

payday described in this section falls on a weekend or holiday, paychecks will be available or pay amounts will be directly deposited on the next regular business day. Paychecks will not be released to any person other than the employee unless the employee has provided written authorization to the Business Office.

The District will withhold from the employee's paycheck those deductions required by law (payroll taxes and withholding, court-ordered garnishments, etc.), as well as any voluntary deductions authorized by the employee and approved by Human Resources.

Complaints or Concerns: If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been taken from your pay or that your pay does not accurately reflect all hours worked, including overtime, report your concerns to Human Resources immediately. The District will promptly investigate all reported complaints and, if appropriate, take corrective action.

Snohomish Health District prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this section. Specifically, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this section or applicable law.

4.05 REIMBURSEMENT OF BUSINESS EXPENSES

Travel Expenses. From time to time, District employees may be required to travel away from their office location in connection with District business or training opportunities. Division Directors must approve any overnight travel in advance. Travel time will be compensated in accordance with applicable wage and hour laws.

District employees will be reimbursed for reasonable and customary expenses incurred in connection with the business of the District, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Where an employee is asked by the District to use the employee's personal automobile on District business, mileage reimbursement will be in accordance with the then-current reimbursement rate established by the IRS. Such usage shall be in accordance with the "Use of Personal Vehicles for District Business" section of this Handbook. Expenses for lodging, meals, parking and other travel-related expenses will be reimbursed following the employee's submission of an expense reimbursement request to their supervisor. Reimbursement requests must generally be supported with legible receipts, and must be signed by the employee and his/her supervisor or Division Director.

Other Work-Related Expenses. The District will reimburse employees for reasonable work-related expenses, such as long-distance or cellular phone calls for District business. Expenses should generally be approved by your supervisor, and must be supported by appropriate documentation. Employees should submit an expense reimbursement request to accounts payable.

4.06 WORK HOURS AND SCHEDULING

Snohomish Health District offices are open for the transaction of business with the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of official District holidays. Accordingly, the work day for employees will be scheduled to provide coverage for all District functions during regular business hours. In addition, employees

may occasionally be required to work on weekends or for emergency response. Managers and supervisors have the responsibility to establish work schedules that accommodate operational priorities in their divisions or work groups. Your supervisor will advise you of the work hours associated with your position. Managers and supervisors have discretion to approve alternative work schedules on a temporary or ongoing basis if the supervisor believes that the alternative schedule will not impact operational needs or otherwise be inconsistent with the District's interests. Approval may be withdrawn in the event the supervisor determines that the arrangement is not in the District's best interests. Managers and supervisors also have discretion to require alternative work schedules where necessary to meet operational needs.

Full-Time Schedules. All regular full-time employees will be assigned to one of the following schedules:

- a) 5/8s. Unless otherwise agreed, regular full-time employees will be assigned to work five (5) eight- (8) hour days on duty, within the employee's work week, with two (2) c days off. The daily starting and ending times for employees working a 5/8 schedule will be consistent with the standard operating hours of the work group to which the employee is assigned.
- b) 4/10s. Upon mutual agreement, full-time employees may be assigned to work four (4) e ten- (10) hour days on duty. ,
- c) 9/80. Upon mutual agreement, full-time employees may be assigned to work a combination of eight (8) nine- (9) hour days and one eight (8) hour days on duty, during a two week period that results in eighty (80) scheduled work hours during a two (2) workweek period.
- d) Alternate Work Schedules. Upon mutual agreement, full-time employees may be assigned to work weeks and work shifts of different lengths in order to meet business and customer service needs or in response to employee request. An alternate schedule will include at least two (2) consecutive days off.
- e) Flex. Upon mutual agreement, full-time employees may be assigned to work a flexible schedule of forty (40) hours per work period with starting and ending times set by agreement between the employee and his or her supervisor.

Part-Time Schedules. The District will determine the schedule for part-time employees based on operational needs and the role of the employee.

Exempt Employees. Allowing flexible work schedules for exempt employees is challenging due to FLSA rules, as well as assuring proper supervision of staff if they are supervisors. The normal work schedule for directors, managers, and supervisors shall be based on working five days a week, covering the large majority of hours worked by staff they manage. Directors, managers, and supervisors may request, in writing, the use of a flexible schedules to include oversight of their staff, ability to respond to issues that arise, impact on community partners and district management team, and how to respond to temporary surges in workload. Use of flexible schedules does not change their FLSA-exempt status, and as such exempt employees must put in whatever hours are necessary to effectively complete their jobs; for example, a manager on a four day schedule will occasionally work a fifth or sixth day in a week without resulting in extra pay or comp time. An exception to extra pay or comp time will be reviewed in the event of an emergency response.