
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<td>2 – 4 Years</td>
<td>8.753</td>
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<tr>
<td>4 – 7 Years</td>
<td>9.375</td>
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<td>7 – 10 Years</td>
<td>9.998</td>
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<tr>
<td>10 – 14 Years</td>
<td>11.25</td>
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<td>14 – 19 Years</td>
<td>13.125</td>
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<td>19 Years &amp; Over</td>
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All new employees must satisfactorily complete their trial period to be entitled to the use of vacation leave. Regular part-time employees who work a minimum of seventy (70) hours per month will receive vacation on a pro-rata basis. Temporary or hourly employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Each supervisor is responsible for scheduling employees’ vacations without undue disruption of operations. Leave requests shall be submitted prior to taking vacation leave.

The maximum number of vacation hours which may be accrued is two hundred and twenty-five (225). Employees will be paid for unused vacation time upon severance of employment.

8.2 PERSONAL HOLIDAY

Any regular or part-time regular employee who has worked or is expected to work four (4) months during a calendar year is allowed one (1) calendar day of personal holiday per calendar year. This holiday must be used prior to the end of the calendar year. It cannot be carried over.

8.3 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of seven and one-half (7.5) hours for each calendar month of continuous employment. Regular part-time employees who work a minimum of seventy (70) hours per month receive sick leave benefits on a pro-rata basis.

Temporary or hourly employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.

In order to reduce the financial loss to an employee who is unavoidably absent from work because of illness or injury to him/herself or family, Northeast Tri County Health District will maintain his/her salary during such absence under the following sick leave provisions:

Each employee having a regular schedule of work of at least seventy (70) hours per month will be credited at the end of each calendar month with a number of hours of sick leave eligibility based on their percent of a full time equivalent. Sick leave accrual is not capped with a maximum amount.
CONDITIONS FOR WHICH PAYABLE

Employees will be paid sick leave up to the number of days of sick leave accrued by the employee. Conditions under which an employee is to be paid sick leave are limited to the following:

1. While the employee is ill, pregnant and/or up to six (6) weeks post partum, or injured, or while receiving preventive health care. (Preventive Services: health screening for the assessment and maintenance of Employee’s health. Such screening must, at a minimum, follow the guidelines from the Report of the U.S. Preventive Services Task Force, Guide to Clinical Preventive Services, William & Wilkins, Baltimore, M.D., 1989.)

2. When an employee whose exposure to contagious disease would jeopardize the health of fellow workers or the public should he/she attend work as scheduled.

3. When an illness or death in the immediate family or close personal relationship of the employee requires his/her presence, and then only under the following conditions:
   1. For sick leave purposes, the immediate family shall include only the employee’s spouse, child, grandchild, foster child, children-in-law, grandparent, parent, parent-in-law, brother or sister, niece or nephew, uncle or aunt of either the employee or spouse, or other relative residing in the employee’s household.
   2. For use of leave for a family-like relationship, with approval of Division Director.
   3. Paid sick leave for death in the family may not exceed the employee’s accumulated sick leave eligibility, or five (5) days, whichever is less, except where the employee demonstrates to his/her employer that additional time off is necessary by reason of travel distance; in such case additional paid time may not exceed the accumulated sick leave eligibility.
   4. Paid sick leave for death in the family can only be used after exhausting the three (3) day per incident bereavement leave benefit (if applicable). (Section 8.11)
   5. Paid sick leave can be used for attendance at a funeral.

4. When a condition listed under sub-section (1) or (3) above arises while an employee is on paid vacation, the employee shall be granted accrued sick leave as provided for the condition (in lieu of paid vacation) provided that the employee requests such sick leave within fourteen (14) days after return to work, and provided that he/she substantiates to the satisfaction of his/her agency head that such condition did exist during that time.

EMPLOYEE MUST REPORT

Each employee shall be responsible for notifying his/her immediate supervisor, Division Director or the Administrator of the cause of his/her absence at the beginning of any period of sick leave. Upon his/her return to work, the employee shall complete a leave request (Form 8.1) for his/her supervisor explaining the cause of his/her absence. The supervisor may require a medical certificate indicating the nature of illness and necessity of absence from work. Falsification of a sick leave report is grounds for dismissal.
SICK LEAVE PAYOFF

(1) Retirement, Discharge or Resignation

Employees who cease their employment for reasons of retirement or death of the employee only shall be compensated for all of their unused sick leave eligibility subject to the following limitations:

1. The rate of payoff will be 25% of sick leave eligibility at the employee’s base rate of pay during the last month of employment.

2. For this purpose, retirement shall not include employees who have severed employment prior to retirement, but left their vested State Employees Retirement funds on deposit with the Department of Retirement Systems.

Employees with twenty (20) years of service who cease their employment for reasons of discharge or resignation shall be compensated for all of their unused sick leave eligibility subject to the following limitations:

The rate of payoff will be 25% of sick leave eligibility at the employee’s base rate of pay during the last month of employment.

Effect on Retirement:

No contributions are to be made to the Department of Retirement Systems for sick-leave payoff for PERS II eligible employees. Sick leave payoff will be reported to DRS for PERS I employees.

Employees who use all of their accumulated sick leave and require more time off work due to illness or injury may, with their supervisor’s approval, request a leave without pay after using other available leaves. (Section 8.6)

8.4 ATTENDANCE INCENTIVE PROGRAM

Employees are eligible to trade accrued sick leave for paid time off as follows:

(1) In January of each year, an employee whose sick leave balance at the end of the previous year exceeds one hundred sixty-five (165) hours, may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to paid time off.

(a) No sick leave hours may be converted which would reduce the calendar year-end balance below one hundred sixty-five (165) hours.

(b) Paid time off for converted hours is exchanged at the rate of 33%.

(c) All converted hours are deducted from the employee’s sick leave balance.

(d) All converted hours must be used during the calendar year in which they were converted and cannot be carried over to the next calendar year.

(e) If available, converted hours will be deducted prior to the use of compensatory time or vacation leave.
8.5 SHARED LEAVE (Procedure 8.2)

The shared leave program permits employees to voluntarily donate a portion of their vacation leave, compensatory time or personal holiday to a fellow employee who is unable to work due to suffering from a severe or extraordinary illness or injury, or the illness or injury of an immediate family member as listed in Chapter 8 Paid Time Off; Section 8.3 (3) 1. of the Northeast Tri County Health District's Personnel Policies. The recipient employee must have depleted his/her sick leave, vacation leave, personal holiday and compensatory time and will imminently go on leave without pay. (Section 8.6)

8.6 LEAVE WITHOUT PAY

The Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Example of situations for which leave without pay may be granted include time off work for personal reasons, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.

8.7 JURY AND WITNESS LEAVE

Jury Duty: The Health District provides all employees leave for the full period of jury duty service. Regular full-time and part-time employees who have completed their trial period receive paid jury duty leave of up to two (2) weeks each time they are called for jury service. In general, if jury duty extends beyond two (2) weeks in any one instance, the additional leave will be unpaid. Payment provided by the courts during periods of paid jury duty leave must be paid to the Health District, excluding expense reimbursements, such as mileage. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service upon request.

Witness Duty: All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty requires the use of eligible leaves (vacation, personal holiday, compensatory time) unless you are a witness in a case involving the Health District or Health District clients/customers.

8.8 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Health District may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the Health District (as determined by the Administrator) while investigation or other administrative proceeding is pending.

8.9 MILITARY LEAVE

The Health District provides all employees leave while performing military service in accordance with federal and state law. Regular full-time and part-time employees receive paid military leave of up to fifteen (15) working days per year for military service. In general, if military service extends beyond fifteen (15) working days, the additional leave will be unpaid. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement beyond fifteen (15) working days per year upon return from military service will be determined in accordance with applicable federal and state law.
8.10 FAMILY LEAVE

The Health District complies with the federal Family and Medical Leave Act of 1993 (FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than Health District leave policies provide, the Health District will give you the leave required by law. *(Procedure 8.6)*

8.11 BEREAVEMENT LEAVE

The Health District provides regular full-time and part-time employees with paid leave for up to three (3) days in the event of the death of a family member (spouse, domestic partner, parents, step-parents, brothers or sisters, grandparents, children, step-children, grandchildren, spouse’s parents, spouse’s brothers or sisters, spouse’s grandparents, spouse’s children, spouse’s grandchildren or a more distant relative if living as a member of the employee’s household). Any other request for bereavement leave must be approved by the Administrator.

8.12 PAID HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

- New Year’s Day
- Martin Luther King’s Birthday
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

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<th>Holiday</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
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<tr>
<td>Martin Luther King’s Birthday</td>
<td>3rd Monday in January</td>
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<tr>
<td>President’s Day</td>
<td>3rd Monday in February</td>
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<td>Memorial Day</td>
<td>Last Monday in May</td>
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<tr>
<td>Independence Day</td>
<td>July 4</td>
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<td>Labor Day</td>
<td>1st Monday in September</td>
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<td>Veteran’s Day</td>
<td>November 11</td>
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<td>Thanksgiving Day</td>
<td>4th Thursday in November</td>
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<td>Day after Thanksgiving</td>
<td>Day after Thanksgiving</td>
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<tr>
<td>Christmas Day</td>
<td>December 25</td>
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Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half (1.5) times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the supervisor. If the holiday falls on a non-scheduled workday for a part-time employee, the employee will be paid their percent of full-time equivalent (FTE) for the holiday.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

8.13 RELIGIOUS HOLIDAYS

If an employee’s religious beliefs require observance of a holiday not included in the Health District holiday schedule, the employee may, with his/her supervisor’s approval, take leave using compensatory time, vacation, personal holiday or leave without pay.
8.14 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time, temporary and hourly employees are as follows:

**Regular Part-Time Employees:** All leaves, including holidays that fall on days that are not regularly scheduled workdays, are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and 1,950 hours per year.

**Temporary and Hourly Employees:** Temporary and hourly employees normally are not eligible to receive benefits, including leaves, holidays and insurance.
# NORTHEAST TRI COUNTY HEALTH DISTRICT
## FORM 8.1
### LEAVE REQUEST

<table>
<thead>
<tr>
<th>LEAVE BEGINNING</th>
<th>LEAVE ENDING</th>
<th>TOTAL HOURS REQUESTED</th>
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<tr>
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**TYPE OF LEAVE**

- Vacation
- Sick
- Personal Holiday
- Wellness
- Injury or Illness - Job Related
- Shared Leave Taken
- Leave Without Pay
- Bereavement
- Compensatory Time
- FMLA
- Other (specify)

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</table>

**REASON FOR LEAVE (if necessary)**

**SUPERVISOR'S SIGNATURE**

**DATE**

**EMPLOYER'S SIGNATURE**

**DATE OF REQUEST**

**SIGNATURE OF OTHER APPROVING AUTHORITY**

**COMMENTS:**

*CONSIDERATION FOR LEAVE CANNOT EXCEED THE TOTAL AMOUNT OF LEAVE ACCUMULATED. THEREFORE, SHOULD LEAVE BE APPROVED IN EXCESS OF THE TOTAL ACCUMULATED, IT WILL NOT BE CREDITED.*
NORTHEAST TRI COUNTY HEALTH DISTRICT
PROCEDURE 8.2
SHARED LEAVE PROGRAM

The purpose of this program is to permit employees to voluntarily donate a portion of their vacation leave, compensatory time or personal holiday to a fellow employee who is unable to work due to suffering from a severe or extraordinary illness or injury, or the illness or injury of an immediate family member as listed in Chapter 8 Paid Time Off; Section 8.3 (3) 1. of the Northeast Tri County Health District’s Personnel Policies. The recipient employee must have depleted his/her sick leave, vacation leave, personal holiday and compensatory time and will imminently go on leave without pay.

While an employee is using “Shared Leave”, he/she shall continue to be classified as a Health District employee and shall receive the same treatment in respect to salary and benefits as the employee would otherwise receive if using their own sick leave or vacation leave.

Shared Leave Recipient Criteria:

1. The employee is unable to work due to suffering from a severe or extraordinary illness or injury, or the illness or injury of an immediate family member as listed in Chapter 8 Paid Time Off; Section 8.3 (3) 1. of the Northeast Tri County Health District’s Personnel Policies as certified by a statement from his/her physician.

2. The employee is eligible to use accrued sick leave and accrued vacation leave by having completed their six (6) month trial service.

3. The employee’s employment records must indicate that he/she is conscientious about the use of sick leave benefits and does not show a pattern of consistent use of one (1) or more sick leave days per month (without evidence of a chronic illness).

4. The employee must have diligently pursued and been found ineligible for state industrial insurance time loss benefits, if applicable.

5. The maximum number of donated hours that an employee may use will be equivalent to eight (8) weeks (three-hundred (300) hours for 100% full-time equivalent or pro-rated based on full-time equivalent percentage) during a twelve (12) month period. No shared leave will be allowed for employees found unable to return to work through certification of their physician.

6. The employee’s Division Director must certify by signing the request form that the employee does not abuse leave benefits, that the Division Director approves of the employee collecting donated leave, and that the paid leave of absence will not hinder division operations or create a financial hardship on the division.

7. The Administrator has final approval authority.
Shared Leave Donation Criteria:

1. Shared leave donations can be made from the employee's accumulated vacation leave, compensatory time or personal holiday.
2. All donations shall be strictly voluntary. The donor shall designate the recipient.
3. Donations shall be in seven and one-half (7.5) hour increments.
4. Donations of leave shall not bring the donor employee's vacation leave balance below seventy-five (75) hours.
5. There will be no maximum number of hours that an employee is allowed to donate.
6. The donor does not have the right to retract or take back donated leave once it has been designated for use.
7. Donors will not be charged the maximum number of hours that they authorized if those hours are not required.
NORTHEAST TRI COUNTY HEALTH DISTRICT
FORM 8.3
SHARED LEAVE VERIFICATION CHECKLIST

___________________________
Completed donation request form

___________________________
Medical certificate verifying required absence from physician

___________________________
Notice out to all employees that another employee is in need

___________________________
Copy of donation form for payroll in order to deduct from donor's balance
NORTHEAST TRI COUNTY HEALTH DISTRICT
FORM 8.4
SHARED LEAVE DONATION

Donor's Name

I would like to donate the following leave to __________________________ Name of Recipient

____ Vacation Leave: I would like to donate ____ hours (7.5 hour increments) of vacation leave. This donation will not cause my vacation leave balance to drop below seventy-five (75) hours.

____ Personal Holiday: I would like to donate my personal holiday of 7.5 hours. This donation will not cause my vacation leave balance to drop below seventy-five (75) hours.

____ Compensatory Time: I would like to donate ____ hours of compensatory time. This donation will not cause my vacation leave balance to drop below seventy-five (75) hours.

Donor's Signature __________________________ Administrator's Signature __________________________

Date __________________________ Date __________________________
NORTHEAST TRI COUNTY HEALTH DISTRICT
FORM 8.5
SHARED LEAVE REQUEST

Requestor's Name

I hereby request _____ hours donation of shared leave as I have depleted all of my accumulation of compensatory time, sick leave, vacation leave and personal holiday due to my illness or non-job-related injury or that of my family member as defined in Chapter 8 Leaves; Section 8.3 (3) 1. of Northeast Tri County Health District's Personnel Policies. I anticipate returning to work on _______.

Date

Attached is a statement from my physician verifying my illness or that of my family member and the expected duration of my/their condition.

I certify that I have abided by the Northeast Tri County Health District sick leave policy and that I am eligible to receive sick leave donations.

Employee’s Signature

Date
The Family and Medical Leave Act (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year, and for 1,250 hours over the previous twelve (12) months.

1. REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:
   - To care for the employee’s child after birth, or placement for adoption or foster care
   - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition -- or --
   - For a serious health condition that makes the employee unable to perform the employee’s job

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

2. ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Leave may be denied if requirements are not met.
   - The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable"
   - An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s request) and a fitness for duty report to return to work

3. JOB BENEFITS AND PROTECTION: For the duration of FMLA leave, the employer must maintain the employee's health coverage under any “group health plan.”
   - Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms
   - The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave

4. UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:
   - Interfere with, restrain, or deny the exercise of any right provided under FMLA
   - Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

5. ENFORCEMENT:
   - The U.S. Department of Labor is authorized to investigate and resolve complaints of violations
   - An eligible employee may bring a civil action against an employer for violation

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor. U.S. Department of Labor, Employment Standards Administration Wage and Hour Division, Washington, D.C., 20210
FEDERAL AND WASHINGTON LAWS ON FAMILY AND MEDICAL LEAVES
DEFINITIONS AND PROCEDURES RELEVANT TO
NORTHEAST TRI COUNTY HEALTH DISTRICT POLICY ON
FEATURES OF FEDERAL AND WASHINGTON LAWS ON FAMILY AND MEDICAL LEAVE (FMLA)

DEFINITIONS

A. Family or medical leave means up to twelve (12) work weeks of leave during any twelve (12) month period, provided that in the case of a new child, the leave must be concluded within twelve (12) months after the birth, adoption, or placement. The leave is unpaid unless the employee has eligible accrued paid leave, which paid leave may be used during the twelve (12) work weeks of leave, provided, however, if the employee is otherwise eligible to use paid accrued sick leave, the employee must use the paid sick leave at the front end of the twelve (12) work weeks of leave. The twelve (12) month period during which an employee can take twelve (12) weeks of leave is a rolling period in which the employer will look back twelve (12) months from the date the employee requested leave to see how much leave has been taken in that period. For example, if an employee requesting leave has taken eight (8) weeks of eligible family or medical leave during the past twelve (12) months, an additional four (4) weeks of leave could be taken.

B. For the purposes of FMLA, immediate family member means the employee’s spouse, son or daughter or parent. The definition does not include in-laws or grandparents.

C. Parent means the biological parent of an employee, or an individual who stood in loco parentis to an employee when the employee was the child, whether or not there was a legal relationship between the parent and child - in other words, anyone who took the place of a biological parent. The definition parent does not include parents-in-law.

D. Serious health condition means an illness, injury, or the impairment of physical or mental condition, that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider. In the case of a serious health condition involving the employee, the term means a condition that makes the employee unable to perform the functions of the position.

E. Child means the biological, adopted or foster child, step-child, a legal ward or a child of a person standing in loco parentis who is less than eighteen (18) years of age, or is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

LENGTH AND FREQUENCY OF LEAVE
Up to twelve (12) work weeks of leave during any twelve (12) month period.

COVERED EMPLOYER
Northeast Tri County Health District has declared that it is a covered employer.

COVERED EMPLOYEES
Northeast Tri County Health District employees employed for one (1) year or more and for at least 1,250 hours during the previous twelve (12) months.

ENTITLEMENT TO LEAVE FOR NEW CHILDREN
Newborn children, newly adopted children under the age of eighteen (18), and new placements of foster children.
ENTITLEMENT TO MEDICAL LEAVE
For a spouse, child or parent who has a "serious health condition" (a condition involving in-patient care or continuous treatment by a health care provider). Employee him/herself is also entitled to a leave for a condition that renders the employee unable to perform his or her job.

INTERMITTENT AND REDUCED LEAVE
Northeast Tri County Health District approval is necessary for intermittent or reduced leave. When reduced or intermittent leave is the result of medical necessity, the leave will be granted.

PAY DURING LEAVE
Northeast Tri County Health District is not required to pay wages or salary during the leave.

USE OF ACCRUED LEAVE
Northeast Tri County Health District will require an employee to substitute total accumulated leave as appropriate (including sick, vacation, personal holiday, administrative leave and compensatory time) as part of their medical leave to a maximum of twelve (12) weeks. Sick leave may not be used for family leave except to care for a sick child under eighteen (18) years or a sick spouse under conditions as covered.

NOTICE
Employee must give thirty (30) days notice, or as soon as practical, for all types of leave.

CERTIFICATION
Northeast Tri County Health District will require an employee to provide medical certification regarding entitlement to leave. Northeast Tri County Health District may also require a second opinion by a health care provider chosen and paid for by Northeast Tri County Health District. If first and second opinions conflict, Northeast Tri County Health District may require a third opinion, which opinion will be final and binding.

Northeast Tri County Health District will require a fitness for duty certification to return to work if leave was for the employee’s own serious health condition.

CONTINUATION OF HEALTH PLAN COVERAGE
Northeast Tri County Health District will continue employee medical and life insurance coverage in force at the time of the request, for the duration of the leave, but may seek reimbursement if employee fails to return from leave that is not due to illness or circumstances beyond employee’s control.

PROTECTION OF BENEFITS OTHER THAN HEALTH PLAN COVERAGE
Northeast Tri County Health District need not grant benefits during leave, and Northeast Tri County Health District may not withdraw any benefit accrued prior to leave. Upon return from leave, employee has exactly the same benefits and coverage he or she would have had leave not been taken.

EMPLOYMENT PROTECTION
An employee returning from leave is entitled to the position held before the leave or "an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment".
ENFORCEMENT
FEDERAL LAW: Secretary of Labor or employee may institute civil action for violations. Relief can include compensatory damages, interest, limited punitive damages, equitable relief such as reinstatement and promotion, injunctive relief to restrain violations, attorney's fees, expert witness fees, and costs.

WASHINGTON LAW: Department of Labor and Industries can impose fines, reinstatement, and back pay. Originally, the Washington Act contained a provision prohibiting private rights of action, but this provision was repealed in July, 1993. Accordingly, there is now a good argument that employees have a private right of action under the Washington Act.

TWO (2) EMPLOYEE HOUSEHOLD
If both parents are employed by the Health District, they together are entitled to twelve (12) work weeks in a twelve (12) month period for the care of a newborn or adopted child (unpaid unless employees use accrued eligible leave benefits). Leave will be granted to only one (1) parent at a time. Each parent can take the full twelve (12) work weeks for his or her own serious illness or for the care of an immediate family member with a serious illness. Parental leave taken for the care of a newborn or newly adopted child must be completed within twelve (12) months of the child's birth or placement for adoption.

OTHER LEAVE BENEFITS - COORDINATION
An employee shall use other accumulated leave (i.e., vacation, personal holiday, compensatory time, or administrative leave), paid or unpaid, to which the employee is otherwise entitled while on family or medical leave. Sick leave may be used per Northeast Tri County Health District sick leave policy. The employer is only required by the Federal Act to provide the employee with enough additional unpaid leave for eligible family and medical leave to total twelve (12) weeks. Leaves of absence without pay are otherwise at the discretion of the Health District.

RETURN FROM LEAVE
Upon returning from a family leave, an employee is entitled to return to the same position held when the leave commenced, or to a position with equivalent benefits and pay. If due to a change in circumstances neither of these options is possible, the employee shall be reinstated in any other vacant position for which the employee is qualified.

NOTICE - FMLA REQUEST
When the need for family or medical leave is foreseeable, an employee wishing to take family or medical leave under this policy must give at least thirty (30) days written notice in advance of the anticipated starting dates for which they intend to take the leave. If the employee does not have sufficient notice to give the Health District the required thirty (30) days notice, the employee must give notice as soon as practical. The employee must also attempt to schedule the leave so as not to unduly disrupt the employer's operations. If due to an employee's own illness or injury the employee is unable to fill out and sign a request in advance of his or her first day of absence, the employee shall do so at the first opportunity.

CONFIRMATION BY HEALTH CARE PROVIDER
The Health District shall require confirmation and reconfirmation on a reasonable basis by a health care provider for the need for or dates of the leave. The Health District may, at its expense, obtain an opinion from a second health care provider of the Health District's choosing, regarding this same information. Any conflict in the opinions of the medical providers may be resolved by the opinion of a jointly selected health care provider.

The Health District will require a fitness for duty certification to return to work if leave was for the employee's own serious health condition.
BENEFITS
For the first twelve (12) weeks of an employee’s leave, including maternity disability leave, the Health District will continue to provide health insurance benefits to the employee on leave under the same conditions as if the employee were continuing to work. The employee will be expected to pay the employee paid portion, if any, by submitting the appropriate payment to the Health District each month.

During the leave, the employee will not lose any benefits which accrued before the start of the leave. The employee will not, however, be entitled to accrue such benefits during a family or medical leave (unless they are on paid leave status), but the employee will be allowed to continue medical and life coverage as described above.

If an employee fails to return from leave other than due to illness or circumstances beyond the employee’s control, the Health District’s obligations to provide health benefits (except pursuant to COBRA requirements) and to restore the employee end.

INTERMITTENT LEAVE/REDUCED LEAVE SCHEDULE
In situations involving a serious health condition of an employee or the employee’s spouse, parent or child only, the leave may be taken intermittently or on a reduced leave schedule. A reduced leave schedule is one that reduces an employee’s usual number of hours per work week or hours per work day. Intermittent leave means a series of non-consecutive leave periods of a day or more at a time, within a twelve (12) month period.

Leave taken in order to care for a seriously ill family member, or because of an employee’s serious health condition, may be taken intermittently or on a reduced leave schedule when medically necessary.

When an employee requests intermittent leave or a reduced leave schedule that is foreseeable based upon planned medical treatment, the employer may require the employee to accept a temporary transfer to an available alternative position for which the employee is qualified. In such cases, the alternative shall provide equivalent pay and benefits and accommodate the reoccurring leave periods better than the employee’s regular position.

klocaire: Policies Procedures Chapter 8 Paid Time Off Personnel Policy  FMLA of 1993
Adopted 01/95: Revised: 10/20/10

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NORTH EAST TRI COUNTY HEALTH DISTRICT
PERSONNEL POLICY
CHAPTER 9
EMPLOYEE RESPONSIBILITIES AND CONDUCT

9.1 GENERAL CODE OF CONDUCT

All Health District employees are expected to represent the Health District to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor. (Procedure 9.1)

Since the proper working relationship between employees and the Health District depends on each employee's on-going job performance, professional conduct and behavior, the Health District has established certain minimum standards of personal conduct. Among the Health District's expectations are: basic tact and courtesy towards the public and fellow employees; adherence to Health District policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Health District's equipment, grounds, facilities and resources.

To function as efficiently as possible, the Health District may ask you to perform duties outside your regular assignments.

To make the most efficient use of personnel, the Health District reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the Health District's opinion, with the best interests of the Health District or interfere with the employee's ability to perform his/her assigned Health District job. Examples include, but are not limited to, outside employment which:

1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's work hours;
3. Utilizes Health District telephones, computers, supplies, or any other, facilities or equipment;
4. Is employed with a firm which has contracts with, does business with or is regulated by the Health District; or
5. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee who chooses to have an additional job or self-employment (including contractual work), shall notify the Administrator or designee. Such notification will be placed in the employee's personnel file.
9.3 REPORTING IMPROPER GOVERNMENTAL ACTION (Procedure 9.2)

It is the policy of the Health District:

(1) To encourage reporting by its employees of improper governmental action taken by
    Health District officers or employees and;

(2) To protect Health District employees who have reported improper governmental
    actions in accordance with the Health District’s policies and procedures.

9.4 POLITICAL ACTIVITIES

Health District employees may participate in political or partisan activities of their choosing provided
that Health District resources and property are not utilized, and the activity does not adversely
affect the responsibilities of the employees in their positions. Employees may not campaign on
Health District time or in a Health District vehicle or while representing the Health District in any
way. Employees may not allow others to use Health District facilities or funds for political activities.

Any Health District employee who meets with or may be observed by the public or otherwise
represents the Health District to the public, while performing his/her regular duties, may not wear or
display any button, badge or sticker relevant to any candidate or ballot issue (unless authorized by
the Board of Health) during working hours. Employees shall not solicit, on Health District property
or Health District time, for a contribution for a partisan political cause or ballot measure. Except as
noted in this policy, Health District employees are otherwise free to fully exercise their constitutional
First Amendment rights.

9.5 NO SMOKING POLICY

For health and safety considerations, the Health District strictly prohibits smoking by employees in
all Health District facilities, including Health District owned buildings, vehicles, and offices or other
facilities rented or leased by the Health District, including individual employee offices. In keeping
with the no smoking policy, the Health District also requests that all employees refrain from smoking
while representing the Health District and/or dealing with the public.

9.6 PERSONAL POSSESSIONS

The Health District furnishes desks and storage space for security of employees’ coats, purses, and
other personal possessions. The Health District does not, however, assume responsibility for any
theft or damage to the personal belongings of employees, and the Health District reserves the right
to search employee desks, lockers, and personal belongings brought onto Health District premises,
if necessary.

9.7 USE OF HEALTH DISTRICT VEHICLES AND EQUIPMENT

Use of Health District phones for local personal phone calls should be kept to a minimum; long
distance personal use is prohibited. Other Health District equipment, including vehicles, should be
used by employees for Health District business only. An employees’ misuse of Health District
services, telephones, vehicles, equipment or supplies can result in disciplinary action including
discharge.

The Health District also furnishes computers and other equipment for use in conducting Health
District business. Because the computers and other equipment are for Health District business, the
Health District reserves the right to review the contents of any files or documents on the computer,
including contents of any electronic mail. Use of computers or other equipment for personal use is
prohibited. Any misuse is subject to disciplinary action including discharge.
9.8 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the Health District bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Administrator or site supervisor.

9.9 CONTACT WITH THE NEWS MEDIA

The Health Officer, Administrator, Division Director or designee shall be responsible for all official contacts with the news media, including answering of questions from the media. The Administrator or Division Director may designate specific employees to give out procedural, factual or historical information on particular subjects. Health District employees are prohibited from discussing Health District business or affairs with the news media without authorization.

9.10 SEAT BELT POLICY

Per Washington law, anyone operating or riding in Health District vehicles must wear seat belts at all times.

9.11 DRIVER'S LICENSE AND PERSONAL VEHICLE INSURANCE COVERAGE REQUIREMENTS

As part of the requirements for certain Health District positions, an employee may be required to hold a valid driver's license and required to provide proof of insurance coverage in the amounts specified by Washington State Law for his/her personal vehicle. If an employee's license or insurance is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including discharge.

9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and area residents and may present a risk to employee safety or to the security of Health District or employee property. The following limitations apply:

1. Persons not employed by the Health District may not solicit, survey, petition, or distribute literature on Health District premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. (Exceptions to this rule may be made in special circumstances where the Health District determines that an exception would serve the best interests of the organization and employees. An example of an exception might be a community-based fund raising effort.)

2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area under this policy.
9.13 SAFETY

Every employee is responsible for maintaining a safe work environment and following the Health District safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The Health District will make every effort to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their supervisor, division director or the Administrator.

Since being exposed to a bloodborne pathogen may lead to illnesses such as hepatitis or AIDS, and since the Health District wants to assure employees as safe and healthy work environment as possible, it is the policy of the Health District to comply with all statutory obligations for the prevention of exposure to bloodborne pathogens. Employees should familiarize themselves with the Health District’s Exposure Control Plan and follow it at all times. Failure to comply with this Plan will result in discipline up to and including discharge.

Employee safety depends on the safety consciousness of everyone. In order to have a safe work environment, employees may not bring dangerous weapons (as defined in RCW 9.41.250 - firearm, slung shot, sand club, metal knuckles, spring blade knife, any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement) to the workplace. The workplace includes all Health District facilities, including Health District owned buildings, vehicles and offices or other facilities rented or leased by the Health District, including individual employee offices and while representing the Health District and/or dealing with the public. This includes, but is not limited to, weapons for which employees have a valid permit.

9.14 SUBSTANCE ABUSE (Procedure 9.3)

Northeast Tri County Health District recognizes the importance of a safe, healthy, and drug and alcohol free work environment. The Health District further believes that substance abuse is a public health problem. Therefore, the Health District desires to encourage and assist employees suffering from chemical dependency in their efforts to participate in treatment and recovery programs. This policy is implemented to assist in keeping the workplace free of employees whose job performance is impaired by the abuse of drugs and/or alcohol.

Northeast Tri County Health District is committed to achieving and maintaining a drug and alcohol free workplace. Use, possession, sales, and manufacture, distribution, dispensing, consumption or being under the influence of illegal drugs or alcohol while at work or while operating District or personal vehicles or equipment is prohibited.

Northeast Tri County Health District actively encourages and supports employees who have, or believe they have, substance abuse problems to use the confidential resources of its Employee Assistance Program (EAP). It is the intent of this policy to encourage employee recovery from substance abuse. The Health District accepts chemical dependency as a treatable disease. Any employee found with this disease will be given the same consideration as employees with any other illness. Supervisors and managers are expected, and employees are encouraged to refer employees with problems to the EAP.
Employees of the Health District are expected to comply with this policy as a condition of continued employment. Employees who do not comply with the requirements of this policy and related procedures are subject to discipline, up to and including discharge. In addition, supervisors who implement this policy in an arbitrary and capricious manner are subject to discipline. Confidentiality is essential. Any employee including supervisors violating this confidentiality will be subject to disciplinary action.

9.15 LIMITATIONS OF “GIFTS” (Procedure 9.4)

For the most part, accepting gifts may be construed as influencing a decision or as a reward for some decision. Although this may happen infrequently, it is essential that all staff understand limitations placed on us because we are public employees.
Northeast Tri County Health District is a professional organization. All employees will present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and ultimately working relationships.

The policy applies to all employees, regardless of classification, and is consistent with community standards. Individual departments may have more specific policies in place based on needs.

An employee’s religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards as set forth will be considered on an individual basis. The Administrator/Division Director will offer guidance as to proper attire and grooming standards. Special requirements for reasons of safety may also be established. Failing to observe established standards for dress and grooming can be cause for disciplinary action. Northeast Tri County Health District requires each employee’s dress, grooming and personal hygiene to be appropriate to the work situation:

Acceptable personal appearance, including proper maintenance and cleanliness of work areas, is an ongoing requirement of employment with Northeast Tri County Health District. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

1. Acceptable Attire

   A. Acceptable attire for women includes dresses, skirts, capri-style suits, or slacks/trousers worn with blouses, knit tops, sweaters and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated.

   B. Acceptable attire for men includes suits, slacks/trousers worn with collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters and/or jackets. When deemed appropriate, ties should be worn.

   C. Except as noted or approved by the department head, employees may not wear the following:

      (1) Denim jeans of any color.
      (2) Overalls or coveralls.
      (3) Shorts of any type. (Exceptions granted by the Administrator under special circumstances)
      (4) Tee-shirts, jerseys or sweatshirts with graphics, logos, including those related to team sports.
      (5) Gym or sweat pants, workout wear, uncovered spandex pants/leggings.
      (6) Shirts or dresses with spaghetti straps unless covered by a jacket, blouse or other outer garment; shirts that expose stomach or midriff area, halter or tube-type shirts, see-through or fishnet tops.
      (7) Low front or low back attire. Must not be low-cut or buttoned so low as to show an inappropriate amount of the chest. Low-cut shirts or low-buttoned shirts may only be worn with a tee-shirt underneath.
      (8) Excessively tight fitting or oversized (baggy) garments.

This list is an example only and may not include all items deemed inappropriate.
2. Footwear and Accessories

A. All footwear is expected to be appropriate to the employee’s position. Shoes are to be neat, clean and in good repair. Heels should not be more than three (3) inches high. Sandals of any material which are commonly referred to as flip-flops or thongs are prohibited for all employees. Sandals must have a strap in the back and must be secured to the foot.

B. No bandanas or baseball caps are allowed except as approved by the department head.

3. Tattoos and Jewelry

Except as noted or approved by the department head:

A. Tattoos
   (1) Tattoos or brands anywhere on the head, face, and neck above the collar are prohibited.
   (2) Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited.
   (3) Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or State law.
   (4) Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety.
   (5) Sextattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent.”
   (6) Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

B. Jewelry
   (1) All jewelry worn by employees must be appropriate so it does not detract from a professional appearance. All facial jewelry such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited.
4. Personal Hygiene

   A. Personal hygiene is essential. Therefore it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.

   B. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.

   C. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.

5. Identification Badge

Each employee will have and wear an approved Health District identification badge at all times while on duty with the photo-side facing out, except where specifically exempted or prohibited by the employee’s department due to a safety issue or in cases where wearing an identification badge will interfere with the execution of the employee’s duties.

6. Field Inspectors

   A. Denim trousers are acceptable for individuals who perform field inspections during their normal course of a work day.

   B. Minimum short sleeve shirt, long pants, and sturdy work shoes.

   C. When attending meetings/functions representing the Health District, follow the guidelines listed above.

7. Working on Construction Sites

Employees working on construction sites, in hazardous areas or situations, or where special safety equipment is required, must follow all safety regulations, guidelines and policies, including wearing hard hats and proper use of eye protection. In situations where an employee works on construction sites or in close proximity to power equipment, employees should not wear long or loose fitting clothing. Hair must be shoulder-length or shorter, or be contained totally within a hat or cap, in a hair net, or fastened in such a manner so as to reduce risk.

8. Casual Fridays

On Fridays, the Health District allows employees to dress in more casual fashion than is normally required, however, employees are still expected to present a neat appearance. Denim will continue to be allowed on Fridays.

9. Denim

Denim must be clean, not faded, not torn or worn. Denim can be worn by Field Inspectors during inspections. Denim can be worn during community celebrations that usually accompany special events such as the fair or rodeo time. They can be worn on Fridays by all staff and when otherwise approved by a supervisor.
10. Health District Logo

Clothing with the Northeast Tri County Health District logo may be worn for any public health related activity, to and from work, but not for activities off duty.

11. Policy Standards

An employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy.

Violations of this policy may also result in disciplinary action.

I have read and understand the above policy.

_________________________________________  ____________
Employee's Printed Name                      Date

_________________________________________
Employee's Signature
NORTHEAST TRI COUNTY HEALTH DISTRICT
PROCEDURE 9.2
REPORTING IMPROPER GOVERNMENTAL ACTION
AND
PROTECTING EMPLOYEES AGAINST RETALIATION

Policy Statement

It is the policy of the Northeast Tri-County Health District (hereinafter referred to as "Health District") (1) to encourage reporting by its employees of improper governmental action taken by Health District officers or employees and (2) to protect Health District employees who have reported improper governmental actions in accordance with the Health District's policies and procedure(s).

Definitions

As used in this policy, the following terms shall have the meanings indicated:

1. "Improper government action": means any action by a Health District officer or employee:
   a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
   b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

"Improper governmental action" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the Health District Administrator or the Health District Administrator's designee.

Health District officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.
If the employee's supervisor, the Health District Administrator, or the Health District Administrator's
designee, as the case may be, does not satisfactorily resolve a Health District employee's complaint
that he or she has been retaliated against in violation of this policy, the Health District employee may
obtain protection under this policy and pursuant to state law by providing a written notice to the Health
District Board of Directors that:

a. specifies the alleged retaliatory action; and

b. specified the relief requested.

Health District employees shall provide a copy of their written charge to the Health District Administrator
no later than thirty (30) days after the occurrence of the alleged retaliatory action. The Health District
shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the Health District or thirty (30) days after the delivery of the
charge to the Health District, the Health District employee may request a hearing before a state
administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief
provided by law. An employee seeking a hearing should deliver the request for hearing to the Health
District Administrator within the earlier of either fifteen (15) days of delivery of the Health District’s
response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation
to the Health District for response.

Upon receipt of request for hearing, the Health District shall apply within five (5) working days to the
State Office of Administrative Hearings for an adjudicative proceeding before an administrative law
judge:

Mailing Address: Office of Administrative Hearings
P.O. Box 42489
Olympia, WA 98504-2489

Physical Address: 2420 Bristol Court SW
Olympia, WA 98502

The Health District will consider any recommendation provided by the administrative law judge that the
retaliator be suspended with or without pay, or dismissed.

Responsibilities

The Health District Administrator is responsible for implementing the Health District’s policies and
procedures (1) for reporting improper governmental action and (2) for protecting employees against
retaliatory actions. This includes ensuring that this policy and these procedures (1) are permanently
posted where all employees will have reasonable access to them, (2) are made available to any
employee upon request and (3) are provided to all newly-hired employees. Officers, managers and
supervisors are responsible for ensuring the procedures are fully implemented within their areas of
responsibility. Violations of this policy and these procedures may result in appropriate disciplinary
action, up to and including dismissal.

kiecaire: Policies Procedures Chapter 9 Employee Responsibilities and Conduct Personnel Policy
Adopted: 10/92 Revised: 04/97: Revised: 10/20/10
Illegal drugs and employees under the influence of alcohol in the workplace are a danger to us all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do.

Northeast Tri County Health District will not tolerate the illegal use of drugs or alcohol here – and by law, we cannot. Under the Federal Drug-Free Workplace Act, in order for this agency to be considered a "responsible source" for the award of federal contracts, we have developed the following policy:

Effective immediately, any location at which Northeast Tri County Health District business is conducted, whether at this or any other site, is declared to be an ALCOHOL AND DRUG FREE WORKPLACE. This means:

All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using or being under the influence of illegal controlled substances in the workplace. The following is a partial list:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, "designer drugs," etc.)
- Alcohol and other intoxicants

Any employee violating the above policy is subject to discipline, up to and including termination, for the first offense.

Employees have the right to know the dangers of alcohol and drug abuse and use in the workplace, Northeast Tri County Health District’s policy about them, and what help is available to help combat these problems. This document spells out Northeast Tri County Health District’s policy.

Any employee convicted of violating a criminal drug statute in this workplace must inform Northeast Tri County Health District of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to so inform the agency subjects the employee to disciplinary action up to and including termination for the first offense. By law, Northeast Tri County Health District will notify the federal contracting officer within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

Employee Initials: ________

Northeast Tri County Health District reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.
ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS BY SIGNING BELOW. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.

I (print name), ____________________________, acknowledge that I have received and read Northeast Tri County Health District’s policy on a “ALCOHOL AND DRUG FREE WORKPLACE” and agree to abide by it in all respects. I acknowledge that this agreement is required as a condition of my employment/continued employment.

_________________________________________  
STAFF SIGNATURE                      DATE

The undersigned supervisor/management person acknowledges that she/he has reviewed the above Alcohol and Drug Free Workplace Policy with the employee herein.

_________________________________________  
SUPERVISOR/MANAGEMENT SIGNATURE        DATE

_________________________________________  
SUPERVISOR/MANAGEMENT (print)         POSITION

The undersigned Administrator assures that the employee has received a copy of this signed document and the original has been placed in the employee’s personnel file.

_________________________________________  
ADMINISTRATOR SIGNATURE               DATE

_______________________________________  
ADMINISTRATOR NAME (print)

kleaire: Policies Procedures Chapter 9 Employee Responsibilities and Conduct Personnel Policy
Adopted: 10/92 Revised: 04/97 Revised: 10/20/10

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NORTHEAST TRI COUNTY HEALTH DISTRICT
ALCOHOL AND DRUG FREE WORKPLACE PROCEDURES

- Provide a statement/policy notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited and specifying sanction for violations.

- Establish an ongoing drug-free awareness program that informs employees about the dangers of drug and alcohol abuse, Northeast Tri County Health District Alcohol and Drug Free Policy, and the penalties for convictions of drug violations in the workplace.

- Employees are required to report a conviction of a drug offense committed in the workplace within five (5) days of conviction.

- Upon employee notification, Northeast Tri County Health District must report within ten (10) days to contracting organizations providing direct federal monies for programs.

- Northeast Tri County Health District must impose sanctions on employees convicted for drug and alcohol activity in the workplace within thirty (30) days of receiving notice by:
  
  1. Taking appropriate personnel action against the employee, up to and including discharge.
  2. Or requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, local health, law enforcement or other appropriate agencies. Arrangements will include:

     A. Working agreements with county counseling agencies that are certified and licensed as drug abuse counseling services in Ferry, Pend Oreille, and Stevens Counties. The agreements will allow for acceptance of referrals from Northeast Tri County Health District employees required to participate in therapy.

     B. Treatment/therapy expenses will be covered to the extent of Northeast Tri County Health District medical benefit coverage for those employees enrolled in any plan.

- Demonstrating ongoing efforts to maintain an alcohol and drug free workplace.

Employee Initials: 

kleaire: Policies Procedures Chapter 9 Employee Responsibilities and Conduct Personnel Policy
Adopted: 10/92 Revised: 04/97: Revised: 10/20/10
NORTHEAST TRI COUNTY HEALTH DISTRICT
PROCEDURE 9.3
ALCOHOL AND DRUG FREE WORKPLACE POLICY

I. SCOPE

The Alcohol and Drug Free Workplace Policy applies to all employees of Northeast Tri County Health District (temporary or regular) including management, full and part-time workers.

The workplace includes the normal and customary location where the employee performs his/her job. This includes Health District offices as well as all locations where Health District business is performed (e.g. inspection sites, clinic locations or while at conferences on Health District business.)

II. POLICY

Northeast Tri County Health District recognizes the importance of a safe, healthy, and drug and alcohol free work environment. The Health District further believes that substance abuse is a public health problem. Therefore, the Health District desires to encourage and assist employees suffering from chemical dependency in their efforts to participate in treatment and recovery programs. This policy is implemented to assist in keeping the workplace free of employees who job performance is impaired by the abuse of drugs and/or alcohol.

Northeast Tri County Health District is committed to achieving and maintaining a alcohol and drug free workplace. Use, possession, sales, manufacture, distribution, dispensing, consumption or being under the influence of illegal drugs or alcohol while at work or while operating District or personal vehicles or equipment is prohibited.

Northeast Tri County Health District actively encourages and supports employees who have, or believe they have, substance abuse problems, to use the confidential resources of its Employee Assistance Program (EAP). It is the intent of this policy to encourage employee recovery from substance abuse. The Health District accepts chemical dependency as a treatable disease. Any employee found with this disease will be given the same consideration as employees with any other illness. Supervisors and managers are expected, and employees are encouraged, to refer employees with problems to the EAP.

Employees of the Health District are expected to comply with this policy as a condition of continued employment. Employees who do not comply with the requirements of this policy and related procedures are subject to discipline, up to and including termination. In addition, supervisors who use this policy in an arbitrary and capricious manner are subject to discipline. Confidentiality is essential. Any employee, including supervisors, violating this confidentiality will be subject to disciplinary action.
III. EMPLOYEE RESPONSIBILITIES

Northeast Tri County Health District is a public agency serving the residents of Ferry, Pend Oreille, and Stevens Counties. Employees are expected to provide services to the public in a professional and competent manner. All Health District employees have a personal responsibility to ensure a safe, supportive, and professional workplace. Confidentiality and good judgment are part of this responsibility.

With this commitment, each employee is responsible to notify her/his supervisor, or the supervisor’s designee:

A. If an employee observes or has knowledge of another employee in a condition which impairs his or her ability to perform job duties and may pose a hazard to the safety and welfare of others.

B. If the employee is arrested for a drug or alcohol related offense which may affect the status of her/his driver’s or professional license, and that license is required for work. Notification must occur on the next working day or within seven (7) calendar days, whichever is the soonest.

C. If the employee is taking prescribed or over-the-counter medications, and there is a likelihood that such medication could affect job safety.

D. If the employee is arrested for felony level drug possession, manufacture or trafficking, supervisor notification must occur within one (1) working day following the arrest, and failure to do so will be grounds for immediate termination. An employee arrested for felony level drug possession, manufacturing, or trafficking will be immediately placed on administrative leave, with pay or until a verdict is issued by the court of jurisdiction not to exceed one hundred (100) calendar days. Administrative leave with pay may be extended by action of the Appeal Committee or the Board of Health upon request. If convicted, the employee will be terminated.

E. If alleged controlled substances and/or illegal paraphernalia are discovered on Health District premises. Upon notification, the supervisor is expected to inform the Administrator.*

F. If the employee is requested to respond during non-working hours, and within the previous four (4) hours has consumed alcohol or medication and there is a likelihood that such medication could affect job safety, or is otherwise unable to perform his or her required duties.

*If the Administrator violates this policy, notification should be made to the Health Officer here and in other appropriate sections of this policy.
IV. **PROHIBITED CONDUCT**

A. While at work and/or while operating District vehicles/equipment, employees of the Health District are prohibited from:

1. a. Using, possessing, selling, manufacturing, distributing, dispensing, consuming and/or being under the influence of illegal drugs  
b. Using or being under the influence of alcohol during work hours or four (4) hours prior to work hours

2. Altering, contaminating, tampering, or substituting a urine specimen for drug testing

3. Using controlled substances not legally prescribed to them

4. Taking/using medication in any manner other than prescribed

5. Refusing to take a urine drug test when ordered by a supervisor for cause or as part of reinstatement to work

Any employee of the Health District violating any of the above conditions is subject to discipline, up to and including termination.

V. **IMPLEMENTATION PROCEDURES**

A. **Employee Awareness**

1. **Supervisory Training** - All supervisors will receive an initial training in understanding and application of the policy and procedures and will include training and methods for detecting drug and alcohol impairment. New supervisory personnel will be trained within ninety (90) calendar days of employment.

   Training acknowledgement forms must be signed, and will be kept in appropriate personnel files.

2. Employees will be required to attend orientation to the policy and procedures on Health District time.

   In compliance with the Federal Drug-Free Workplace Act, these sessions for both supervisors and employees will address, at a minimum:

   - An explanation of the policy and its provisions
   - Information of commonly-used drugs, and their specific dangers in the workplace
   - Information on local resources for education, intervention, assessment, and treatment for alcohol or other drug abuse or dependency

3. The Health District shall maintain an ongoing program of employee education regarding issues of substance abuse and chemical dependency.
B. Drug Testing

General Provisions

All provisions for drug testing shall be subject to the appropriate collective bargaining process as determined by regulations of the National Labor Board of the Public Employment Relations Commission. Any Health District initiated drug test will be paid for by the Health District.

To assure accuracy, fairness, and consistency, all drug testing shall be performed by a laboratory certified by the National Institute on Drug Abuse (NIDA).

All provisions for ensuring accurate and respectful sample collection, and for ensuring accuracy in the chain of custody samples, will be established and observed according to NIDA standards. Sample collection for cause, and for pre-employment testing shall meet the NIDA “unobserved collection standards.” Sample collection for post-treatment follow-up shall meet the NIDA “observed collection standards.” Whenever possible, employees tested for cause shall be given a choice of two (2) NIDA certified collection sites. Persons being tested for post-treatment follow-up shall be tested at a NIDA certified site designated by the Health District.

Results will be treated in a confidential manner, and reported only to the Administrator or Health Officer. All samples which indicate a positive laboratory analysis will be reviewed by an independent Medical Review Officer, who shall report positive results only after investigating all circumstances, including the opportunity for an interview with the employee within five (5) working days.

If an employee wishes to appeal the results of a positive drug test, he/she may do so at his/her own expense as long as the same sample is used, and the second test is conducted at a laboratory which is certified by NIDA. If a third test is required to resolve conflicting test results, the Health District will be responsible to pay for this test.

Drug Testing Circumstances

1. For Cause – Supervisors will require employees to submit to drug testing in the following circumstances:

   (a) When there is a reason to suspect that an employee is impaired at work and is acting in an abnormal manner, as a result of alcohol or other drugs based upon observable behavior(s) which shall be documented in writing by a supervisor, or two (2) supervisors, if available.

   Examples of such observable conditions include: slurred speech, staggered gait, noticeable mood swings, assaulitive behaviors, noticeable smell of alcohol or other drugs, significantly impaired work performance, etc.

   (b) An employee is involved in a job-related accident or incident resulting in property damage, or personal injury sufficient to require leaving the workplace to receive medical attention and the supervisor has reason to suspect that either of these is the result of alcohol or other drug related impairment.
An employee who is required to take a drug test during work hours for cause shall be transported, as soon as possible, to an appropriate sample collection site by the supervisor, or his/her designee, and then arrange for return to the employee’s residence and placed on administrative leave with pay, pending results of the test. Whenever possible, employees tested for cause shall be given a choice of two (2) NIDA certified collection sites.

Employees reported by the Medical Review Officer as testing positive will be given the opportunity for rehabilitation through the Employee Assistance Program (EAP). If an employee has violated this policy and has successfully participated in an EAP rehabilitation program, subsequent violations will subject the employee to discipline up to and including termination. Referral to the EAP may not be an alternative.

This policy does not provide disciplinary amnesty for employees exhibiting deficient performance or damage to property to persons as a result of their impaired state. However, when the employee who tests positive chooses referral to the EAP as alternative or adjunct to discipline, the employee shall:

- Receive a diagnostic assessment through the EAP
- Comply with any treatment recommendations of the EAP
- Sign appropriate consent forms to release appropriate (status re: return to work) information to the Health District
- Comply with both the recommendations of the treatment program and the performance requirements of the job
- Comply with the terms of the agreement structured with the EAP, and supervisor, listing components of compliance, including random urine screens as described below

Violations including noncompliance of the EAP agreement are subject to discipline up to and including termination.

2. **Post-Treatment**

Any employee who accepts treatment for chemical dependency or substance abuse as an alternative or adjunct to discipline following a positive drug test will be subject to random drug testing up to four (4) times per year for two (2) years following the successful completing of treatment.

Such testing shall be coordinated by the EAP, and results communicated to the Administrator.
C. Employee Assistance Program

As a sign of its commitment to encourage employees to address those personal problems which affect work performance, the Health District provides an Employee Assistance Program (EAP). The EAP is a confidential resource, providing these services:

- Assessment of the personal problem
- Referral to appropriate assistance
- Follow-up to ensure problem resolution

Employees can access the EAP in either of two (2) ways:

- By calling the EAP number and arranging an appointment for assessment. This is known as self-referral.
- By having a supervisor offer EAP services to an employee whose job performance is deteriorating and not responding to normal corrective action. This is known as supervisory referral.

(The offer of EAP in lieu of termination – or other discipline – following a positive drug test or documented violation of the Alcohol and Drug Free Workplace Policy is also considered a supervisory referral.)

In either case, the following provisions apply:

- Participation in the EAP, even when referred by a supervisor, as an alternative to discipline, is always voluntary. It is the employee’s choice to accept the referral, and to accept any treatment recommendation of the EAP.

- Confidentiality will be maintained to the highest degree possible. No information of a personal nature will ever be divulged without the employee’s signed consent. Only in cases of EAP involvement following a positive drug test (as outlined above), or when the employee accepts EAP referral as an alternative to termination for any reason, will the EAP inform the Administrator of the employee’s continuing compliance with the program.

- Participation in the program is not a step in the disciplinary process, and will not jeopardize an employee’s job security or promotional opportunities. On the other hand, employees participating in the program are expected to make progress in resolving personal problems which affect work performance. Failure to do so will not shield an employee from administrative or disciplinary action for continuing poor performance.
VI. DEFINITIONS

- "Chemical dependency": illness produced by repeated use of alcohol or other drug resulting in inability to perform assigned work satisfactorily or in unacceptable behavior on the job.

- "Collection site": means a place where individuals present themselves for the purpose of providing body fluid or tissue samples to be analyzed for specified substances. The site must possess all necessary personnel, materials, equipment, facilities, and supervision to provide for the collections, security, temporary storage, and transportation or shipment of the samples to a laboratory. This site must meet the National Institute on Drug Abuse (NIDA) collection and chain of custody standards, and in no case would be a county operated collection site.

- "Controlled substances": has the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedules I through V as they may be revised from time to time (21 CFR 1308), and Washington State RCW 69.50, and includes all substances on Schedule I through V as they may be revised.

- "District premises" or "workplace": includes the normal and the customary location where the employee performs his/her job. This includes Health District offices as well as all locations that Health District serves are performed. (e.g., inspection sites, clinic location)

- "District vehicles": includes all District owned vehicles and personally owned vehicles while being used for official District business.

- "Drugs": mind-altering substances, whether illegal according to statute, or legal in some circumstances (e.g., alcohol and certain medication).

- "Employee": those individuals employed or contracted by the Health District covered by Labor and Industries (L & I).

- "Medical Review Officer": means a licensed doctor of medicine or osteopathy with knowledge of drug abuse disorders contracted by the Health District to review the drug testing in accordance with this policy.

- "Substance Abuse": refers to the misuse of any mood-altering substance, whether legal (e.g., alcohol) or illegal, in the workplace as well as the misuse away from work where there is residual that might affect work related performance behaviors.

- "Under the influence" or "impaired": the phrase "under the influence" and the word "impaired" shall be synonymous for purposes of this policy. A person shall be considered "under the influence" or "impaired" if that person's ability to perform his/her duties or job is lessened in any appreciable way.
VII. SEPARABILITY AND SAVINGS

If an Article or Section of this policy should be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this policy shall continue in full force and effect. The Article or Section held invalid shall be renegotiated for the purpose of an adequate replacement.

VIII. ADOPTION, MONITORING, AND AMENDMENT

This policy shall be reviewed and adopted by formal action of the Board of Health of Northeast Tri County Health District. This policy may be amended by subsequent formal action of the Board of Health.

Upon adoption, the Administrator shall appoint a Alcohol and Drug Free Workplace Policy Review Committee which shall review these policies at least once every year. This Committee shall recommend any revisions deemed necessary or beneficial. The Alcohol and Drug Free Workplace Policy Review Committee shall review the performance of the Employee Assistance Program serving the District. This Committee shall make recommendations regarding the Employee Assistance Program.
NORTHEAST TRI COUNTY HEALTH DISTRICT
PROCEDURE 9.4
LIMITATIONS OF GIFTS

I. In 1994, a new section of RCW (Revised Code of Washington) 42.23 was added which speaks to the receipt of "gifts" by public employees. Although this may happen infrequently, it is essential that all staff understand limitations placed on us because we are public employees.

II. For the most part, accepting gifts may be construed as influencing a decision or as a reward for some decision. However, there are exceptions which make the following allowable (as described in the law):

A. Unsolicited flowers, plants, or floral arrangements;
B. Unsolicited advertising or promotional items of nominal value such as pens or writing pads;
C. Unsolicited tokens or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
D. Unsolicited items received for the purpose of review or evaluation if the employee has no personal beneficial interest in the eventual use or acquisition of the item by the employee's agency;
E. Food and beverages consumed at hosted receptions or meals where attendance is related to an employee’s duties;
F. Admission to and the cost of food and beverages consumed at events sponsored by or in conjunction with a civic, charitable, governmental, or community organization;
G. Unsolicited gifts from dignitaries from another state or foreign country that are intended to personal in nature;
H. Payment for seminars and educational programs sponsored by a bona fide nonprofit professional, educational, or trade association, or charitable institution

III. When an employee makes a presentation where a honorarium or fee will be paid for the employee’s work, those fees or honoraria are to be turned over to the Health District and, as a result, are not construed as "gifts".

IV. Some of the items employees are given are candy; flowers; holiday food baskets; coupons for discounts at retail establishments; etc. Those items can be accepted and should be made available to staff in a common room area – coffee rooms; lunch room; etc. If an employee is given something and is unsure about its appropriateness, discuss with your supervisor, a division director, or administrator.
At Northeast Tri County Health District, we are committed to achieving and maintaining a positive work environment and agency culture. A positive work environment impacts morale, employee motivation and quality of life. In order to create a more professional and healthy workplace, we as an agency are taking steps in working toward this goal.

**In a healthy and positive work environment:**
- Communication is based upon mutual respect, regardless of individual differences
- Teamwork and productivity are high
- Employees have a positive attitude about coming to work and the work they do
- Everyone recognizes that each person and department has a vital role to the work we do--Employees amongst all departments and buildings are helpful toward one another and have a true team spirit
- Development of positive relationships and rapport amongst staff is encouraged and valued
- Employee morale is high
- Higher emphasis is placed on the positive traits and contributions of employees rather than negative traits or contributions
- Issues are dealt with in appropriate, constructive ways
- Efforts are made to redirect an employee in ways that encourage personal growth and will be of benefit to the agency and community

In the workplace, gossip and negativity can drain a company and downshift employee job satisfaction. We all have participated in this, yet most of us say we don’t like it.

**In a negative work environment, gossip and negativity have many harmful side effects:**
- Are divisive and encourage people to take sides
- Decreased trust amongst colleagues
- Decreased productivity
- Are harmful to the reputation of the employee/s and agency
- Increased employee turnover
- Impact employee morale
- Detract from teamwork
- Resolutions are not often swift and therefore a lot of management time, energy and emotion can go into dealing with the issue. This pulls them away from activities and work for the broader benefit of the staff, agency and community.
- Lead to an overall unhealthy and stressful work environment for everyone
- Lives are affected in immeasurable ways

**What exactly does “gossip” mean? Here are some definitions:**
- Negative communications outside the presence of the subject of the communication
- Unwelcome and negative gossip involving criticizing another person
- Conjecture that can injure another person’s credibility and reputation. Gossip may or may not be based on actual facts.
"COMMUNICATIONS AND MUTUAL RESPECT POLICY"

I _______________________agree to the following:

(print name)

In order to have a more professional and harmonious workplace, I agree to:

1. Communicate with work colleagues in a way that is respectful and in the same manner that I would like to be treated.
2. Focus on my own business, do good work, be a professional adult and lead by example.
3. Not speak or insinuate another person’s name when that person is not present unless it is to compliment or reference regarding work matters.
4. Be respectful of my neighbor’s work atmosphere and strive to honor their need for a quiet work environment.
5. Use one of the following methods to disengage from or discourage conversations that are harmful or negative:
   a. Walk away or change the subject
   b. Say that you are not comfortable talking about others in that way
   c. Tell the person who is gossiping that maybe you both should go and ask the person the gossip is about to clarify the information.
   d. Suggest they work out the issue with the employee on their own and go to their supervisor if the situation can’t be resolved
   e. When someone has shared something negative, let the gossip end there. Do not share it further. Lead by example.
6. Use social media (email, IM, texting, blog, facebook or other form of electronic communication) in a way that is not defamatory to a colleague or to the agency.
7. “Keep the problem here and keep it small”. This means refraining from conversations outside the agency that have the potential to make the problem worse or reflect negatively on the agency.
8. Use the proper channels to report a concern to the person in authority so they may appropriately address the issue.
9. The understanding that “Communications and Mutual Respect Policy” violations will result in progressive disciplinary action, and have the potential to lead to termination.

Employee Signature: ___________________________ Date: ______________

EVERY employee at NETCHD has a contribution towards either a positive or negative work environment. In helping build a culture of positivity and mutual respect, make every effort to make your contribution a positive one.

klecaire: Policies Procedures Chapter 9 Employee Responsibilities and Conduct Personnel Policy
Adopted: 10/20/10
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, bribes or lying.
(5) Violation of the Health District’s telephone use policy.
(6) Any breach of confidentiality.
(7) Smoking in any unauthorized posted 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. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
(14) 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.
(15) Falsification of records/paperwork required in the transaction of Health District business.

(16) Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work. Concealing defective work.

(17) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.

(18) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.

(19) 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.

(20) 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.

(21) 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.

(22) 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 discharge of an employee (other than trial service employees), the Health District will conduct a pre-discharge hearing. The pre-discharge hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional information before a discharge decision is finalized.

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 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 notice of resignation. Senior management staff should provide more than two (2) weeks notice if at all possible. This time limit may be waived by the Administrator with employee's supervisor's recommendation.
NORTHEAST TRI COUNTY HEALTH DISTRICT
PERSONNEL POLICY
CHAPTER 11
COMPLAINT PROCEDURES REGARDING INTERPRETATION OF PERSONNEL POLICIES

11.1 COMPLAINT PROCEDURES REGARDING INTERPRETATION OF PERSONNEL POLICIES

The Health District recognizes that sometimes situations arise in which employees feel that they have not been treated in accordance with Health District personnel policies. For this reason the Health District provides its employees with procedures for resolving this type of complaint.

Step 1: Employees should first try to resolve any problem or complaint regarding interpretation of personnel policies with their supervisor.

Step 2: When normal communication between an employee and the supervisor is not successful, or when an employee disagrees with the application of Health District personnel policies, the employee should attempt to resolve the problem with the Division Director.

Step 3: If the employee is not satisfied with the response from the Division Director, the employee may submit the problem, in writing, to the Administrator. The written complaint must contain at a minimum:

1. A description of the problem;

2. A specific personnel policy or procedure which the employee believes has been violated or misapplied;

3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

4. The remedy sought by the employee to resolve the complaint.

The written complaint must be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.

The Administrator may meet with the parties, either individually or together, and will usually respond in writing to the aggrieved employee within ten (10) days of the meeting. The Administrator's response and decision shall be final and binding. The employee may appeal the Administrator's decision through the Health District Appeal policy.
Read the following, then sign and return this form to the Administrator. The form will be placed in the employee’s personnel file.

Attached are Northeast Tri County Health District’s personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, Health District personnel practices and rules, and organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the Health District and its employees.

As the Health District grows and changes, personnel policies may change. The Health District, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Administrator and Board of Health. You will be notified of any such changes.

Please understand that no supervisor, manager or representative of the Health District has the authority to make any written or verbal statements or representations which are inconsistent with these policies.

If you have any questions about these policies or any other policies of the Health District, please feel free to ask your supervisor, division director or administrator.

I have received a copy of the Health District personnel policies and I have read and understand the statement above.

_____________________________  ______________________
Employee Signature                  Date

☐ Return the original signed copy to the Administrator – keep a copy for your records