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## INTRODUCTION

### 1.01 WELCOME TO SNOHOMISH HEALTH DISTRICT

If you are a new employee of Snohomish Health District (SHD), welcome to our team. For those of you who have been with us for a while, thank you for your continuing service. Our goal is to recruit, develop, and retain outstanding employees who are committed to fostering public health excellence. You are part of a dedicated team of Public Health employees and we are here to support you as you support the District's mission.

This Employee Handbook is intended as a helpful resource regarding your employment with SHD. It covers topics including:

- The mission, vision, and organization of our agency
- Organizational structure and how various divisions and programs support our agency goals
- Tools and resources that are accessible and where to find them
- Benefits programs and payroll
- Agency policies and procedures
- Information to keep you safe while at work

Thank you for being a part of the Snohomish Health District team. We hope you find working for SHD a rewarding, challenging, inspiring, and personally satisfying experience. We look forward to working with you!

### 1.02 ABOUT SNOHOMISH HEALTH DISTRICT

#### Vision Statement

By leading and partnering with our communities we create a resilient and healthy community throughout Snohomish County.

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#### Our Mission

To improve the health of individuals, families and communities through disease prevention, health promotion, and protection from environmental threats.

The Snohomish Health District spear heads efforts to protect, promote, and advance the collective health of our community.

#### Values

- Commitment to our community – Dedicated to those we serve and pursuing the common good. We engage our community and partners to help solve problems, share new ideas, and explore perspectives. Holding a very inclusive and broad view of the entire community and its needs, we focus our collective energy on producing positive benefits.

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- Advancing clear, open and honest communication – Prioritizing good communication with the Board of Health and the community is fundamental to the effective operation of the District. This includes speaking openly, practicing active listening and prioritizing timely internal and external communications, not only ad hoc, but also through formalized processes and channels. An environment that strives to be free of surprises, helps build trust and fosters teamwork across the organization and with the community.
  - Responsible use of resources – We are deliberate stewards of the public resources with which we are entrusted. We commit to employing evidence-based strategies, careful deliberation and transparency of decisions. We demonstrate integrity through smart spending of time and money and establishing measurable and attainable expectations.
  - Driven by diversity, equity and inclusion – We are open to different opinions and ideas, inclusive of everyone, and committed to understanding the inequities that are barriers to healthy lives and living. We adapt to changes in the community, its composition and demographics, its needs and concerns, and strive to provide services equitably. The organization celebrates and respects the uniqueness of cultures, communities and diverse ideas, and strives to reflect the community's demographic.
  - Operating as a team – The District works as a team and is accountable to each other in improving the health of the community (achieving our goals) by taking pride and ownership in our work, meeting our agreed timelines and celebrating our successes. We trust and respect each other and can acknowledge our mistakes, and we individually and collectively strive to deliver quality services.
- 
- Responsibility – We are responsible and accountable for using our resources wisely
  - Partnership – We work in teams and partnerships
  - Diversity – We have a responsibility to respect and serve all, and we respect and value the diverse backgrounds, skills, and contributions of staff
  - Communication – We practice a clear, open, and honest communication to promote a creative and productive workplace
  - Confidentiality – We maintain confidentiality of clients', personal, sensitive, or privileged information
  - Service – We are here to be of service to our clients, community, and constituents

#### Guiding Principles

- Pursuit of excellence
- Responsibility
- Confidentiality
- Partnerships
- Communication
- Diversity
- Access
- Sound policy and administration

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As employees, we need you to be committed to our vision, mission, and principles values. Make the vision happen by taking an active role in our agency's work. Remember that while performing even the most routine activity, you are a representative of SHD. Your words and actions leave a lasting impression. While commitment to excellence helps us to better serve the community, it also helps us to enjoy a more productive, exciting work environment.

### **1.03 PURPOSE AND SCOPE OF EMPLOYEE HANDBOOK**

This Employee Handbook summarizes the District's basic personnel policies and is intended to serve as a resource concerning your employment with the District. This Handbook supersedes all prior personnel policies of the District, except where such pre-existing policies are referenced in this Handbook. As the District grows or evolves, personnel policies may change. The District, therefore, reserves the right to modify, revoke, suspend, terminate or deviate from the policies set forth in this Handbook at any time. The District will provide advance notice of any policy changes, to all appropriate representatives and employees.

There are several things to keep in mind about this Handbook. First and foremost, the Handbook contains only general information and guidelines. It does not constitute an employment contract, or promises of specific treatment, or a promise of employment of any specific duration between the District and its employees. Second, this Handbook is not intended to address every aspect of your employment in detail. In some cases, details may be found in other controlling documents, such as collective bargaining agreements or summary plan descriptions of benefit plans. You may also have questions about whether and how a section applies to a specific situation. For any questions about a specific employment issue, please contact Human Resources for guidance.

Additionally, this Handbook applies to all employees of Snohomish Health District. Certain policies – including those addressing behavioral expectations, unlawful harassment, confidential information and ethics – also apply to volunteers and interns. In cases where these policies conflict with an applicable state or federal law or an individual written employment agreement or collective bargaining agreement, the terms of the law or contract will control. In addition, employees covered by a collective bargaining agreement should look to that agreement as the exclusive source of information describing wages and fringe benefit entitlements.

Finally, please note that in addition to the policies included in this Handbook, your division or work group may have standard operating procedures or other work rules that pertain to you. Those rules and procedures supplement the personnel policies included in this Handbook.

## **GENERAL EMPLOYMENT POLICIES**

### **2.01 EQUAL EMPLOYMENT OPPORTUNITY**

Snohomish Health District is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex, race, religion, marital status, military or honorably discharged veteran status, age, national origin, sexual orientation, gender identity, color, creed, ancestry, disability, genetic information or any other basis prohibited by law.

Any employee who believes that he or she has been discriminated against or who has suffered from unlawful harassment or retaliation should report it to his/her supervisor, any SHD manager, or Human Resources. Any manager who received such a complaint should report it to Human resources immediately. Upon receipt of a complaint, the District will investigate and take appropriate corrective action as may be warranted.

### **2.02 DISABILITY ACCOMMODATION**

Snohomish Health District complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the District will provide a reasonable accommodation to qualified employees with a disability if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship or a direct threat to the health or safety of others.

If you would like to request reasonable accommodation, please contact Human Resources. Human Resources will work with you (and your health care provider, as needed) to evaluate the need for reasonable accommodation and options for providing reasonable accommodation.

### **2.03 RELIGIOUS ACCOMMODATION**

The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the SHD business or operations. If you believe you need accommodation for religious reasons, please contact Human Resources.

### **2.04 PROHIBITION OF UNLAWFUL HARASSMENT**

Snohomish Health District is committed to providing a workplace that is free from discrimination or any kind of unlawful harassment. In keeping with this commitment, the District will not tolerate harassment by District employees or of District employees by anyone, including any co-worker, contractor, vendor, member of the public, or other third party. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, or other protected group status. The District will not

tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

**Sexual Harassment.** Sexual harassment is one form of unlawful harassment that will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

**Examples of Harassment.** Each individual must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of unlawful harassment include, but are not limited to:

- Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Other: making or threatening reprisals as a result of a negative response to harassment.

**Complaint Procedure.** If you believe you are being subjected to unlawful harassment or discrimination, or if you become aware of such conduct being directed at someone else, promptly notify Human Resources, your supervisor, or any member of District management. You may also submit a complaint to the Chair of the Board of Health. The District encourages employees to use this harassment reporting policy without worrying about whether the conduct involved would be considered harassment in a legal sense. If you think it might be harassment, report it. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of an employee's job, including co-workers, contractors, vendors, suppliers, members of the public, or any other third party.

All complaints will be investigated thoroughly and promptly. To the extent possible, complaints will be handled confidentially. Refusal to cooperate in an investigation will be grounds for discipline up to and including termination.

The District prohibits retaliation or adverse action against employees because of their good faith report of harassment or participation in the investigation of alleged harassment.

Discipline. If the investigation shows the accused individual engaged in harassment, appropriate action will be taken, as in the case of any other serious misconduct. Such actions may include warnings, verbal and/or written reprimands, suspension or termination.

## **2.05 WORKPLACE VIOLENCE**

Prohibition of Workplace Violence. Snohomish Health District strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around District premises or the workplace, or otherwise related to District employment:

- Threatening or causing injury to a person;
- Fighting or threatening to fight with another person;
- Using or threatening to use a weapon while on all District premises;
- The possession, custody, storage, or control of a firearm on all District premises (unless the employee has advance written permission from the District);
- Abusing or damaging property;
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner, e.g. yelling or screaming;
- Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

“District premises” Definition. The term “District premises” means all areas under District ownership and/or control, including, but not limited to: buildings, offices, vehicles, work areas, lounges, desks, cabinets, lockers, and storage areas. Snohomish Health District reserves the right to search all District premises and employee property brought onto District premises when the District determines that such a search is a reasonable and necessary precaution for workplace safety.

Reporting Violent Conduct. Any workplace violence incidents or incidents presenting a potential for violence are to be reported by an employee to their supervisor (and/or Human Resources) as soon as possible. Where the supervisor and Human Resources are implicated in the complaint, a report may be made to the Chair of the Board of Health. Incident reports are to be completed as appropriate. If management determines that an employee has violated this section, the employee will be subject to discipline up to and including discharge, as deemed appropriate by the District. The District shall handle specific concerns with customers or other public parties as it determines under its policies and procedures.

Imminent Danger/Violence Incident Procedure. Any employee who reasonably believes that a situation with an aggressive employee, guest, citizen contractor, vendor, or other party may immediately become violent and may put the employee or others in imminent danger at the work site, should promptly leave the work area and report to his/her

supervisor (and/or Human Resources). Depending on the circumstances, the employee may first call 911 and/or try and secure the area and see that no other individuals are potentially at risk. No disciplinary action shall be taken against any employee who leaves a work area when the employee has a reasonable belief that an emerging situation with an aggressive person is likely to turn violent at that time at the work site. The supervisor should take immediate action by calling 911 (if warranted) and contacting Human Resources. The timing and circumstances of the return by the employee to the work area should be coordinated by the employee with District management.

**Security Precautions.** Staff security is one of the District's highest priorities. All District security policies and rules must be adhered to at all times. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge, as deemed appropriate by the District.

## **2.06 CODE OF ETHICS/CONFLICTS OF INTEREST**

Snohomish Health District is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities, and to complying with all applicable laws. This section is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

**Conflict of Interest:** The District prohibits all employees from using their position with Snohomish Health District or Snohomish Health District's relationship with its clients, vendors, or other business affiliates for private gain or to obtain benefits for themselves or members of their family. For purposes of this section, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal) interfere with Snohomish Health District's interests or the employee's work-related duties. If you have a question about whether a situation is a potential conflict of interest, please contact Human Resources. By way of example, employees shall not:

- Use or give the appearance of using their positions for personal gain for themselves or for those with whom they have family, business or other personal interests.
- Receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity or favor from any person or from any officer or director of such person, if they have reason to believe the donor would not give the gift, gratuity or favor but for their position with the Snohomish Health District.
- Receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity or favor from any person or from any officer or director of such person, if they have reason to believe such person:
  - Has or is seeking to obtain contractual or other business or financial relationship with the District; or
  - Conducts operations or activities that are regulated by the District; or
  - Has interests which may be substantially affected by the performance or non-performance of official duties.
- Have a beneficial interest, directly or indirectly, in any contract, sale, lease or purchase that may be made by, through or under their authority, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward from any such person beneficially interested therein.
- Use any person, money, equipment or property under their official control, custody or direction for their own private gain or benefit.

Outside Employment: Outside employment can create a conflict of interest. Employees may engage in another job outside their employment with Snohomish Health District if the outside job does not conflict with the interests of the District or interfere with the employee's ability to perform the District job. Specifically, outside activities may not:

- Interfere with District job responsibilities;
- Be conducted during the employee's work hours;
- Utilize District telephones, computers, supplies, or any other resources, facilities or equipment;
- Involve employment with or the provision of consulting to a firm that contracts with or does business with the District; or
- Be reasonably perceived as a conflict of interest, or raise a reasonable appearance of a conflict of interest.

Before accepting outside employment, an employee must disclose the work to his/her supervisor and obtain a determination that the outside job would not constitute a conflict of interest.

Consensual Relationships Between Employees: At times, consensual romantic and/or sexual relationships may develop between co-workers. When such a relationship arises between an employee who has supervisory authority and one who does not, an actual or perceived conflict of interest may exist. Accordingly, these situations must be disclosed to Human Resources. The District will carefully consider the circumstances and may take appropriate action to address any conflict of interest. A supervisor's failure to disclose a relationship pursuant to this section may be grounds for discipline, including demotion or termination.

Employee Relationships with District Clients or Patients. Employees are expected to maintain a courteous, business-like, and professional relationship with clients and patients of the District. The confidentiality of the District/Patient or District/Client relationship is to be respected by employees, and all laws and practices governing such confidentiality observed.

## **2.07 CONFIDENTIAL INFORMATION**

In the course of your employment with Snohomish Health District, you may have access to sensitive personal and medical information about those we serve, as well as access to confidential information about District operations. This confidential information (whether in verbal, written or electronic format) may not be disclosed to anyone, except where required for a business purpose. The disclosure of confidential information (whether purposefully or inadvertently through casual conversation) not only violates District policy, but may also violate applicable state law. Any unauthorized disclosure of confidential information may result in disciplinary action up to and including discharge. In addition, given our legal obligation to protect the confidentiality of protected health information, unauthorized disclosure may result in the termination of District contracts and possible monetary fines or criminal penalties for those responsible.

Given the importance of the District's confidentiality obligations, the District has adopted the following practices to ensure the confidentiality of all verbal, written or electronic client health information:

- All employees, contractors, students and volunteers are required to sign an Assurance of Confidentiality statement annually. This statement will provide an assurance that the signing individual will hold protected health information and individually identifiable health information in confidence, and that the individual understands that any violation of confidentiality expectations may result in disciplinary action up to and including dismissal, dissolution of contractual agreements and/or possible monetary fines or imprisonment.
- All new employees, contractors, students and volunteers will meet with the Health Information Manager immediately upon commencement of work and will receive confidentiality training appropriate to their job at SHD. The Assurance of Confidentiality will be signed at that time.
- Employees, contractors, students and volunteers who remain members of the workforce at the beginning of each new year will sign the Assurance of Confidentiality statement as soon as possible after the first working day of the new year.
- Signed confidentiality statements will be placed in an individual's personnel file, or for non-employees, will be retained in an appropriate contract or other file.
- Confidentiality training on the privacy and security of protected health information and individually identifiable health information will be provided annually. All members of the workforce will be required to attend confidentiality training every two years.
- Confidentiality training will be provided additionally as necessary and appropriate when policies and procedures or state or federal regulations are revised.
- Training provided to member so the workforce will be documented and maintained in writing or electronically for at least six years.

## **2.08 WORKPLACE SAFETY/REPORTING OF INJURIES**

Every employee is responsible for maintaining a safe work environment. Employees must promptly report all unsafe or potentially hazardous conditions to their supervisor. Snohomish Health District will make every effort to remedy problems as quickly as possible. If an employee endangers other employees or the public, the action may result in immediate suspension or other disciplinary action up to and including termination.

If an employee is injured while on the job, no matter how minor, the employee must immediately notify his/her supervisor or Human Resources about the injury. The supervisor should promptly confer with Human Resources to ensure appropriate forms are completed.

In the event of an emergency, such as an employee's need for immediate medical care or an imminent safety threat such as fire or other hazard, employees should first address the immediate need by calling 911 or otherwise seeking assistance. As soon as

possible thereafter, employees should report the situation to their supervisor or Human Resources.

Please refer to the district's Safety Manual for more safety information and requirements.

## **2.09 WHISTLEBLOWER PROTECTION**

Snohomish Health District, in compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41, encourages employees to disclose any improper governmental action taken by District officials or employees without fear of retaliation. This section also safeguards legitimate employer interests by encouraging complaints to be made first to the District, with a process provided for speedy dispute resolution.

### Definitions:

"Improper Governmental Action" is any action by a District officer or employee 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 officer's or employee's employment, and

- (a) in violation of any federal, state or local law or rule;
- (b) an abuse of authority;
- (c) of substantial and specific danger to the public health or safety; or
- (d) 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.

"Retaliatory action" means any adverse change in the terms and conditions of a District employee's employment, or hostile actions by another employee towards a District employee that are encouraged by a supervisor or senior manager or official.

"Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: Employees who become aware of improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves the employee's supervisor, the employee may raise the issue directly with Human Resources or with the employee's Division Director, the ~~Administrator~~ Administrative Officer or the Chair of the Board of Health. This should be done as soon as the employee becomes aware of the improper action. In the event a particular complaint involves allegations of criminal behavior, SHD may refer the matter to the appropriate law enforcement authorities. If the complaint involves allegations of criminal behavior that may cause immediate harm to an individual or to property, the complaining



employee may first report the matter to the Police Department before initiating the procedures described in this section. The Division Director, Administrator, or the Chair of the Board of Health (or a designee) shall take prompt action to assist SHD in properly investigating the report of improper governmental action. Officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes in writing the disclosure of the employee's identity. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except the personnel actions taken as a result of the investigation may be kept confidential (to the extent permitted by law).

In an emergency, where the employee believes that personal injury or property damage may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action, such as:

Snohomish County Prosecuting Attorney  
3000 Rockefeller, M/S 504  
First floor of Mission Building  
Everett, WA 98201  
Phone: 425-388-3333  
<http://snohomishcountywa.gov/202/Prosecutor>

Attorney General, State of Washington  
1125 Washington St SE # 7  
Olympia, WA 98501  
Phone:(360) 753-6200  
<http://www.atg.wa.gov/>

U.S. Attorney (Western District of Washington)  
700 Stewart Street, Suite 5220  
Seattle, WA 98101-1271  
Phone: (206) 553-7970 or toll free: (800) 797-6722  
<http://www.justice.gov/usao-wdwa>

As noted above, the employee may also report an emergency criminal matter to the Police Department or another law enforcement agency.

Employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that an adequate investigation was not undertaken by SHD to determine whether an improper governmental action occurred; or that insufficient action was taken by the District to address the improper action, or that for other reasons the improper action is likely to recur.

Employees who fail to make a good faith attempt to follow the District's procedures in reporting improper governmental action shall not be entitled to the protection of this section against retaliation, pursuant to RCW 42.41.030.

Protection Against Retaliatory Actions: Officials and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith

reported an improper governmental action in accordance with these policies and procedures.

An employee who believes he or she has been retaliated against for reporting an improper governmental action must provide written notice to his/her supervisor within 30 days of the alleged retaliatory action. If the supervisor is allegedly involved in the retaliation, the written notice should be provided to the Administrator, Division Director, Human Resources, or Chair of the Board of Health. The written notice must specify the alleged retaliatory action and the relief requested. Officials and supervisors shall take appropriate action to investigate and assess complaints of retaliation. Represented employees may elect to pursue such issues through the labor agreement grievance process, in which case the procedures that follow would not apply.

After receiving the District's response to the retaliation complaint, or 30 working days after the delivery of the complaint to the District, the 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 Division Director, ~~Administrator~~ Administrative Officer or Human Resources within the earlier of either 15 working days after delivery of the District's response to the complaint of retaliation, or 45 working days after delivery of the employee's complaint of retaliation to the District. Upon receipt of the request for hearing, SHD shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Management Responsibilities: The ~~Administrator~~ Administrative Officer is responsible for implementing District policies and procedures, for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this section and these procedures are:

1. Permanently posted where employees will have reasonable access to them;
2. Made available to any employee upon request, and;
3. 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 section and these procedures may result in appropriate disciplinary action up to and including discharge.

## **2.10 USE OF DISTRICT VEHICLES**

District vehicles may be assigned to employees who require transportation in order to conduct District business. Employees using District vehicles will be expected to adhere to policies set forth concerning the use of such vehicles. No District vehicle is to be used for any purpose other than for conducting the business of the District. Employees may be expected to use private vehicles for conducting District business in situations when a District vehicle is not available. All employees driving on behalf of the District must possess a current and valid Washington State driver's license. All employees driving District vehicles must maintain a driving record satisfactory to the District's insurance carrier.

Health District employees assigned to drive a District vehicle as a condition of employment will be expected to exercise caution and care when driving in the course of employment. Employees must follow all applicable laws while driving on District business, including those requiring the use of seat belts and addressing the use of cellular telephones. The District will make courses in defensive driving available from time-to-time to employee drivers.

Employee drivers will immediately report any accident/incident involving the use of a District vehicle to Administration. Administration will review each accident/incident and ascertain whether the District driver was at fault. The District will counsel each driver involved in an accident/incident as appropriate, emphasizing the need to practice defensive driving.

Employees who are assigned to drive a District car as a condition of employment shall report any loss or suspension of their driver's license, or any arrest on a DUI charge, to their immediate Supervisor within seven days of that event, regardless of whether the loss, suspension, or arrest involved District business.

The following shall be considered gross misconduct and ground for disciplinary action of a District employee who drives a District vehicle as a condition of employment: (1) Loss or suspension of the employee's Washington State Driver's License; or (2) Conviction of driving a District vehicle under the influence of drugs or alcohol (DUI).

Driving violations while operating a District vehicle (including but not limited to reckless driving, negligent driving, or citations for accidents) may be considered gross misconduct and grounds for disciplinary action dependent upon the circumstances. If such situations arise, they will be reviewed by the District and a determination made as to whether disciplinary action is appropriate. The District will take into consideration all facets of the matter, including: (1) the extent of bodily injury, death, or property damage resulting from an accident; (2) the impact of the incident upon the District's ability to maintain automobile liability insurance; (3) the employee's explanation of circumstances involving the accident/citation; and (4) any extenuating circumstances.

## **2.11 USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS**

The District maintains a fleet of vehicles for employee use when carrying out work assignments and to facilitate attendance at meetings, trainings, conferences and other work-related functions. Absent prior approval to use a personal vehicle by an employee's direct supervisor, employees must use District vehicles when carrying out District business. Permission to use a personal vehicle may be granted where it would be more economical or efficient, such as when an employee is responding to an emergency or other unexpected assignment, where use of a District vehicle would be uneconomical, where an employee has a work assignment that is on the way to or from work, or other circumstances where the employee's use of a personal vehicle is beneficial to the District.

If an employee's use of his/her personal vehicle is approved, the employee will be reimbursed at the then-current IRS mileage rate. Mileage for the employee's regular work commute is not reimbursable, and will be subtracted from any reimbursement calculation. Where an employee is permitted to use his/her personal vehicle on a

regular basis, the employee will be required to provide documentation establishing that the employee's personal insurance covers such use. The District will not be responsible for any costs associated with personal auto insurance.

## **2.12 EMPLOYEE PARKING IN RUCKER LOT**

To ensure adequate parking for patrons of the Rucker building, the lot behind the Rucker building is for the use of individuals having business in the building. District employees are not authorized to park in the lot, with the following exceptions:

- Employees who are required to be in the building after 5:00 p.m. may move their vehicle into the parking lot after 3:00 p.m.
- An employee who has sustained an injury/illness limiting mobility after his/her supervisor contacts Human Resources for an accommodation.
- An employee who is a member of a registered car pool. The employee(s) in the car pool must complete a car pool form from Human Resources. There are a very limited number of car pool spots available.
- An employee who is assigned in another facility and will be at the Rucker building for no more than 2 hours, or longer if pre-approved.
- An employee who needs to pick up or drop off materials and will be no longer than 10 minutes.

All vehicles parked in the lot for more than 2 hours, except as noted above, may be subject to towing and impounding at the vehicle owner's expense, per RCW 46.55.

## **2.13 EMPLOYEE IDENTIFICATION BADGES**

To enhance security and provide easy identification of District employees, all employees will be issued an identification badge within three days of employment with the District. All employees will wear identification badges while in District facilities or on District business.

## **2.14 ELECTRONIC COMMUNICATIONS AND TECHNOLOGY**

Communications technology develops and changes rapidly, with new devices and new forms of old ones emerging every year. Health District staff have the need to utilize a variety of modern communications tools in carrying out agency business. These are useful and often essential in daily work, but in emergencies they become critically important. The Board of Health has determined that the [Health Officer/Administrative Officer](#) has the authority to require that certain members of the Health District staff carry wireless communication devices at all practical times to assist with communications in the event of an emergency.

Some of these tools and devices also have the potential for personal use, and many employees own similar devices of their own. Some tools can also become a significant distraction from productive work time when browsing non-business related sites or carrying out personal business. Personal use of District tools and devices must be kept to a minimum, such as during rest or meal periods.

Employees may subject their personal devices to public records disclosure if they conduct District business, including email and text messages, on personal devices. The District does not authorize employees' use of personal devices for District business

unless the business conducted also resides on the District's servers; a personal device may be subject to review for public records in accordance with state laws.

In addition, many devices are wireless and their signals are prone to unauthorized interception creating potential exposure to the District. Unauthorized interception of information may include loss of sensitive or confidential information, intellectual property, damage to public image, damage to critical District internal systems, etc.

The purpose of this section is to govern the use of these tools, and provide a unified set of standards and guidelines that cover multiple devices in order to minimize the potential exposure to the District from damages which may result from unauthorized use of District resources. It covers devices now in use, and new devices as they enter usage.

Applicability. This section applies to:

- Internet access, whether on a desktop PC, a laptop PC, a smart phone, a tablet, or any other electronic technology device.
- Any use of a telephone (e.g. cellular, land line, etc.).
- Any use of a fax machine.
- Any transmittal of messages, information, or other electronic signals via devices owned by the District.
- Any transmittal of messages, information, or other electronic signals involving or related to District business via devices not owned by the District.
- Any posting of information on Internet sites using District devices.
- Any posting of District-related information on Internet sites using devices not owned by the District.

Definitions:

Business calls. Calls directly related to Health District business.

Desktop PC. A computer which generally consists of a monitor, keyboard, and computer, and which is therefore not easily portable. Typically (though not always) it is linked to the Internet.

Hands-free. A telephone or other electronic device designed to be operated without using the hands.

Laptop PC. A portable computer with most if not all of the functions of a desktop computer. May include wireless Internet connectivity.

Mobile Device. Device for transmitting information and/or data from a variety of locations. It is not tethered by a cord or by the need to remain close to a short-range transmitter. A mobile device may be a computer tablet, smart phone or laptop enabled with wireless connectivity.

Personal calls. Calls not directly related to Health District business.

Remote Access. Ability to remotely connect to the District's network from any host. Only persons authorized in accordance with the Remote Access Section will be granted remote accessibility.

Voice Over Internet Protocol (VOIP). A method of speaking in real time over an Internet connection. This is usually done via a service such as Skype, FaceTime or Google Voice, and may include voice only or voice and video connections. It may also be used for videoconferencing.

Virtual Private Network (VPN). Secure connection between two networks over a non-trusted network (such as the Internet). VPNs are very useful when sensitive information must be transmitted or received over the Internet. VPN prevents third parties from reading or modifying the information in transit. The connection is controlled and secured by the software installed at the connection end-points. This software implements authentication, key exchange, and data encryption according to standards. Authorization for VPN access is limited and available only for those authorized in accordance with the Remote Access Section.

General Information. Health District-owned Internet-access and communication devices shall be used predominantly for District-related business. Personal use of such District equipment is allowed on a limited basis, provided that all of the following conditions are met:

- There is little or no cost to the District.
- Any use is brief in duration, occurs infrequently (e.g. on breaks or meal periods), and is the most effective use of time or resources.
- The use does not interfere with the performance of the officer's or employee's official duties.
- The use does not disrupt or distract from the conduct of District business due to volume, frequency, or substance.
- The use does not disrupt other District employees and does not obligate them to make a personal use of District resources.
- The use does not compromise the security or integrity of District property, information, or software.

Employees should always consider both cost and effectiveness in determining what type of device to use for any particular communication.

Reasonable precautions should be made to prevent equipment theft and vandalism. All District-owned devices that are lost or stolen must be reported immediately to a manager/supervisor and IS.

No Expectation of Privacy. By using the District's technology systems, employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the District systems as permitted under this section. To ensure appropriate use, employees' use of the systems may be monitored and any data that they create store, or transmit on or over District systems may be inspected by

District management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on District systems may be subject to review by management and/or subject to public disclosure via a public records request, and/or subject to discovery in the event of litigation. The same is true of messages, communications and other content transmitted via a personal device where it relates to District business.

Costs. Expenses incurred for the purchase and use of Health District-owned devices should be billed directly to the Health District.

Expenses incurred for the purchase of employee-owned wireless communication devices and air time usage should be billed directly to the employee.

Usage of Wireless Devices. The following rules apply to employee use of District-owned wireless devices, or the use of employee-owned devices while conducting District business:

- Wireless communication devices shall not be used while driving unless they are hands-free. To make or receive calls or text messages, or to access or view data while in a vehicle, the vehicle must be parked. Even hands-free devices can be a distraction from safe driving, and should be used minimally and only when necessary for legitimate business purposes.
- Employees are not permitted to send electronic mail that contains Protected Health Information (PHI) that would violate HIPAA regulations. If a business need requires transmission of PHI, contact Information Systems to help determine if passwords or encryption tools will meet requirements.
- The display or transmission of any message or image that contains ethnic slurs, racial epithets, or anything that is harassing or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted on District-owned devices. This applies before, during or after business hours, and applies whether or not on District property.
- The display or transmission of sexually explicit images, messages or cartoons on District-owned equipment (unless a job requirement) is not permitted. This applies before, during or after business hours, and applies whether or not on District property.
- Employees shall use care and common sense with open Websites, especially when visitors are in the area, to avoid inadvertent offense.
- The display or transmission of any political message or image for the purpose of lobbying or endorsing a candidate or political message is not permitted on District-owned devices. This applies before, during or after business hours, and applies whether or not on District property.
- Solicitation, promotion, or advertising of any organization, product or service is not permitted on District-owned devices. This applies before, during or after business hours, and applies whether or not on District property. The only exceptions are for activities that are clearly part of or supportive of official District business, or promotion of a charitable effort as endorsed by the District; or through appropriate use of the SnoLink Bulletin Board.

- Using appropriate sites for business purposes is unrestricted as long as it is reasonable.
- Downloading or copying from any device or service including the Internet should be done with caution as it confers potential risk to SHD. Data storage is a potential problem; therefore, the amount of downloaded material should be kept to a minimum.
- SHD has the right and capability to monitor Internet browsing by each user on its system. However, the District's goal is that employees will make this unnecessary.
- While personal electronic mail is permitted on District devices, it is to be kept to a minimum. Personal electronic mail should be sent or received seldom, and should be as brief as possible.
- The District reserves the right to determine when an employee is accessing or transmitting inappropriate types or amounts of images or messages.

Equipment. To preserve the integrity and security of District technology, the following rules must be observed:

- All mobile devices connected to the SHD network shall comply in total with the District's standards for hardware and software.
- SHD has the right to require the removal of specific software or files from any device connecting to the SHD network.
- District-owned devices are assigned to a specific position and the employee in that position is responsible for the device(s). When an employee for which a device was approved has left his/her position, the device, software and accessories will be returned to that position's manager/supervisor.
- All devices connected to the SHD network environment shall have password, PIN, or other access protection enabled.
- All device users must comply with SHD and HIPAA security regulations, policy and procedure that relate to confidential information.
- All District-owned devices may be inspected for existence of unauthorized use or organization data and security compliance.
- All non-District owned devices (e.g. personal iPhone) must be compatible as determined by the District prior to being used to access District information.

System Protection and Support. Employees must observe the following rules and guidelines to protect SHD systems and the confidentiality of information on our systems:

- Passwords are an important aspect of computer/data security. All District employees, interns and temporary employees, as well as contractors and vendors with access to District systems, are responsible for selecting strong passwords, changing them frequently and keeping them secure. Do not use the same District password for other non-District access; keep District passwords different from personal passwords. Passwords are to be treated as sensitive, confidential information. Strong passwords must follow the following characteristics:



- Contain upper and lower case characters (e.g. a-z, A-Z)
  - Contains digits and punctuation characters (e.g. 0-9, \$%(\*!}>+)
  - Contains at least 8 characters and must contain at least one small letter, one capital letter, one number and one punctuation character
  - Is not a word in any language, slang, dialect, jargon, etc.
  - Is not based on personal information, names of family, etc.
  - Create passwords that can be easily remembered (e.g. This may be one way to remember = TmB1w2R!; this is an example only, do not use this example as your password)
- Invasion of SHD's mail system by viruses is a daily risk. Users must remain aware of all policies and procedures that are published to assist in the prevention of virus attacks or improper entry into the data systems. Attempting to disable any security or monitoring tools without District approval is not allowed.
  - Electronic mail is an SHD asset and is subject to review or monitoring at any time without notice by designated Information Systems personnel.
  - Information Services will provide support for installation of SHD standard software in connection with District-owned devices. Support for hardware will be coordinated with the hardware vendor.
  - The District won't provide technical support for personally owned equipment, personal software, and/or configuration/customization thereof, personal wired or wireless network configuration. Further, the District won't facilitate access to personal data on any SHD managed devices and strongly discourages personal data being stored on SHD managed devices.
  - In the event the District detects a security threat and/or a compromise to Protected Health Information (PHI), SHD reserves the right to take immediate action to protect the District and PHI. This action may include "wiping" all data from devices, to include loss of personal data stored on the device.

## 2.15 REMOTE ACCESS

The purpose of this section is to define requirements for connecting to Snohomish Health District's network (or any network managed by the District) from an external entry point. These requirements are designed to minimize the potential exposure to Snohomish Health District (SHD) from damages which may result from unauthorized use of the District's resources. Damages include the loss of sensitive or confidential information, damage to public image and damage to critical the District's internal systems.

Applicability. This section applies to all District employees, contractors, vendors and agents with a District-owned or personally-owned device(s) used to connect to the District's network. This section applies to remote access connections used to perform work on behalf of the District, including reading or sending email and viewing SnoLink and internet web resources. Remote access implementations that are covered by this section include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, WiFi and cable modems.

## Definitions.

Cable Modem. Cable companies provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet.

Dial-in Modem. A peripheral device that connects computers to each other for sending communications via the telephone lines.

DSL. Digital Subscriber Line (DSL) is a form of high speed Internet access competing with cable modems.

Dual Homing. Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the District network via a local Ethernet connection, and dialing into some other Internet service provider (ISP).

Mobile Device. Device for transmitting information and/or data from a variety of locations. It is not tethered by a cord or by the need to remain close to a short-range transmitter. A mobile device may be a computer tablet, phone or laptop enabled with wireless connectivity.

Remote Access. Ability to remotely connect to the District's network from any host. This includes, but is not limited to, an employee accessing the District's Outlook system while away from work. Only persons authorized in accordance with this section will be granted remote accessibility.

Split Tunneling. Simultaneous direct access to a non-District network (such as the Internet, or a home network) from a remote device (PC, iPhone, etc.) while connected into the District's network via a VPN tunnel.

Voice Over Internet Protocol (VOIP). A method of speaking in real time over an Internet connection. This is usually done via a service such as Skype, FaceTime or Google Voice, and may include voice only or voice and video connections. It may also be used for videoconferencing.

Virtual Private Network (VPN). Secure connection between two networks over a non-trusted network (such as the Internet). VPNs are very useful when sensitive information must be transmitted or received over the Internet. VPN prevents third parties from reading or modifying the information in transit. The connection is controlled and secured by the software installed at the connection end-points. This software implements authentication, key exchange, and data encryption according to standards. Authorization for VPN access is limited and available only for those authorized in accordance with this section.

Wi-Fi. Wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections. A Wi-Fi enabled device such as a PC or cell phone can connect to the Internet when within range of a wireless network.

General Information. Only approved SHD employees and authorized third parties may be granted remote access to the District's network. In order to receive approval for remote access, an employee must complete the Remote Access Authorization Form (which can be obtained from Human Resources or found on SnoLink) and obtain approval from their manager and/or director. Upon approval by the employee's division, the request for remote access will be forwarded to the Information Services (IS) team for appropriate device deployment, set up, and/or approval of non-District owned devices. Once approved, remote access usage is subject to the following:

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- It is the responsibility of SHD employees, contractors, vendors and agents with remote access privileges to the District's network to ensure that their remote access connection is used in accordance with the District's network section.
- General access to the Internet for recreational use by the employee or immediate household members through the District's network on personal computers or devices is not permitted. The SHD employee bears responsibility for the consequences should access be misused.
  - At no time should any user covered under this section provide any SHD login or password credentials to anyone, not even family members.
- Authorized users with remote access privileges to the District's network must not use non-District email accounts (e.g., personal Hotmail, Gmail) or other external resources to conduct District business.
- Work schedules must comply with the Fair Labor Standards Act, District policies and collective bargaining agreements governing overtime and compensatory time. The fact that an employee has been authorized for remote access services does not constitute approval for overtime or work from home. Absent emergencies or other extenuating circumstances, an employee's supervisor shall limit after hours communications with non-exempt employees and supervisors shall not expect a response after hours from a non-exempt employee. All time spent accessing work using remote network and email services by non-FSLA exempt (eligible for overtime) District employees is considered compensated work time and must be preauthorized and compensated; overtime-eligible hourly employees under the FLSA must receive Manager authorization in advance of any hours worked outside of and/or beyond their normal agreed upon work schedule.

Equipment.

- All devices connected to the SHD network shall comply in total with the SHD Information Systems (IS) Standards for hardware and software.
- SHD has the right to require the removal of specific software or files from any devices connecting to the SHD network.
- District-owned devices are assigned to a specific position and the employee in that position is responsible for the device(s). When an employee for which a device was approved has left his/her position, the device, software and accessories will be returned to that position's manager/supervisor.
- All devices connected to the SHD network environment shall have password, PIN, or other access protection enabled.

- All device users must comply with SHD and HIPAA security regulations, policies and procedures that relate to confidential information.
- Reconfiguration of equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
- The District will provide support for installation of SHD standard software in connection with District-owned devices. Support for mobile device hardware will be coordinated with the hardware vendor.
- By utilizing VPN technology with personally owned devices, users must understand that their devices are de-facto extensions of the District's network, and as such are subject to the same rules and regulations that apply to District owned equipment, i.e. their devices must be configured to comply with the District's security rules. In the event the District detects a security threat and/or a compromise to Protected Health Information (PHI), SHD reserves the right to take immediate action to protect the District and PHI. This action may include "wiping" all data from devices, to include loss of personal data stored on the device.
- The District won't provide technical support for personally owned equipment, personal software, and/or configuration/customization thereof, personal wired or wireless network configuration. Further, the District won't facilitate access to personal data on any SHD managed devices and strongly discourages personal data being stored on SHD managed devices.
- Authorized users may utilize the benefits of VPNs. However, the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees for personal ISPs.
- All District-owned devices may be inspected for existence of unauthorized use or organization data and security compliance.
- All non-District owned devices (e.g. personal iPhone) must be approved by IS prior to being used to access District information.

## EMPLOYMENT WITH SNOHOMISH HEALTH DISTRICT

### 3.01 JOB OPENINGS/TRANSFERS/PROMOTIONS

In order to obtain qualified applicants for vacant positions, public notice of job openings will usually be given by means of announcements posted on internal and external websites and/or through other means. The District may fill a position without posting when deemed appropriate based on the circumstances.

The District also seeks to encourage employees to apply for promotional opportunities. All other qualifications being deemed equal by the District, the District will give selection preference in filling vacancies through the promotion of qualified employees.

Hiring processes will depend on the particular positions to be filled. Criminal or other background checks may be required of current and prospective employees, in which case such individuals may be required to complete an appropriate authorization.

When hiring for or retention of current employees in non-represented positions, the District retains the discretion to develop and extend employment offers based on specific circumstances. Depending on market factors and other considerations, for example, the District may offer a moving allowance or make adjustments to standard compensation or benefits to attract and retain the most qualified candidate(s).

When deemed necessary, the District may utilize temporary or term-limited appointments. Such appointments may be short-term or have a longer term that has a clearly identifiable end date, such as project-based or those funded by grants. Except as provided for by law, the people in these appointments will not be entitled to benefits described in this handbook.

### 3.02 TRIAL SERVICE PERIOD

We believe that your initial period of employment or initial period of work in a new position should be a review period for both you and the District. To determine that our association is mutually satisfactory, new employees are hired on a probationary basis and will remain a probationary employee for the first six months of employment. This is referred to as the "trial service period." Existing employees transferred or promoted to a new job within the District will also be subject to a six-month trial service period. During the trial service period, you will have the opportunity to demonstrate satisfactory technical qualifications for your job, performance of your job duties, and personal conduct in the workplace. You will also have the opportunity to evaluate the District's suitability as an employer and/or determine whether your new job is acceptable.

The six-month trial service period is defined as six months of full-time work or the equivalent of six months of full-time work. An employee's supervisor may request an extension of the trial service period for up to an additional three months, provided that the supervisor provides written notice to the Division Director and Human Resources with the rationale for the extension. In such case, the supervisor will also provide the employee with written feedback as to the areas where performance improvement is necessary.

During the trial service period after hiring, employment is “at will,” which means either the employee or District may terminate the employment relationship without cause or advance notice. Upon successful completion of the trial service period (including any extension, if applicable), an employee will transition to regular status. As indicated, a regular employee who has been promoted or transferred must also serve a six-month trial service period in his/her new position, and the District may rescind the promotion or transfer during the trial service period without cause or notice. Should that occur, the employee will be given the option to return to his/her prior position, if it is available, and compensation level.

An employee who has been transferred to a different position within a classification at the direction of the District will not be required to complete a trial service period. Similarly, an individual who is rehired by the District into a previously-held position following a break in service of less than one year will not be required to complete a trial service period. A person re-hired to any position after a break in employment in excess of one (1) year will undergo a full trial service period commencing on the date of re-employment, except that this requirement shall not apply to employees returning from layoff.

### **3.03 AT WILL EMPLOYMENT STATUS OF DIVISION DIRECTORS**

The Division Directors are employed by Snohomish Health District on an “at will” basis, which means that either the District or the employee may terminate the employment relationship at any time, without cause or advance notice. Following successful completion of the six-month trial service period, the Division Director who is terminated without cause will receive severance pay in an amount equal to three months’ base salary plus the cash out of other accrued benefits as set forth in District policies, provided, that the payment of any severance is conditioned on the individual signing and not revoking a separation agreement and release of claims in form and substance acceptable to the District.

### **3.04 VACCINES/SCREENINGS**

The District will comply with all Centers for Disease Control & Prevention recommendations, Federal or Washington State laws and regulations regarding communicable disease risk and exposure, and the District’s current Personnel Requirements Relating to Communicable Diseases, which is incorporated by reference. The District will maintain a list of screening and/or vaccines available to the employees.

The District will not discriminate based on the results of such screening or vaccinations, provided that the District must take steps to ensure the public health is not placed at risk. Employees refusing prophylactic medications, vaccines or other recommended courses of action based on religious or other personal beliefs will be assigned other duties or placed on leave without pay, if necessary in the judgment of the District to protect the public health.

### **3.05 HUMAN IMMUNODEFICIENCY VIRUS (HIV), HEPATITIS B AND HEPATITIS C EXPOSURE**

The District will comply with all Centers for Disease Control & Prevention recommendations and current Washington State regulations regarding HIV, Hepatitis B and Hepatitis C risk and exposure. Any employee exposed to the HIV, Hepatitis B and/or Hepatitis C virus will receive baseline and follow-up studies.

### **3.06 EMPLOYEE CATEGORIES**

For a variety of reasons, it is helpful to define the working category of each employee employed by the District. Employment categories relate to the nature of your job responsibilities, weekly work schedule and participation in District benefit programs. Employees may fall into one or more of the following classifications:

- Regular Full-time – an employee who has completed an initial trial service period, and is regularly scheduled work 40 or more hours per workweek.
- Regular Part-time – an employee who has completed an initial trial service period, and is regularly scheduled to work less than 40 hours per week. Employees in this classification are entitled to most District-provided benefits on a pro rata basis.
- Probationary – an employee who has not yet completed his/her six-month trial service period. Probationary employees may be full-time or part-time.
- Temporary – an individual hired on a temporary/emergency basis (short term) or on a longer (e.g. grant funded work) term-limited basis. Temporary employees are typically brought on for a defined term need, such as covering a regular employee's work during a medical leave or assisting with a specific project. Temporary employees may be placed by temporary employment agencies or hired directly by the District. Temporary positions are non-represented and are not covered by a collective bargaining agreement, and will generally not be eligible for District benefits or paid leave accrual, unless required by law or agreed otherwise in writing. Unless approved by Human Resources, a temporary employee may not be employed by the District for more than 1,040 hours in a year.
- Student Intern, Apprentice - an individual from an educational institution or program with which the District has an agreement to provide learning opportunities in a work setting. The students or interns may or may not be paid in accordance with the agreement.
- Volunteer – an individual, who through their own free will, performs assigned or authorized duties for the District without compensation. The individual must be registered and accepted as a volunteer by the District.

In addition to the foregoing categories, all employees are classified as exempt or non-exempt. Exempt or non-exempt status is determined based on a number of factors, including the nature of a position's duties.

- Exempt: Exempt employees are ordinarily paid on a salary basis and are not eligible for overtime pay.
- Non-Exempt: Non-exempt, full time employees are ordinarily paid a semi-monthly salary and are eligible for overtime pay for hours worked beyond 40 hours in a workweek. Non-exempt, part-time employees are ordinarily paid on an hourly basis.

If you have any question regarding your category or your exempt/non-exempt status, please contact Human Resources.

### **3.07 FULL-TIME EQUIVALENT (FTE) STATUS**

A part-time employee's compensation and benefit eligibility is based on their Full-Time Equivalent (or FTE) calculation. FTE is computed by dividing regularly scheduled weekly hours by 40 (full-time =  $40/40 = 1.00$  FTE; half-time =  $20/40 = .50$  FTE; 24 hours per week (3 days per week @ 8 hours) =  $24/40 = .60$  FTE). Hours worked in excess of the regularly scheduled work week will not be used in the calculation of FTE.

From time to time, Snohomish Health District may make adjustments to a position's FTE status. For example, based on operational or other needs, a position may be modified from part-time to full-time status, may be reduced from full-time to part-time status or the part-time FTE status may be adjusted upward or downward. If you are in a position affected by such a modification, the District will make a reasonable effort to provide advance notice of the change in work hours and any resulting change in compensation.

### **3.08 SERVICE CREDIT CALCULATION**

Certain District benefits are based on an employee's years of service multiplied by their monthly FTE status. This calculation is referred to as the employee's "service credits." For full-time employees, this calculation is fairly straightforward. A full-time employee with one full year of service would have 12 service credits (12 months times 1.0 FTE), for example, while an employee with 10 years of full-time employment would have 120 service credits (120 months times 1.0 FTE). The calculation is modified for part-time employees to reflect their reduced FTE. For example, an employee with 10 years of continuous service as a 0.6 FTE would have 72 service credits (120 months times 0.6 FTE). Where an employee has worked in multiple FTE capacities, the service credit calculation will reflect time spent in each FTE capacity.

### **3.09 POSITION CLASSIFICATIONS AND POSITION DESCRIPTIONS**

Snohomish Health District groups most positions into classifications based on duties, responsibilities and minimum job requirements.

A position classification may encompass a number of positions. Position descriptions describe the duties of specific positions within a classification or unique positions that are not assigned to a classification. Position classifications or position descriptions may be amended or reclassified utilizing the District's classification review process.



### **3.10 PERSONNEL RECORDS**

The District maintains a personnel file for each employee. That file may include, but is not limited to, the employee's application and resume, performance evaluations, commendations, disciplinary memoranda, as well as benefits and payroll information. Upon request and reasonable notice, you may review your personnel file.

To ensure that your benefits and records are kept up-to-date, please notify either your supervisor or Human Resources of any change in your name, address, telephone number, marital status, number of dependents, tax exemptions, beneficiaries/dependents or related information as soon as possible after such changes occur. It is your responsibility to ensure that information on file is up to date and correct.

### **3.11 PERSONNEL EVALUATIONS**

We believe that goal setting and frequent feedback improve performance. Your supervisor should communicate to you the specific performance standards for your job. Formal performance evaluations are generally conducted at or near the end of the probationary period, and on an annual basis thereafter. The timing of the annual evaluations varies by Division and manager. These evaluations are designed to enhance communication and performance. If for some reason you do not receive your performance evaluation at the appropriate time, please talk to your supervisor or Human Resources.

### **3.12 PERSONNEL REFERENCES**

All inquiries by third parties regarding current or former Snohomish Health District employees are to be referred to Human Resources. No employee is permitted to provide any reference information to a third party regarding another current or former District employee unless the reference request has first been referred to Human Resources. Human Resources will respond to such requests, or coordinate with the appropriate manager to respond, to ensure legal considerations are observed.

### **3.13 EMPLOYMENT OF RELATIVES**

Snohomish Health District recognizes the potential for problems, both real and perceived, where relatives work for a common employer. As a result, family members of current District employees will not be employed by the District where:

- One of the parties would have authority (or practical power) to benefit, supervise, remove or discipline the other; or
- One party would be responsible for auditing the work of the other.

For purposes of this section, the term "relative" encompasses spouses, domestic partners, a parent/child relationship (including in-laws or step); grandparent/grandchild; siblings (including in-laws or step); nieces and nephews; and any other relative residing in the same household as the employee.

If two current employees become relatives, and in the District's judgment, the potential problems noted above exist or reasonably could exist, the District may in its discretion

determine that only one of the employees will be permitted to stay with the District, unless appropriate changes can be made by the District to eliminate the potential problem. In such case, the decision as to which employee will remain with the District must be made by the two employees within ninety (90) calendars days of the date they marry, become related, or become domestic partners. If no decision is made during this time, the District may terminate either employee.

### **3.14 STANDARDS OF CONDUCT**

Snohomish Health District strives to provide outstanding customer service, and the management team expects excellence from each and every employee. Each employee was selected to work for the District based on the belief that he or she would be able to fulfill that expectation.

It is important to establish certain expectations regarding employee conduct to ensure efficient District operations, and for the benefit and safety of all employees. As a general matter, employees should conduct themselves in a professional manner, use good judgment, and take personal responsibility in performing their job duties. Conduct that interferes with District operations, is detrimental to the District, and/or is offensive to coworkers or clients will not be tolerated. It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The following are examples of behavior that is inconsistent with District expectations and/or policies and that may result in disciplinary action, up to and including termination of employment:

- Failure to treat co-workers, clients, vendors and others in a courteous and respectful manner;
- Failure to perform assigned duties, or performance of duties in an unsatisfactory manner;
- Unauthorized absence, or excessive tardiness or absences;
- Misusing, taking for personal use, destroying, damaging or wasting property, supplies or utilities belonging to the District or another employee;
- Assaulting, threatening, or intimidating supervisors or any other fellow employee, vendor, or any other person;
- Engaging in any form of bullying towards another employee, a client, a vendor or other third party;
- Engaging in workplace violence or threats of violence;
- Engaging in any form of sexual or other unlawful harassment of, or discrimination towards, another employee, a client, a vendor or other third party;
- Falsifying or altering any Snohomish Health District record or report, such as an employment application, medical reports, production records, time records, expense records, absentee reports, financial documents or the like;

- Misusing District communication systems, including electronic mail, computers, Internet access, and telephones;
- Refusing to follow management's instructions concerning a job-related matter, or otherwise being disrespectful or insubordinate;
- Smoking or vaping where prohibited by District policy or local ordinance;
- Using profanity or abusive or offensive language;
- Sleeping on the job;
- Disclosing confidential information regarding the District or District client(s);
- Willful negligence or improper conduct resulting in injury or damage to District property;
- Failure to fully cooperate with a District investigation;
- Violating safety procedures or policies, or otherwise endangering the safety of an employee, co-workers or other third party;
- Making, publishing or repeating false, vicious or malicious statements concerning a co-worker or client;
- Reporting to work under the influence of alcohol, legal or illegal drugs, controlled substances, or narcotics, or using, selling, dispensing, or possessing illegal drugs or narcotics on District premises, provided that use of legal medications is not improper where use is consistent with the applicable instructions or prescription, and the medication does not impair safety or performance;
- Failing to report an invalid driver's license, in a timely manner, if you are required to drive for District business;
- Engaging in political activity during working hours, or using District facilities or resources to promote a political cause;
- Representing or implying that the employee is speaking on behalf of the District when communicating with the media or elected officials when the employee does not have such authority;
- Dishonesty;
- Fighting; or
- Engaging in off-duty misconduct that interferes with an employee's ability to do their job or reflects negatively on the District.

This list contains examples only, and is not exhaustive. At management's discretion, any violation of the Snohomish Health District's policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action. The

District, in its sole discretion, will determine the appropriate disciplinary response to misconduct or unsatisfactory performance.

Depending on the nature of the behavior at issue, the District may place an employee on paid administrative leave pending an investigation and determination regarding discipline. As deemed appropriate by the District based on the particular circumstances, an employee on administrative leave shall be available to the District as needed during regular work hours, turn over all District property (cell phone, security cards, etc.), and/or remain away from District facilities without prior permission and escort.

### **3.15 PROFESSIONAL APPEARANCE**

Snohomish Health District strives to maintain a professional atmosphere that is conducive to our business environment, and projects an image of efficiency and professionalism to visitors, customers and other business contacts. The District relies on employees to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with this section. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions. This would include good grooming and hygiene, not using perfumes or colognes due to co-worker/public sensitivities, and wearing your name badge or nametag.

Any employee who is not dressed in proper attire consistent with this section may be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work. Employees who disregard this section and its standards may be subject to discipline.

While it is not possible to identify all forms of clothing that are not appropriate to our workplace, the following list is illustrative of the items that are not appropriate to our work environment: jeans with holes or excessive wear; shorts; T-shirts with advertisements or inappropriate sayings or pictures; track suits or sweat suits; sweatshirts; midriff-baring or tube tops; and flip-flops. Visible tattoos with objectionable content may need to be covered.

Any questions about the requirements of this section or what constitutes appropriate workplace attire should be directed to the employee's supervisor or Human Resources.

### **3.16 INTERACTIONS WITH THE MEDIA**

All media inquiries should be referred to the District's Public Information Officer (PIO), who must approve all press releases, publications, speeches, interviews or other declarations made on behalf of the Snohomish Health District. The District may authorize specific employees to respond to media inquiries, either in a particular situation or on an ongoing basis. Unless an employee has received direct authorization to communicate with the media on behalf of the District, the employee shall not respond to media inquiries and shall instead refer the inquiry as instructed above. All contact with the media, or instances where the media is present, shall be reported to the PIO as soon as practical.

### **3.17 POLITICAL ACTIVITY**

Political activity by employees shall not be permitted during working hours, nor shall any District employee be required to expend time, effort or money on any political activity as a condition of employment. No employee shall solicit political contributions during working hours, either on or off of District premises, for any partisan or nonpartisan political purpose. No District facilities or resources shall be used to promote or support political activities.

### **3.18 SOLICITATION**

To promote efficient operations, and to protect employees from unwanted solicitations at work, Snohomish Health District has established restrictions on solicitation and the distribution of materials on District premises. Specifically, the following activities are prohibited:

- Solicitation by employees of co-workers during work time regarding non-District business or on behalf of themselves or outside entities;
- Distribution of literature or materials of any kind by employees (other than as necessary in performing the employee's duties) in working areas;
- Solicitation of any type on District premises by outside entities or individuals.

Exceptions to this section are communications for District-sponsored activities or District-approved charitable causes, or other specific exceptions approved by the District, as well as occasional passive sales on behalf of charitable, school or community groups (for example, an employee could communicate that he/she is selling fundraising cookies or similar item for his/her child, as long as the employee did not actively solicit co-workers to purchase the items).

### **3.19 TOBACCO-FREE WORKPLACE**

Snohomish Health District prohibits smoking and vaping in all District buildings, vehicles and work areas, and within 25 feet of any entrances, exits, windows that open and ventilation intakes. The District also prohibits other forms of tobacco products in all District buildings, vehicles and work areas. To the extent state law imposes additional or different smoking restrictions, the District will comply with applicable law.

In addition, to support its mission of health lifestyles and healthy communities, Snohomish Health District has adopted a policy of hiring only tobacco-free employees. Applicants for employment with the District will be asked to sign an Affidavit of Non-Tobacco Use, which will be required for further consideration in the hiring process. It is the responsibility of the hiring manager for an open position to ensure that each applicant understands that the District hires tobacco-free individuals.

This section does not preclude the continued employment of employees who were smokers when this policy was adopted. However, the District provides the following resources to employees who desire to stop using tobacco:

All of the medical plans available to SHD employees through the Washington State Health Care Authority include smoking cessation benefits that vary according to plan.

### **3.20 SUBSTANCE ABUSE**

The District is committed to providing and maintaining a safe and productive work environment that is free from the adverse effects of drugs, alcohol and other job-impairing substances. Use of alcohol or any drug that is illegal under federal or state law (including marijuana) is a serious threat to personal health, workplace safety and job performance. Employees are strictly prohibited from possessing, selling, consuming or being under any influence (defined as having any detectable amount in his/her body) of alcohol, or legal or illegal drugs while on the job or in any other manner that may affect the employee's work performance or the District's interests or reputation. This prohibition also extends to legal drugs for which an employee may not have a valid prescription, or that are not used in a manner consistent with accepted frequency or dosage requirements.

This section applies to all District employees while on the job and to situations where an employee's off-the-job or off-premises conduct impairs work performance or undermines the District's reputation. Our concern is to ensure that employees report to work in condition to perform their duties safely and efficiently in the interest of the District, fellow workers and our clients. In addition, various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a physician's prescription. Violations of federal and state laws may result in legal sanctions, including criminal prosecution.

The manufacture, possession, distribution, dispensing, sale or use of controlled substances on District property or work sites will be cause for disciplinary action up to and including termination. Depending on circumstances, such actions may be treated as a criminal matter and referred to law enforcement for investigation and appropriate action. Further, in accordance with the Drug-Free Workplace Act, employees must notify the District within five calendar days if the employee is convicted of a criminal drug violation in the workplace.

Further, the use of alcohol or legal or illegal drugs in District vehicles is strictly prohibited.

Use of Medication. The possession and use of medically prescribed or over-the-counter drugs during work hours is permissible, subject to certain conditions. The employee shall have no obligation to inform his or her supervisor of such use unless, according to a warning notice or the input of a physician or pharmacist, the drug may cause a possible impairment that could prevent the employee from performing his or her job safely or effectively. In such cases, the employee should notify his or her supervisor so that a determination can be made as to whether it is in the best interests of the District and the employee that the employee work, not work or be reassigned during the period medication is used.

Resources Available for Employees. Employees are encouraged to request confidential assistance through Human Resources or to access diagnostic, counseling and treatment programs such as those provided by the District's Employee Assistance Program (EAP) if dealing with problems of alcohol or substance abuse.

Drug/Alcohol Testing. An employee may be required to submit to appropriate tests, including urinalysis or breath tests, to determine the existence of alcohol or prohibited drugs or substances in the employee's system where the District has reasonable suspicion that an employee may be under the influence of drugs or alcohol while on duty. Failure to promptly permit such tests will be grounds for immediate termination.

### **3.21 OPEN DOOR POLICY**

Snohomish Health District believes that candid and constructive communication is essential to the smooth functioning of our workplace and to maintaining an atmosphere of mutual respect. Accordingly, the District maintains an "open door" policy, which means that you are welcome to discuss any suggestion, concern or other feedback with Human Resources, or with your supervisor or any manager.

The majority of misunderstandings are satisfactorily resolved by a thorough discussion and mutual understanding between the parties involved. Generally speaking, it is best to discuss any concerns with your immediate supervisor first. If you are unable to reach a satisfactory resolution with your supervisor or are not comfortable discussing the issue with your supervisor, you are welcome to discuss the matter with another appropriate manager or with Human Resources.

If you believe that you or another employee has been subject to workplace harassment or discrimination, you must report this immediately in accordance with the section on Unlawful Harassment set forth in this Handbook.

### **3.22 APPEAL PROCESS**

A non-represented employee may file an appeal concerning a decision related to employment conditions with the District. Such an appeal should be filed with the employee's immediate supervisor within 14 working days after the occurrence of the decision being appealed. Appeals will be heard by the Administrator, or designee, whose decision shall be final. Also, see section 6.05.

Represented employees may pursue grievances in accordance with the procedures set forth in the labor agreement governing their employment.

## HOURS OF WORK AND COMPENSATION

### 4.01 ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are important parts of your responsibilities as an employee of Snohomish Health District. You are expected to work the hours scheduled by your supervisor.

If you are going to be absent or late to work, you must notify your supervisor at least thirty (30) minutes before the start of your workday, absent extenuating circumstances or prior arrangements. Even with appropriate notice, unreliable attendance may be a basis for disciplinary action, up to and including dismissal.

Individual offices or work groups may establish specific guidelines for attendance and punctuality, based on operational needs. If your division or work group has specific guidelines, your supervisor will review them with you, and it is expected that you will abide by those guidelines.

In the absence of extenuating circumstances, if the District has not received written or verbal communication from you for three (3) scheduled consecutive workdays, you will be considered to have resigned from your employment.

### 4.02 BASIC WORK WEEK

Unless otherwise established in writing, the work period for purposes of calculating overtime for employees assigned to a 5/8, 4/10, Alternate, Flex, or part-time schedule is a seven (7) calendar day period beginning at 12:00 a.m. Monday and ending at 11:59 p.m. Sunday. The work period for employees working a 9/80 schedule will be a seven (7) calendar day period beginning at the midpoint of the employee's eight (8) hour shift.

### 4.03 TIME RECORDS

Maintaining accurate time records is essential in computing non-exempt employee pay and overtime, tracking accrued leave usage and ensuring compliance with applicable laws and regulations. Each employee is responsible for completing and submitting his or her own time sheet in a timely manner.

Employees must turn in vacation approvals and scheduled sick leave approvals along with the time sheets for the pay period in which the vacation or scheduled sick leave was taken.

Falsification of District time records and any misrepresentation of work time or leave usage may be grounds for discipline up to and including termination of employment.

### 4.04 PAY PROCEDURES

Employees will be paid on a bi-monthly payroll system, with pay periods ending on the 15th and the last working day of each month. Employees will submit a signed time card on the last working day of each pay period recording the hours worked during the period. Employees' paychecks will be available on the 8th and 23rd of the month. In the event a



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.

#### 4.07 COMPENSATING TRAVEL

The District recognizes travel may be required of employees to perform their duties, as a special assignment, or to attend trainings.

Employees in positions classified as nonexempt under the Fair Labor Standards Act (FLSA) and Washington's Minimum Wage Act may be eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within the employee's regular work day. The purpose of this policy is to state the pay rules applicable to nonexempt employees when traveling on behalf of the District.

##### Commute Time to Home and Work

Time an employee spends in home-to-work travel is generally not considered "hours worked" and is not paid time. This is true even if the employee drives a District-provided vehicle, assuming the travel is within the normal commuting area for the District and the use of the vehicle is subject to an agreement between the employer and the employee or the employee's collective bargaining representative.

##### Same-day Travel

Travel during the workday to perform job duties. In general, time an employee spends traveling as part of the District's principal activity (e.g., traveling from worksite to worksite) counts as paid worktime. Likewise, if an employee is required by the District to report to one worksite to collect tools, other items for work, or other employees, and then travel to another work location to begin working, the time the employee spends traveling between the worksites is paid work time.

Personal errands during the workday. If the employee stops at a shop or home office for his or her own convenience during the workday, the time traveling between the worksite and the shop or home is not paid work time.

Same-day out of town travel. If the District assigns an employee to work in another city for a day or if an employee has been permitted to attend a conference or training for the District for one day, the time traveling to another city is considered compensable, excluding a meal period. This is true even if the employee is a passenger in a vehicle or a common carrier (bus, train, or airplane). The employee's normal commute home-to-work travel time is excluded from the calculation for hours worked. For example, an employee is given an assignment to attend a meeting in Olympia for the day and will return that evening. The employee's normal workday is 8:00 a.m. to 5:00 p.m., with a one-hour lunch break. The employee leaves home at 6:00 a.m. and stops by the office to pick up materials at 6:30 a.m. She then drives to Olympia in time for the 9:00 a.m. meeting. The employee takes a one-hour lunch break. The meeting ends at 3:00 p.m., at which point the employee leaves Olympia and drives back home, arriving at 6:00 p.m. In this case, the compensable time is from 6:30 a.m. to noon, and then from 1:00 p.m. to 5:30 p.m., for a total of nine (9) hours worked. The supervisor may exclude the one hour for lunch and the 30 minutes of the home-to-work normal commute time. The rules regarding same-day travel are the same regardless of whether the employee is the driver or a passenger. In the above example, if the employee was joined by a co-worker who was also assigned to attend the same meeting in Olympia, both would be compensated for the travel time (minus their normal commute and lunch-period), regardless of which employee drove the vehicle. Both would also be paid for their travel time, even if it fell outside of normal paid working hours. The policy provisions regarding

compensable time for same-day travel are the same, regardless of whether the employee presents at a conference or merely attends.

#### Overnight Travel

Occasionally, the District may require employees to travel on an overnight trip. For this policy, “overnight travel” is travel performed at the request and benefit of the District, which keeps the employee away from home overnight.

Overnight travel during regular work hours. When an employee’s travel on an overnight trip cuts across the employee’s regular work day hours, the District considers this paid working time. Likewise, if the employee travels during his or her normal work hours on non-working days (*i.e.*, Saturday or Sunday), the time is also compensable. For example, if an employee normally works Monday through Friday from 8:00 a.m. to 5:00 p.m. and the employee is traveling on Saturday, the District will count as hours worked the time spent traveling by the employee between 8:00 a.m. and 5:00 p.m. on that Saturday (including time spent waiting at an airport or bus/train station). If the employee’s travel spans that entire normal workday time period, the District would include all that time, minus time usually given for lunch or unpaid breaks, as hours worked. The District excludes the time it takes the employee to travel between home and an airport, bus station, or train station, from paid work time, as this is considered commute time. When attending conferences, time spent on optional social activities, tours, and personal leisure time do not constitute paid working time. However, if the District expects an employee to attend a dinner or social event, the time spent in attendance would be paid work time. Employees and their supervisors should confer in advance of work-related travel as to whether activities should be attended or are purely optional.

Overnight travel outside of regular work hours. Time the employee spends in overnight travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or car – when the employee is free to relax – is not considered paid work time. For example, an employee normally works Monday through Friday, 8:30 a.m. to 5:00 p.m. If the employee is required to travel by plane on a Saturday, leaving at 3:00 p.m. and arriving at 6:00 p.m., the District considers only the employee’s time from 3:00 p.m. to 5:00 p.m. paid work time, as these hours correspond to the employee’s normal work schedule. If, however, the employee is the driver of the vehicle during non-normal working hours, the District will compensate the employee as driving is work time. In the above example, if the employee drove instead of taking an airplane, the entirety of the trip (3:00 p.m. to 6:00 p.m.) is considered paid work time. The rules for drivers are different than the rules for passengers. For overnight trips, unless travel as a passenger occurs during the employee’s normal work time, the employee will not be compensated for their travel time.

Additionally, to the extent that an employee performs work while traveling, such as preparing for a meeting, reviewing documents, making telephone calls, this time constitutes paid work time even if the time would not otherwise be compensable under this policy.

#### Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating, and reporting travel time on their timesheets in accordance with this policy. Travel time should be calculated by rounding up to the nearest quarter hour. Meal periods should be deducted from all travel time.

In some cases, an employee may prefer a travel itinerary or schedule that is different than what has been authorized by the District. For example, the employee may prefer to drive rather than taking an approved flight or to delay the return trip to accommodate personal plans. In these situations, only the estimated travel time associated with the District-authorized travel plans will be treated as paid work time.

#### **4.08 OVERTIME**

From time to time, non-exempt employees will be required to work overtime (which means working more than 40 hours in a workweek). The District will make reasonable efforts to provide advance notice when overtime will be required, and will first attempt to assign overtime hours on a voluntary basis. In the event no qualified employee wants to work overtime, the District will assign overtime hours.

In accordance with state and federal law, Snohomish Health District pays employees who have non-exempt status (that is, those who are eligible for overtime pay) at time and one-half for all hours worked in excess of 40 hours during the workweek. Paid or unpaid time off is not included as hours worked for overtime calculations. Non-exempt status is determined by legal standards based on the tasks and responsibilities associated with a job, as well as the manner in which you are paid. Your supervisor will inform you of your status for purposes of overtime eligibility. If you have questions or concerns about your status, please talk to Human Resources.

Non-exempt employees must have approval from their supervisor **prior** to working overtime. In extraordinary circumstances justified by unforeseen conditions, an employee may work overtime without prior approval, so long as the supervisor subsequently documents the overtime approval. Working unauthorized overtime may result in disciplinary action.

#### **4.09 COMPENSATORY TIME OFF**

Supervisors may grant a non-exempt employee's request to receive compensatory time off in lieu of overtime pay. If approved, compensatory time off accrues at the rate of one and one-half hours of paid time off for each overtime hour worked. The maximum number of compensatory time off hours that may be accrued is two hundred forty (240) hours; employees will receive overtime pay for any overtime worked once that maximum is reached. Upon separation, employees will be paid for any unused compensatory time.

Exempt employees may earn compensatory leave days for extraordinary hours worked in a crisis as declared by the Board of Health or Health Officer. In those cases, an exempt employee may earn compensatory leave days on a one-for-one basis for any full days worked in excess of five full days in a work week; such compensatory leave days must be pre-approved. Compensatory leave days for exempt employees shall have no cash value and must be used as days off prior to the end of the calendar year in which they were provided.

#### **4.10 MEAL AND REST PERIODS**

Meal and break periods for non-exempt employees may vary from and supersede the meal and break period requirements of WAC 296-126-092 when addressed in a

collective bargaining agreement. Represented employees should refer to their labor agreement where the agreement addresses meal and rest periods.

Absent modification in an applicable labor agreement, non-exempt employees will be provided a paid fifteen-minute rest period for every four hours of working time. Where the nature of the work permits intermittent rest periods equivalent to fifteen minutes every four hours, scheduled rest periods are not required. Break periods cannot be accrued or waived. If you do not believe you are receiving adequate rest periods during your work day, please advise your supervisor or Human Resources.

Non-exempt employees will receive a minimum of one-half (1/2) hour off, without pay, for a meal during any shift lasting longer than five (5) hours. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume his or her unpaid meal period following the interruption to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee shall be entitled to compensation for the missed meal period he or she was required to work.

Meal and rest periods will be scheduled with the approval of the employee's supervisor. Meal and rest periods may not be used for late arrival or early departure from work, and meal and rest periods shall not be combined; provided that occasional exceptions may be permitted with prior approval of the supervisor.

#### **4.11 LACTATION BREAKS AND INFANTS AT WORK**

As a public health agency, Snohomish Health District is committed to promoting healthy starts for children. Based on evidence regarding the benefits of breastfeeding, the District seeks to support employees who want to continue breastfeeding following their return to work. Accordingly, employees who are nursing mothers are entitled to unpaid breaks during the workday for up to twelve months following childbirth for the purpose of expressing breast milk. These breaks will be paid to the extent they run concurrently with the above-referenced daily breaks. The District will provide a suitable, private location for nursing breaks, and to the extent reasonably practical, the District will also provide access to cold storage, such as a refrigerator, for the mother to store her milk during the workday. Please contact Human Resources or your supervisor to make appropriate arrangements if you need nursing breaks.

A mother may be permitted to bring her infant to work until the baby is six months old, subject to the following guidelines:

- a) Mother is exclusively breastfeeding the infant (infant receives no other liquids or solids other than vitamins, mineral supplements, or medicines).
- b) Mother will sign an SHD waiver of liability obtained from Human Resources.
- c) Mother will ensure work area is safe for an infant and free from any potential hazards.
- d) The infant will be up to date on all recommended immunizations; proof of immunizations or appropriate waivers will be provided to the Vaccine and Preventable Disease Supervisor.
- e) Mother will provide necessary items, equipment or furniture in her work area, as long as it does not interfere with work, block access and exits, or interfere with the mother's ability to interact professionally with clients and co-workers.

- f) The presence of the infant will not significantly disrupt the flow of the work area or provision of service to clients.
- g) Mother and co-workers must be able to conduct their regular duties with minimal adjustments, noise and inconvenience. Flexible break and meal periods may be arranged to ensure the needs of the workplace are being met.
- h) The infant will not be present during meetings or trainings, except on a case-by-case basis with supervisor approval. The mother is expected to make external arrangements for childcare during meetings and trainings; co-workers will not be expected to care for the infant.
- i) All diaper changes will be done in restrooms. All used diapers will be stored in a closed container and removed from the office at the end of each day.

#### 4.12 EMERGENCY CLOSURE NOTIFICATION AND COMPENSATION

The Snohomish Health District is an important employer and also responsible for providing many crucial services in emergency conditions. Such situations may pose varying threats to life, health or safety of our employees and/or clients/customers. We have a responsibility to our employees as well as the community when conditions become hazardous.

The District will remain open during emergencies and all employees are to assume they report to work unless the employee has been notified otherwise (see Temporary Closures, below). However, services may be reduced to balance employee and community safety with the delivery of and demand for services to the community. Ultimately, the nature of the emergency will determine which services and staffing must be maintained in emergency situations.

This section prescribes how the District will notify employees during periods where our operations may be temporarily interrupted- whether due to electrical, water or other utility emergencies, evacuation of offices, or otherwise impacted due to extreme inclement weather, volcanic eruption, earthquake, hazardous material release, or other natural or man-made disaster. This section also identifies how the District handles compensation in these situations. This section of the handbook is a supplement to the Safety Manual (and Appendix H) and Continuity of Operations Plan (COOP); please reference those documents for specific instructions and actions during the event of an emergency.

##### Temporary Closures

- a) Except as provided below, the ~~Administrator~~ Administrative Officer retains authority to determine when emergency conditions warrant closing down District offices and services. The ~~Administrator~~ Administrative Officer may delegate this authority to a Person-in-Charge (PIC) who may make the decision (see section 4.11.2.a, below).
- b) The District may be closed, fully or partially, for a full day(s), may close early, or may open late.
- c) Once a closure directive has been issued, division directors are authorized to determine which services will remain available, determine alternate work locations, and/or to provide critical or emergency services. They are encouraged to develop specific written emergency condition standard operating procedures, based on the

general requirements of this section, provide that information to the employees in their division and coordinate with other divisions as to the District-wide impacts.

- d) If a closure extends for more than one week, the status of displaced employees may be reviewed by the District to determine whether a reduction in force may be necessary due to either lack of funds or lack of work.
- e) Primary notification and related information regarding closure or interruption of District service(s) will be conveyed to District employees via "AlertSense", an emergency alert and communication service. It is an employee's responsibility to update the AlertSense website of their preferred emergency contact information. Employees should include at least one personal contact method (i.e. home phone or email) in the event emergency notifications are conveyed when an employee is not at work.
- f) Secondary employee notification will occur via a recorded message on the SHD Staff Information Line (425-339-8777).

The district's Public Information Officer (PIO), or designee, will issue a media release to local radio and TV stations with instructions for the public, as necessary.

#### Establishing a Person-in-Charge (PIC)

- a) In the event a decision of District status has not been made, and [Administrator Administrative Officer](#), or designee, is not immediately available or at the office (or alternate location), the first employee arriving at the office (or alternate location) shall be the Person-In-Charge (PIC) at the office/location. For role clarity to others arriving on-site, the PIC will notify others of his/her role. The PIC shall contact the Administrator, or designee, to provide safety and status information and to obtain direction to share with other employees as they arrive on-site. When a District director, manager or supervisor arrives at the office/location, s/he shall immediately locate the PIC, the initial PIC shall provide them status information and the PIC designation shall transfer to the director, manager or supervisor. Should the director, manager, or supervisor need to re-assign his/her PIC role, s/he shall ensure the assignee and others are fully aware.

#### Staffing Levels

When an emergency condition closing is directed, division directors, or designees, must determine which services remain available during the closure. These determinations will be shared with the Administrator, or designee, as well as shared with each division director, or designee, to ensure a collaborative effort of providing essential services. Based on the determination of essential services, the directors, or designees, shall determine the level of staffing required for their division and decide which employees can be released and which must remain on duty and/or report to work.

- a) Authorization to work - When the District has announced a closure, only those employees who have been authorized to work are to perform work and be paid for such time. Normally, employees who are authorized to work will report to an established work site. On an exception basis, a director, manager or supervisor may authorize an employee to work from home or other location to complete essential work.
- b) Emergency work schedules - When it is highly likely that the District may announce a closure, the work day for employees will be defined as an 8 am to 5 pm schedule; however, directors, managers or supervisors may authorize employees to work schedules other than this, based on essential work needs.



#### Employee-Initiated Time Off

- a) In hazardous conditions, but short of a closure, employees are authorized some discretion in deciding not to report for work or to leave work early, such as when employees legitimately believe that travel to or from work is overly hazardous, or circumstances at home require their presence. The employee must notify their manager or supervisor of this decision as soon as possible.
- b) Paid time off under this section must be requested and approved by the employee's immediate manager or the person they would normally contact for time off. Requests will be honored provided the circumstances reasonably justify the employee's concern and the employee's presence is not required for critical services. Leave charged for this purpose may be emergency leave (up to four (4) hours per calendar year for conditions noted in this section, inclusive of any emergency leave used in section 4.11.5.b, below), vacation, floating holidays, comp time or leave without pay. Sick leave may not be used. Employees are encouraged to maintain adequate leave balances for unforeseen events. Employees who left prior to the end of their work day or need to arrive late, due to personal concerns relating to the emergency conditions are eligible for up to four hours per calendar year for emergency leave due to conditions noted in this section.

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#### Pay During Closures

- a) Partial day closures - When the District closure is announced mid-day or there is an announced late start/opening, the following applies:
  - Employees scheduled to work who reported to work on the partial day closure will be paid for their normally scheduled work day, and paid leave need not be charged for the hours applicable to the closure.
  - Employees scheduled to work who did not report to work and do not contact their manager or supervisor prior to an announced closure are considered to have been absent without authorization and will be only eligible for leave without pay for the full work day.
- b) Paid time off (not included in section 4.11.5.a, above) under this section must be requested and approved by the employee's immediate manager or the person they would normally contact for time off. Requests will be honored provided the circumstances reasonably justify the employee's concern and the employee's presence is not required for critical services. Leave charged for this purpose may be emergency leave (up to four (4) hours per calendar year for conditions noted in this section, inclusive of any emergency leave used in section 4.11.4.b, above), vacation, floating holidays, comp time or leave without pay. Sick leave may not be used. Employees are encouraged to maintain adequate leave balances for unforeseen events.
- c) Full day closures - If the closure is announced in advance of the work day and employees scheduled to work do not report on that basis, they must use their own paid leave for the day, as described above.

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### **4.13 SHORT-TERM FURLONGHS OR HOURS REDUCTION**

In the event the District is faced with a temporary shutdown of state or federal government and the associated elimination of District funding, the District may implement short-term furloughs or a reduction in employee hours. A furlough or hours reduction may be limited to a particular program/positions or may be based on

operational considerations. The District will have sole discretion to make staffing decisions based on budgetary factors and service needs. Before implementing a furlough or temporary reduction of hours, the District will give affected employees at least seven (7) calendar days' advance notice and will last no longer than fourteen (14) days. Affected employees on a temporary furlough or working reduced hours will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the hours reduction or furlough, and will maintain the leave balances accrued at the time of the temporary hours reduction or furlough (i.e., leave balances will not be cashed out). Affected employees may elect to use accrued paid annual leave or compensatory time during a temporary hours reduction or temporary furlough.

#### **4.14 ESTABLISHMENT OF SALARY LEVELS**

Compensation levels for all regular employees will be as approved by the Board of Health for each position classification as set forth in the District's annual budget (as amended or supplemented from time to time).

The District uses a step system to provide for salary progression within a classification. All original hires into a classification will be placed at the first step of the appropriate salary schedule for the classification unless specific authorization for an exception is approved by Human Resources.

When making adjustments to the salary schedule, the following process will be used:

- If the Board of Health increases salary levels, the increase will be applied to the first step of each classification or classification series; the salaries for steps above the first will be determined by increasing each step by five percent above the prior step.
- In classification series, the second or third step of the lower range will become the first step of the next higher range.
- All calculations will be rounded to the nearest dollar.

#### **4.15 PROGRESSION THROUGH SALARY SCHEDULE STEPS**

Each employee will move regularly through each step established for the position, subject to adjustments attributable to disciplinary action or leave of absence. On the first of the month after accruing 6 service credits subsequent to an employee's original appointment, promotion or reclassification, the employee shall advance to the next higher step. The date of such advancement becomes the employee's step-increase date. The employee will advance to each next higher step annually on the step-increase date. Once at the top step an employee does not continue to have a step-increase date.

#### **4.16 ESTABLISHMENT OF STEP INCREASE DATE**

When the effective date of the original appointment, promotion, reclassification, or other significant personnel action has occurred between the first and the fifteenth of a month, the step-increase date will be the first of the month. When the effective date of the original appointment, promotion, reclassification, or other significant personnel action

has occurred between the sixteenth and the end of the month, the step-increase date shall be the first of the following month.

Effect of Unpaid Leave. When an employee is granted an unpaid leave of absence of 50 percent or more of the regularly scheduled working hours in a calendar month, the employee will not earn credit for that month for step increase purposes. The date of salary progression will be adjusted accordingly.

Part-time Employees. Part-time employee pay increases will be determined and implemented on the basis of the employee's full-time equivalent continuous years of employment.

#### **4.17 COMPENSATION RATES FOR TEMPORARY EMPLOYEES**

Temporary employees will be paid at a rate as established by the District.

#### **4.18 PROMOTIONAL SALARY INCREASE**

Promotion is an employee's reassignment to a position having a higher salary schedule. On the date of promotion the employee is entitled to the higher of: (1) the first step of the salary schedule for the new position class; (2) advancement to the step of the new salary schedule which equals one step (approximately 5 percent) more than the previous salary. On the first of the month after accruing 6 service credits following the date of promotion, the employee progresses again to the next higher step in the salary schedule. This second progression becomes the step-increase date.

#### **4.19 SALARY UPON RE-EMPLOYMENT**

The salary of an employee who is re-employed and who previously terminated employment through voluntary resignation shall be at the first step of the appropriate salary schedule unless specific authorization for an exception is approved by Human Resources. If Human Resources authorizes re-employment at a step other than the first step, then the employee will be entitled to progress to the next higher step in accordance with Establishment of Step Increase Date above.

#### **4.20 RECLASSIFICATION**

An employee whose position is involuntarily reclassified to a different position class having a different (higher or lower) salary schedule for reasons which may include a change in duties or salary adjustment shall move to the lowest step in the higher classification which is at least five percent (5%) greater than the former step. In the case of a classification moving downward (for reasons not related to a demotion as defined in Section 6.05), the pay rate for the employee will be unchanged and shall not increase until such time as the salary assigned to the new classification occupied by the employee exceeds the employee's rate of pay.

#### **4.21 ACTING PAY**

Acting pay will be granted when an employee is temporarily assigned in writing by their manager or director, or designee, to perform at least fifty percent (50%) of higher level duties of a higher level position (such as filling in for a vacant position). Acting pay will

not apply for periods less than one (1) full work week. Employees approved to receive Acting Pay shall be compensated at a rate which represents a minimum five percent (5%) increase from their base wage, not to exceed the maximum of the higher range to which they have been assigned.

#### **4.22 SERVICE PAY**

Additional payment for service will be made to eligible employees according to the following schedule:

- Payment of \$30.00 per month to employees with 120 service credits (equivalent to 10 years of continuous full-time service).
- Payment of \$60.00 per month to employees with 180 service credits (equivalent to 15 years of continuous full-time service).
- Payment of \$90.00 per month to employees with 240 service credits (equivalent to 20 years of continuous full-time service).
- Payment of \$120.00 per month to employees with 300 service credits (equivalent to 25 years of continuous service).

## BENEFITS AND LEAVES

### 5.01 HEALTH AND WELFARE BENEFITS

Snohomish Health District provides a comprehensive benefits package for full-time employees, subject to eligibility requirements. Benefits generally include insurance coverage for medical, dental, life and vision. The benefit programs and eligibility information will be explained upon hire, and complete information about the benefit programs can be found in the Summary Plan Descriptions provided to employees. If you lose or misplace those Summary Plan Descriptions or have questions regarding benefit programs, please see Human Resources.

Benefit programs, coverages and cost-sharing are subject to change from time to time based on insurance market conditions, legal requirements, District resources and other considerations. You will receive a list of benefits for which you are eligible during open enrollment each year. Please check with Human Resources if you have questions about your benefits and eligibility.

Benefits Eligibility for Part-time Employees. Part-time employees who are regularly scheduled to work 0.5 FTE or greater are eligible to participate in the District's health and miscellaneous benefit programs (for medical, dental, life and vision) and will receive pro-rated district cost sharing contributions toward the benefits. Employees who are not regularly scheduled to work at least 0.5 FTE are not eligible for benefits, unless required by law.

Benefits Eligibility for Temporary and Variable Hour Employees. Benefit eligibility for temporary employees depends on the particular circumstances of the temporary employment arrangement. For example, temporary employees placed through a staffing agency may be eligible for benefits through the staffing agency. In other cases, benefit eligibility will depend on hours worked and duration of the temporary employment. Where an employee's hours of work will be uncertain or will vary, making a benefit eligibility determination difficult, the District will use certain measurement periods to make eligibility determinations in accordance with federal law. The applicable measurement periods are explained in the Appendix to this Handbook.

### 5.02 COBRA

In compliance with COBRA (the federal Consolidated Omnibus Budget Reconciliation Act), the District offers continuing group health care coverage on a self-pay basis to employees and their dependents when a "qualifying event" would normally result in a loss of eligibility. Some common qualifying events are termination (for reasons other than gross misconduct), a reduction in hours affecting coverage, divorce or legal separation, retirement or death. Depending on the qualifying event, continuation coverage may be available for 18 months or 36 months, or until the affected party becomes eligible for other health insurance coverage, whichever occurs first. The full policy monthly premium plus a two percent administration fee must be paid by the employee or beneficiary in order to ensure COBRA continuation coverage.

Employees will be provided with information describing COBRA rights upon termination or when the District learns that a qualifying event has occurred. If you desire further

clarification regarding COBRA, or if you anticipate any change in your job or family status that may affect benefits eligibility and qualify as a COBRA “event,” please contact Human Resources.

### **5.03 RETIREMENT**

Pension for employees and contributions to the Public Employee’s Retirement System (PERS) will be governed by Washington state statute.

Employees eligible for benefits will also be given the option to participate in a voluntary retirement savings plan, such as a 457 retirement plan.

### **5.04 TUITION REIMBURSEMENT**

Employees may apply for reimbursement of the cost of tuition for an approved, job-related course at an approved educational or training institution. All class time and coursework must be completed during non-working hours. Employees desiring to apply for tuition reimbursement must submit a written request to their supervisor for review by the division director and approval from the Administrator, or designee. No tuition will be reimbursed unless prior authorization has been granted by the Administrator, or designee. Approvals are within the sole discretion of the Administrator, or designee, and will be based on consideration such as budget, perceived value to the District, the requesting employee’s employment record and the like. If an employee leaves subsequent to receiving tuition reimbursement, he/she may be required to repay all or a portion of the reimbursement amount. Please contact Human Resources for details regarding tuition reimbursement.

### **5.05 OTHER MISCELLANEOUS BENEFITS**

To enhance your employment experience with the District, the District will consistently strive to make available a range of benefit and incentive programs for employees, such as life insurance, supplemental insurance (e.g., short-term disability), and wellness and commute trip reduction programs. Information regarding programs currently being offered by the District is available through Human Resources, and updates will be disseminated from time to time. Please see Human Resources if you are not sure whether you have the most current information regarding available programs.

### **5.06 WORKERS’ COMPENSATION INSURANCE**

All employees are covered by the state workers’ compensation (industrial insurance) program. For qualifying cases, the state workers’ compensation program will pay you to cover certain lost compensation and medical expenses arising from job-related injuries or illnesses.

All job-related accidents or illnesses should be reported immediately to the employee’s supervisor. The supervisor shall be responsible for directing the employee to get medical treatment, if necessary, and shall report the injury/illness to Human Resources. The supervisor should also direct the employee to complete the necessary paperwork to submit to the state to report the incident and initiate a workers’ compensation claim. An employee is not entitled to receive more than 100% of his/her regular earnings while receiving time loss payments through the workers’ compensation program. The District

will notify the employee of the possibility the employee might receive more than 100% of his/her regular earnings as soon as it is discovered. The employee may choose to receive less than 100% of his/her District earnings during the period of leave. For example, the employee may choose to receive only workers' compensation payments without utilizing any sick or vacation leave. Whenever possible the employee and the District will mutually agree upon a method of reduced payment or repayment when overpayment is anticipated or received.

#### **5.07 LIABILITY INSURANCE**

The District maintains liability insurance policies to protect the District and its employees from liability arising from lawsuits filed against the District or District employees. Persons insured under these policies include any employee acting within the scope of his or her employment.

#### **5.08 FAMILY AND MEDICAL LEAVE**

The District's family and medical leave program enables employees to take time off, under certain conditions, for health reasons or to care for family members. This section will be administered in accordance with the federal Family and Medical Leave Act (FMLA).

Eligibility. To be eligible for leave under this family and medical leave section, an employee must have been employed by the District for at least 12 months, must have worked at least 1,250 hours in the preceding 12 months, and must work at a location where at least 50 employees are employed by the District within 75 miles.

Leave Entitlement. An eligible employee may request up to 12 workweeks of FMLA leave per "leave year" for one or more of the following reasons:

- To care for the employee's child upon birth, or to care for a child upon the child's placement with the employee for adoption or foster care;
- To care for a spouse, son, daughter or parent who has a serious health condition;
- To care for self, if the employee has a serious health condition that makes the employee unable to perform the essential functions of the position (including incapacity due to pregnancy, prenatal medical care or childbirth); or
- For a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member (including those in the regular Armed Forces, the National Guard or the Reserves) who is on active duty, or has been notified of an impending call to covered active duty, and who has been or is being deployed to a foreign country. Qualifying exigencies are generally activities related to the active duty or call to duty, including attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

The District defines a leave year as the rolling twelve-month period measured backward from the date an employee uses any FMLA leave. FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. In addition, generally spouses employed by the District will be jointly entitled to a combined leave of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, or to care for a parent with a serious health condition. Each spouse is, however, eligible for the full 12 weeks of leave in the 12-month leave period to care for a child or spouse with a serious health condition, or for either employee's own serious health condition.

**Military Caregiver FMLA entitlement.** An eligible employee may also take up to 26 weeks of leave during a single 12-month period to care for an injured servicemember who is the employee's spouse, parent, child or next of kin. A covered servicemember is a current member of the Armed Forces, including a National Guard or Reserves member, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered servicemember may also be a veteran who was a member of the Armed Forces any time during the five years preceding his/her need for medical treatment, recuperation or therapy for a serious injury or illness, where the injury or illness was incurred or aggravated in the line of duty. For purposes of this kind of leave, the 12-month period begins with the first day the employee takes leave. The combined total of leave for all purposes described in this section may not exceed 26 weeks in the applicable leave year.

**Serious Health Condition.** For purposes of this FMLA section, a serious health condition is an illness, injury, impairment or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
- A period of incapacity of more than three consecutive, full calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider;
- A period of incapacity due to pregnancy or for prenatal care;
- A period of incapacity or treatment due to a chronic serious health condition, for a permanent or long-term condition for which treatment may not be effective, or to receive multiple treatments for restorative surgery after an accident or injury or for a condition that would likely result in an incapacity of more than three full, consecutive calendar days in the absence of medical treatment (e.g., chemotherapy for cancer or dialysis for kidney disease).

**Intermittent or Reduced Work Schedule Leave.** In certain circumstances, eligible employees may take FMLA intermittently (for example, in smaller blocks of time) or by reducing their work schedule. If the FMLA leave is because of the employee's own serious health condition or to care for a family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary. Eligible employees may also take FMLA leave on an intermittent or reduced schedule basis when necessary because of a qualifying exigency arising from a family member's



military service. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the District's permission unless the employee is also using Paid Family Medical Leave ("PFML" leave – see next section). Where intermittent leave or reduced-schedule leave is needed for planned medical treatment, an employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly business operations. Where an employee needs intermittent or reduced-schedule leave based on planned medical treatment, the District may transfer the employee to an alternative position with equivalent pay and benefits that can better accommodate such recurring leave.

**Notice and Certification.** Employees who want to take FMLA leave ordinarily must provide the District with at least 30 days' notice of the need for leave, if the need for leave is foreseeable. If 30 days' advance notice is not possible, notice must be provided as soon as practicable (which is generally the same day or next business day after the need for leave becomes known). Absent unusual circumstances, employees are required to follow the District's regular procedural requirements when requesting FMLA leave. When requesting leave, employees must provide sufficient information for the District to determine whether the leave may be FMLA-qualifying, and the anticipated timing and duration of requested leave. Employees must also inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

In addition, employees who need leave for their own or a family member's serious health condition may be required to provide medical certification from a health care provider of the serious health condition. The District may require a second or third opinion (at District expense), periodic recertifications of the serious health condition and, when the leave is for an employee's own serious health condition, a certification that the employee is fit to return to work. Employees who need leave for a qualifying exigency arising from a family member's military leave must provide a certification confirming the need for leave.

The District may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. The District also may delay or deny approval of leave for lack of proper certification establishing the need for leave.

Please contact Human Resources to obtain further information and forms relating to FMLA leave requests.

**Continuation of Pay and Benefits.** FMLA leave is unpaid leave. However, eligible employees may apply for and receive PFML benefits from the State of Washington during an FMLA leave (see next section). -An employee who is not receiving PFML benefits during FMLA leave is not required to use any accrued paid leave available to them as part of their FMLA leave, provided that non-exempt employees will not be required to use paid sick leave.

During all leave under this family and medical leave section, the District will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay his/her share of insurance premiums, if any. Failure of the employee to pay his/her portion of the premium may result in cancellation of health insurance. Under certain circumstances, if an employee fails to return to work at the end of the leave, the employee may be responsible to pay back the District for the employer portion of the

health insurance premiums. Leaves such as vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave.

Job Restoration Upon Return From Leave: Return-to-Work Certification. Upon return from FMLA leave, an employee will be entitled to return to the employee's former position or a position with equivalent pay, benefits and conditions of employment, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). The District may require a return-to-work certification from a health care provider before restoring the employee to work following FMLA leave where the employee has taken leave for the employee's own serious health condition. If the employee chooses not to return to work for any reason, the employee should notify the District as soon as possible.

For Guidance. For more information about leave entitlements, or if you think you may need to take a Family and Medical Leave, please contact Human Resources. The leave laws, particularly those applicable to pregnancy and childbirth, can be confusing. Employees are encouraged to contact Human Resources with any questions about how the various laws are coordinated in a particular situation.

## 5.09 PAID FAMILY AND MEDICAL LEAVE

The Washington State Paid Family and Medical Leave (PFML) law establishes a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons. This policy provides a summary of the PFML program. Employees may obtain additional information at [www.paidleave.wa.gov](http://www.paidleave.wa.gov). To the extent an issue is not addressed in this policy, the District will administer this benefit program consistent applicable statutes and regulations.

Payroll Deductions. The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. The premium rate is established by law; employees are currently responsible for two-thirds of the total premium amount. Should the State in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the District will modify payroll practices to reflect those statutory changes.

Eligibility. Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

Monetary Benefits: In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.

Job Protection: In order to be eligible for job protection under PFML, an employee must have worked for the District for at least 12 months and have worked 1250 hours in the last year.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting).

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Leave Entitlement. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to her pregnancy. The claim year begins when the employee files a claim for PFML benefits. PFML leave may be taken for the following reasons:

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▲ Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

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▲ Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

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▲ PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

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▲ PFML Application Process. An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website ([www.paidleave.wa.gov](http://www.paidleave.wa.gov)). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

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▲ Notification Requirements. An employee must provide written notice to the District of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to the District, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, the District will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

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▲ If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt District operations. If taking leave intermittently, an employee must notify the District each time PFML leave is taken so that the District may properly track leave use.

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▲ PFML Monetary Benefits. If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to a

weekly maximum (which is \$1,206 for 2021 and thereafter subject to annual adjustments by the State). ESD's website includes a benefits calculator to assist employees in estimating their weekly benefit amount.

With the exception of leave taken in connection with the birth or placement of a child or leave taken for a qualifying military exigency, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees may use available accrued leave to cover absences during the waiting period.

Paid leave accruals (vacation, sick leave, floating holidays, compensatory time, or any other accrued leave) are not supplemental to PFML benefits, meaning that an employee cannot receive accrued leave and PFML benefits for the same absence. If an employee elects to use accrued leave during a PFML-covered absence, the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated (reduced) weekly PFML benefit to reflect that the employee already received some compensation for the absence.

Important note: failure to report the receipt of accrued leave while on PFML leave may result in an overpayment by ESD, which ESD may recoup from the employee.

Coordination with Other Benefit Programs. When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of District policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to District policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

Job Restoration; Return to Work Recertification. An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). The District may require a return-to-work certification from a health care provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition. Under certain conditions, the District may deny job restoration to a salaried employee who is among the highest paid ten percent of District employees. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify the District as soon as possible.

## **5.10 PREGNANCY DISABILITY LEAVE ADDITIONAL FAMILY/MEDICAL LEAVE ENTITLEMENTS UNDER WASHINGTON LAW; INTEGRATION WITH FMLA**

Pregnancy Disability Leave. In addition to leave under the federal FMLA described above, Washington law provides certain additional leave rights in connection with pregnancy-related disability and to care for a newborn. Regardless of whether an employee is eligible for FMLA and/or PFML leave, she the employee is entitled to Pregnancy Disability leave for the period of time that the employee she is temporarily disabled because of pregnancy or childbirth. Medical certification may be required to

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confirm the need for leave. If the employee is eligible for FMLA and/or PFML leave, the Pregnancy Disability leave will run concurrently with those leaves ~~FMLA leave~~. Pregnancy Disability leave is unpaid and health benefits are not automatically continued (unless the employee is also eligible for FMLA leave); however, accrued leave may be used and the employee may continue insurance coverages at her expense. Employees on Pregnancy Disability leave may apply for PFML leave; if PFML leave is approved by ESD, leave and benefits will be administered in accordance with the PFML policy above.

~~Washington Family Leave Act. The WFLA provides certain additional leave benefits to eligible employees. The WFLA largely mirrors the FMLA, with the same eligibility standards and entitlement to 12 weeks of leave for family and medical reasons. In most situations, WFLA provides the same leave entitlement as (and runs concurrently with) FMLA leave and employees should follow the procedures described above for both FMLA and WFLA leave. WFLA differs from FMLA leave only in the following respects:~~

- ~~• WFLA leave does not run concurrently with any leave taken for Pregnancy Disability leave; this affords an employee up to 12 weeks of additional time off to care for her newborn once she has recovered from the Pregnancy Disability.~~
- ~~• Under the WFLA (but not the FMLA), an eligible employee may be entitled to up to 12 weeks of leave to care for the employee's registered domestic partner with a serious health condition.~~
- ~~• The WFLA does not provide leave for military exigencies or for military caregivers. Where such military-related leave is taken under the FMLA, it will not count against the 12-week leave entitlement available under the WFLA.~~
- ~~• Continuation of employer-paid health insurance is not required during WFLA leave. Thus, during leave that is covered only by WFLA and not FMLA, health insurance will not be automatically continued unless the employee elects continuation coverage at his/her expense.~~

## **5.101 OTHER UNPAID LEAVE**

Subject to operational and other considerations, the District may grant a leave of absence without pay for an absence not covered by any other type of leave. Any available accrued leave must be exhausted before an unpaid leave will be approved. An example of an absence that may qualify is a prolonged illness or medical condition for which an employee needs reasonable accommodation.

## **5.142 BENEFITS DURING LEAVE**

Employees who are on a paid leave of absence shall continue to receive benefits they were entitled to prior to the start of their leave, including the accrual of annual leave, sick leave, holidays, retirement and health insurance benefits. Unless stated otherwise in these policies, an employee's benefits (including health insurance) will be suspended during any period of unpaid leave in excess of 30 consecutive days. In certain cases, self-payment of insurance premiums may apply (see COBRA information). Leave accruals will be suspended during an unpaid leave, or as stated in the applicable leave section.

### **5.123 JURY DUTY**

Employees who are required by law to render jury service will be granted time off with pay during the period of jury duty. Compensation received by the employee for jury service will be deducted from the employee's normal salary for the same period so that the income from both sources does not exceed the employee's normal salary. The employee will have the option of endorsing pay received from jury to the District and collecting full salary from the District.

Employees should notify their supervisor as soon as possible after receipt of a juror summons so that operational adjustments can be made as needed during the employee's absence. A copy of the juror summons must be provided upon request. If an employee is summoned for jury service during a critical work period, the District may ask the employee to request a waiver from duty. Employees are expected to return to work if they are excused from jury duty during regular working hours or are released from jury service earlier than expected.

### **5.134 EDUCATIONAL LEAVE**

Educational leave with pay may be granted by the District. Such leaves may be granted for attendance at professional meetings such as conferences, symposia, workshops and college short courses when the proposed educational program is deemed of value to the operations of the District and funding permits the authorization of attendance at such programs. Requests for paid leave to attend courses shall require prior approval.

### **5.145 MILITARY LEAVE**

Every employee who is a member of the National Guard or of the U.S. Army, Navy, Air Force, Coast Guard or Marine Corps, or of any organized reserve of the United States, will be granted military leave in accordance with state and federal law. Employees who take military leave will have whatever rights to reinstatement, seniority, vacation, layoffs, and compensation as are provided by applicable law.

Paid Leave of 21 Days Per Year. Under Washington law, a public employee is entitled to a paid military leave of absence for a period not to exceed 21 working days during each year beginning October 1st and ending the following September 30th. Military leave beyond the 21 days of paid time off will be unpaid, provided that employees may elect to use accrued vacation, compensatory time or other available paid time off during the period of military leave.

You should notify your supervisor as soon as you receive notice of your need to report for military duty, and provide your supervisor with a copy of your orders. Human Resources can provide additional information at that time regarding benefits and other employment matters associated with your military leave.

### **5.156 LEAVE FOR SPOUSES AND REGISTERED DOMESTIC PARTNERS OF MILITARY PERSONNEL**

During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while his/her

spouse or domestic partner is on leave from deployment, or before and up to deployment. (Family military leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take the family military leave described in this section.) The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide Snohomish Health District with notice of his/her intent to take leave within five business days of receiving official notice that the employee's spouse or domestic partner will be on leave or of an impending call to active duty. The employee may substitute any available accrued leave for any part of this family military leave.

#### **5.167 LEAVE DUE TO DOMESTIC VIOLENCE OR SEXUAL ASSAULT**

In compliance with Washington law, Snohomish Health District will authorize leave for employees who are victims of domestic violence, sexual assault, or stalking, or for employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. A reasonable amount of leave will be provided, and this leave may be taken in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave (e.g., vacation or sick leave) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. SHD may require verification to support the need for the leave. Except where disclosure is authorized or required by law, or where an employee authorized disclosure of certain



information, Snohomish Health District will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

We urge you to contact Human Resources in the event you need leave from work to address a domestic violence situation.

**5.178 UNPAID LEAVE FOR REASONS OF FAITH OR CONSCIENCE**

Consistent with State law, employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

You may select the days on which you desire to take the two unpaid holidays after consultation with your supervisor. If you prefer to take the two (2) unpaid holidays on specific days, then you will be allowed to take the unpaid holidays on the days you have selected unless the absence would impose an undue hardship, or your presence at work is necessary to maintain public safety. “Undue hardship” means significant difficulty or expense, taking into account factors such as the effect of your absence on operations and the number of other employees requesting leave, and the impact on other employees’ leave entitlements.

You should submit a written request for an unpaid holiday to your supervisor a minimum of two weeks prior to the requested day off; see SnoLink for the request form. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by your supervisor. Partial days off will count as a full day toward the annual entitlement of two (2) unpaid holidays.

Employees may not use accrued vacation or other leave for this time of leave; if you would like to take vacation or other paid time off instead of an unpaid holiday under this section, it will be subject to the paid time off approval process applicable to the type of paid leave requested.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

**5.189 ANNUAL LEAVE**

Snohomish Health District provides paid annual leave to full-time employees at the following accrual rates:

Service Credits	Hours Earned Per Month	Days Earned Per Year
0-12	8 hrs	12
13-24	8.67 hrs	13
25-60	10 hrs	15
61-108	12 hrs	18
109-132	14 hrs	21



133-156	14.67 hrs	22
157-180	15.33 hrs	23
181-204	16hrs	24
205-252	16.67 hrs	25
253+	20 hrs	30

Accrual. The monthly accrual will be credited at the end of each month of employment. Employees who have been in paid status less than 50 percent of the regularly scheduled working days in the month will not earn annual leave for that month. Employees who have been in paid status 50 percent or more of the regularly scheduled working days in the month will earn annual leave for that month. New employees with a start date on or before the 15<sup>th</sup> of the month shall earn annual leave for that month. Employees starting work after the 15<sup>th</sup> of the month will not earn annual leave for that month. New employees may not use annual leave until they have been employed for a continuous six month period.

Part-time and Temporary Employees. Annual leave accrual for part-time employees will be calculated by multiplying the employee's FTE by the employee's accrual rate based on years of service. Temporary employees are not generally eligible to accrue annual leave.

Use of Annual Leave. Use of annual leave is subject to the approval of the employee's supervisor. Leave requests of three (3) days or more must be made at least ten (10) working days in advance. Leave requests of less than three days require a minimum of two days of advance notice. Exceptions may be made for emergencies or due to extenuating circumstances. The District will attempt to accommodate an employee's preferred leave dates, subject to operational needs and the leave requests of other employees. When it is necessary to restrict the number of employees granted leave during a particular period, due consideration will be given to such factors as operating needs, skills availability, timing of request and seniority. When all other factors are equal, the employee with the greatest District seniority will be given preference for the preferred leave period.

Maximum Accrual. The District encourages employees to use their accrued leave to achieve a good work-life balance. To that end, employees may accumulate up to a maximum of three hundred twenty (320) hours of annual leave. Once this maximum is reached, no further leave will accrue until the employee uses annual leave to bring down his/her balance. An exception to this rule may be permitted where an employee has deferred leave usage at the request of the District.

Cash-out Upon Separation. Employees who are separated from employment by the District or who resign or retire with at least ten (10) working days' advance notice will be paid for annual leave that is accrued but unused as of the separation date.

## 5. ~~2019~~ SICK LEAVE

Each regular full-time employee will be credited at the end of each calendar month with eight (8) hours of sick leave. Part-time employees shall earn sick leave on a pro rata basis determined by multiplying their FTE times the full-time benefit. Temporary employees will accrue one (1) hour of paid sick leave for every forty (40) hours worked.

Accrual. New employees whose first day of work is on or before the 15th of the month shall earn sick leave for that month. Employees starting work after the 15th will earn sick leave for the month they start at a rate of one (1) hour for every forty (40) hours worked

Employees who have been in paid status less than 50 percent of the regularly scheduled working days in the month will earn sick leave for that month at a rate of one (1) hour for every forty (40) hours worked. Employees who have been in paid status 50 percent or more of the regularly scheduled working days in the month will earn their regular sick leave amount for that month.

Use of Sick Leave. Employees may use accrued sick leave for the following purposes:

- The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- Provided that an applicable vaccine waiver has not been signed, following exposure to a contagious disease which would jeopardize the health of fellow workers or the public should the employee attend work as scheduled. Time off from work under such circumstances must be consistent with current medical practice and approved by the District.
- The employee's care for a family member with illness, injury or health condition; or care for family member who needs medical diagnosis, preventive care or treatment. Family members include an employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status); parent (whether biological, adoptive, in-law, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child); spouse or registered domestic partner; grandparent; grandchild; or sibling.
- An absence due to closure of the District's offices by order of public official for any health-related reason, or where the employee's child's school or day care is closed for such a reason.
- Absences covered by the Domestic Violence/Sexual Assault/Stalking leave policy above.

Notice of Sick Leave Use. An employee must notify his/her supervisor of the need to use sick leave as soon as the need for leave becomes known. At a minimum, employees should provide notice of a sick leave absence at least thirty (30) minutes before the employee's scheduled shift, unless such notice is not practicable.

Verification. The District may request a statement from a health care provider or other documentation to verify the appropriate use of sick leave as permitted by law, provided that for nonexempt employees: (i) certification may only be required when an employee uses more than three consecutive work days of sick leave; (ii) an employee will have up to 10 calendar days to provide the required documentation; (iii) if requested, documentation need not disclose the nature of the medical condition causing the need for leave; and (iv) if a requirement to provide documentation will result in unreasonable burden or expense to the employee, an employee may advise the District of this concern and District will evaluate its request in light of the circumstances and confer with the employee to address the situation. Abuse of sick leave may be grounds for immediate discharge.

Use of Sick Leave In Connection With On-the-Job Injury. Any employee who sustains an injury or develops an illness considered by the employee to be job-related should inform the attending health care provider, who will prepare the necessary forms for the employee to receive benefits under the Workers' Compensation system. Whenever an on-the-job injury or illness causes an employee to take time off work for treatment and/or recuperation ("time loss") under the State Workers' Compensation program, that time off will initially be charged to the employee's sick leave balance. Once the Washington State Department of Labor and Industries has determined that the claim is covered by Workers' Compensation, the employee shall pay the time loss award over to the District. The dollar amount of the time loss award will be divided by the employee's normal hourly rate of pay to determine the number of hours which will then be restored to the employee's sick leave balance. If the ruling is that the injury or illness is not covered by Workers' Compensation, the employee will continue to be charged sick leave for the time lost due to a bona fide injury or illness. If the employee exhausts all sick leave, then the absence will be charged against all other leave balances until exhausted. Thereafter such leave shall be unpaid. Also, refer to section 5.06.

Maximum Sick Leave Accrual. Employees hired after January 1, 2016 may carry over no more than 1,000 hours of sick leave from one calendar year to the next. Any sick leave hours in excess of this carryover maximum will be forfeited at year end.

Employees hired prior to January 1, 2016, will not be subject to the annual carryover limit, and may therefore continue to accrue sick leave above 1,000 hours for appropriate use or conversion and payout in accordance with the "Treatment of Sick Leave Accrual Upon Termination" paragraph below.

Sick Leave Conversion to Cash Payment or Annual Leave. Effective December 1 of each calendar year, employees who have accumulated sick leave in excess of 600 hours may elect, by notifying Human Resources no later than December 15<sup>th</sup>, to convert sick leave earned in the preceding 12 months (or a maximum of 96 hours) according to the following ratios:

- A cash payment computed at 20 percent of sick leave hours converted (or 12 minutes of paid time for each 1 hour of converted sick leave) at the employee's regular rate of pay.
- Additional annual leave computed at 25 percent of sick leave hours converted (or 15 minutes of annual leave for each 1 hour of converted sick leave). Annual

leave that has been earned by conversion must be utilized within 120 days of conversion.

Accumulated sick leave will be reduced by 100 percent of the hours that have been converted.

HSA Sick Leave Conversion. Effective December 1 of each calendar year, in lieu of the conversion to cash or annual leave options listed above, employees currently enrolled in the CDHP health insurance option who have opened a Health Savings Account (HSA), and who have more than ~~600~~ 480 hours of accumulated sick leave, may elect to convert accumulated sick leave in excess of ~~600~~ 480 hours into their HSA accounts. An employee who elects the HSA conversion option is excluded from the conversion to cash or annual leave options.

An employee may elect to convert any amount of sick leave hours, provided two requirements are satisfied: (1) the dollar value of the HSA contribution does not exceed the IRS maximum for HSA contributions in the calendar year (taking into consideration any contributions previously made in the calendar year); and (2) the employee maintains a balance of at least ~~600~~ 480 hours in his/her sick leave bank after the conversion. The value of the sick leave conversion shall be based on the following:

- Individuals with 84 or more service credits: payment for 25 percent of accumulated sick leave hours
- Individuals with 180 or more service credits as of January 31, 2016: payment of 50 percent of accumulated sick leave hours

Accumulated sick leave will be reduced by 100% of the hours which have been converted. No HSA contributions provided by this policy shall be permitted in any calendar month or year in which the contribution would incur tax liability under the excise tax ("Cadillac Tax") of the Affordable Care Act. Once an employee has access to VEBA Plan funding provided by Article 8.5 of this Agreement, no further HSA contributions will be permitted. Should any aspect of this policy conflict with the IRS rules governing the interplay between CDHPs/HSAs and HRAs/VEBAs, or conflict with the terms of the District's health insurance carrier, employer contributions under this policy shall not be permitted.

Sick Leave Payment Upon Employee Death. Upon the death of an employee payment of 100 percent (up to a maximum of one thousand [1,000] hours) will be made to the heirs or estate of the employee.

Treatment of Sick Leave Accrual Upon Termination. Upon separation from employment - specifically in the event of an involuntary layoff due to a reduction in force, a voluntary resignation, or a retirement - a portion of accrued but unused sick leave will be paid into an HRA VEBA account according to the schedule below. Provided, however, that no contributions to the VEBA account by employees or the District will be permitted in any calendar month or year that triggers tax liability under the excise tax ("Cadillac Tax") of the Affordable Care Act. In the event a tax liability under the Affordable Care Act is triggered, employees will receive a cash payment in their final paycheck according to the following schedule:

- Individuals with less than 84 service credits: no payment of any portion of accumulated sick leave upon termination.

- Individuals with 84 or more service credits: payment for 25 percent of accumulated sick leave hours, to a maximum of two hundred fifty (250) hours.

In lieu of the schedule above, individuals with 180 or more service credits as of January 31, 2016, who are involuntarily laid off due to a reduction in force or who voluntarily resign or retire, will receive payment equal to 50 percent of accumulated sick leave hours (the payment calculation will be based on the balance at the time of separation or the balance as of January 31, 2016, whichever is less).

Any separating employee who is eligible for an HRA VEBA contribution or cash payment based on the above must sign an agreement authorizing the contribution or payment at the time of separation; if the separating employee does not sign such an authorization, no contribution or payment for sick leave will be paid. Except as specifically described in this section, a separating employee will not receive payment for accrued sick leave upon separation.

## 5.210 HOLIDAYS

Snohomish Health District provides paid time off for the following holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday of January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday of May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
<u>Day after Thanksgiving Day</u>	<u>Native American Heritage</u> Friday after
Thanksgiving	
Christmas Day	December 25

Eligibility for Holiday Pay. Employees must be on paid status at least 50 percent of the scheduled working days of the month in which a holiday or holidays fall in order to receive holiday pay.

Part-Time and Temporary Employees. Part-time employees shall earn holiday pay on a pro rata basis determined by multiplying their FTE times the full-time benefit. Temporary employees are generally not eligible for holiday pay.

Floating Holidays. Exempt employees are entitled to take five (5) floating holidays and non-exempt employees are entitled to take three (3) floating holidays per calendar year. Floating holidays may be taken on a day chosen by the employee provided: (1) the floating holidays will be taken at a time approved by the District and at a time that will not impair the efficiency of the Health District; and (2) the non-exempt employee has been employed for at least two months full-time or the equivalent. Part-time employees working less than .50 FTE shall be eligible to use earned floating holiday after four months. Part-time employees are entitled to floating holidays on a pro rata basis according to the proportion of a full-time work schedule they regularly are assigned to work.

Non-exempt employees beginning work before April 1 will be entitled to Three (3) floating holidays during that calendar year. Non-exempt employees beginning work after March 31 but before October 1 will be entitled to one and a half (1 ½ ) floating holiday during that calendar year. Non-exempt employees beginning work on or after October 1 will not be eligible for a floating holiday during that calendar year. Exempt employees hired between January 1 and June 30 will be entitled to five (5) floating holidays in that calendar year. Exempt employees hired between July 1 and November 30 will be entitled to three (3) floating holidays in that calendar year. Exempt employees hired after November 30 will not be entitled to floating holidays in that calendar year.

Floating holidays may be taken after notice of termination has been given, provided they are approved by, and do not impair the efficiency of, the Health District.

Floating holidays lapse at the end of the calendar year if unused and are non-compensable upon termination.

#### **5.224 BEREAVEMENT LEAVE**

Upon notification, full-time employees shall be granted bereavement leave with pay up to six (6) months following a death in the family. The maximum number of ~~working days~~ hours of leave shall be ~~five~~ forty (40), ~~except that when the death occurs at a distance beyond 500 miles, additional paid leave of up to twenty-four (24) hours may be approved where necessary to address special circumstances (e.g. long-distance travel, estate responsibilities, etc.), additional time not exceeding three (3) working days may be granted.~~ Part-time employees are entitled to bereavement leave on a pro rata basis according to the proportion of a full-time work schedule they are regularly scheduled to work.

For the purpose of bereavement leave, the employee's family shall include the employee's spouse or domestic partner, and any of the following relatives of the employee, spouse or domestic partner: child, foster child, parent, stepparent, brother, sister, grandchild, grandparent, or other relative residing in the employee's household.

When requesting bereavement leave, employees should inform their immediate supervisor as to who died and the date of death. Proof of death and/or relationship may be required by your supervisor or Human Resources.

#### **5.232 SHARED LEAVE**

The District will allow employees to transfer annual leave to co-workers who, without such transfers, would be forced to terminate employment or go without pay in order to meet the needs of their own severe illness. It is understood that the use of shared leave will not significantly increase the District's costs, except for those costs which would otherwise be incurred in the administration of this section. Shared leave shall be subject to the following conditions:

1. The employee must be suffering from a non-work related illness, injury, impairment, or a physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay or to terminate his/her employment with the District.

2. The employee will have depleted his/her balance of accrued annual leave, sick leave, compensatory time, and floating holiday.
3. The employee must be ineligible for state industrial insurance benefits.
4. Human Resources will determine the amount of shared leave an employee may receive. To the extent possible, the shared leave shall be used on a consecutive basis. The employee's salary and benefits on shared shall not exceed the total of salary and benefits the employee would have received had s/he been in regular pay status.
5. The employee shall be required to provide appropriate medical justification and documentation for the necessity and duration of the leave.
6. Co-workers may submit a written request to Human Resources to approve a transfer of a specified amount of accrued annual leave to an employee who is authorized to receive shared leave. In order to be eligible to donate annual leave, a co-worker must have a balance equal to or greater than ten (10) days of accrued annual leave after the donation.
7. Annual leave shall be donated in terms of a specified number of hours of the donor's annual leave. Those hours will be translated into a dollar value based on the donor's rate of pay, and that value translated back into hours of leave based on the recipient's hourly rate of pay.
8. The value of any leave transferred which remains unused shall be returned to its original value to the employee(s) who donated the leave. To the extent administratively feasible, the unused leave shall be returned on a pro rata basis.
9. While on shared leave, the employee will continue to be classified as an active District employee and receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive on annual leave.

## SEPARATION AND DISCIPLINE/DISCHARGE

### 6.01 SEPARATION FROM EMPLOYMENT

Termination of your employment with Snohomish Health District may be for a number of reasons, including but not limited to your resignation, retirement, layoff or discharge.

Upon separation, employees must immediately return all District property to the District, including keys, security cards, equipment, etc. Departing employees will normally be given an opportunity for an exit interview. This interview will be conducted by Human Resources, or another designated representative. This interview will usually be held on the employee's last day of work. The District encourages employees to share their insights about their employment experience with the District so that the District can identify ways to improve its work environment.

Final paychecks will normally be issued on the next payroll date following the separation date, unless applicable law imposes different requirements. Information regarding post-separation benefits will be provided by Human Resources or directly by the benefit provider.

Employees voluntarily terminating employment shall give the District adequate notice of termination. Adequate notice will consist of a minimum of 10 working days, not including the day of the notice. Working days are defined as days scheduled for work and do not include holidays or annual leave days. Employees who fail to give adequate notice will be deemed to have separated not in good standing (and ineligible for rehire), and will not be eligible to receive a full cash-out of unused annual leave. Specifically, if adequate notice is not provided, the employee's annual leave balance shall be reduced by the difference between the days that would have been worked, if adequate notice had been given, and the days actually worked until separation.

An employee terminating without adequate notice, as above described, due to a bona fide emergency may have the required notice waived by the District if the existence of an emergency can be documented. The determination of an emergency shall be within the District's sole discretion.

### 6.02 RESIGNATION

If you decide to resign from your employment with Snohomish Health District, the District requests that you provide at least ten (10) working days' notice. This will give your supervisor the opportunity to adjust workloads and other plans with the least amount of interruption to District operations. Absent extenuating circumstances, failure to provide at least two weeks' prior notice may result in ineligibility for re-hire and a resignation not in good standing, as well as a reduction in the annual leave cash-out. Specifically, if adequate notice is not provided, the employee's annual leave balance shall be reduced by the difference between the days that would have been worked, if adequate notice had been given, and the days actually worked until separation.

An employee terminating without adequate notice, as above described, due to a bona fide emergency may have the required notice waived by the District if the existence of an



emergency can be documented. The determination of an emergency shall be within the District's sole discretion.

### **6.03 RETIREMENT**

Employees voluntarily terminating employment due to retirement under the Public Employees' Retirement System shall give the District the same notice as required of employees voluntarily terminating employment through resignation.

### **6.04 REDUCTION-IN-FORCE (LAYOFFS)**

The District may lay off employees as necessary due to lack of work, operational changes or other legitimate reasons. Determinations as to which employees will be laid off will be in the sole discretion of District administration, taking into account the future needs of the District, and the District's assessment as to which positions and personnel are most necessary to continued operations. An approved leave of absence does not prevent an employee from being subject to a reduction-in-force.

Prior to layoff of any regular employee, the District will make a reasonable effort to provide 30 days' written notice to the employee affected. During such period the employee may offer proposals regarding alternatives to such layoff which will be duly considered by the District. If the employee to be laid off is an initial trial service employee, the above procedure will not apply and the District will be required to give the employee a minimum of one day advance notice.

### **6.05 DISCIPLINE AND DISCHARGE**

The District may suspend, suspend without pay, transfer, demote or discharge an employee who has completed the trial service period for just cause. The District may also impose other corrective action as deemed appropriate, including verbal or written warnings, performance improvement plans or required retraining.

Suspension. For just cause, the District may suspend an employee for a period up to 15 calendar days as a single penalty; or up to a total of 30 calendar days in any one calendar year as an accumulation of several penalties. Exempt employees may only be issued suspensions in increments of full workweeks, unless the suspension is for violating a safety rule of major significance. A suspension will not affect seniority, but it will result in a suspension of holiday pay, accumulation of sick leave and accumulation of annual leave credit.

Demotion. Demotions may be appropriate where an employee has demonstrated an inability to perform in his/her current position or for serious or repeated issues. No demotion shall be made as a disciplinary action unless the employee to be demoted possesses the minimum qualifications for employment in the lower position. An employee demoted for disciplinary reasons will be placed in the pay range of the lower position and at the step in the lower range that is the closest in pay to what s/he is making in the position from which they are being demoted; further, the employee has no right to displace a subordinate or junior employee who has regular status.

Discharge. Discharge of an employee from employment may be appropriate where an employee continues to demonstrate an inability to perform in his/her current position, for

serious or repeated issues, or egregious act(s). If the District believes that an employee being discharged should be separated immediately from employment, the District may suspend the employee immediately without pay.

Abandonment of Position. An employee who is absent from work for a period of three (3) consecutive days without notice to the District is deemed to have abandoned their position. Such employee may be notified of discharge from employment by written notice by registered mail to the employee's last known address.

Pre-Disciplinary Notice and Opportunity to Respond. Before implementing an unpaid suspension, demotion or discharge, the District will furnish the employee with a written notice of the intended action that states the reason for the intended action and offers the employee an opportunity to respond. The notice will be furnished directly to the employee during working hours, or if the employee is absent on that day of work, the notice may be sent by registered mail to the employee's last known address. The employee will be afforded an opportunity to respond to the intended action, either in writing or in a meeting with the supervisor(s) involved. The employee may also waive the opportunity to respond. After the employee has had a chance to respond to the intended action, the District may proceed with discipline or discharge as deemed appropriate.

Discipline or Discharge During Trial Service Period. An employee serving his/her initial trial service period is employed "at will" and may be disciplined or discharged without cause or advance notice. In such cases, the employee will have no right to appeal the discipline or discharge.

An employee who was promoted to a higher-level position and is serving a trial service period in that position may be demoted to the previously-held position without cause or notice, and without right of appeal.

Discipline or Discharge of ~~Administrator~~ Administrative Officer or Division Directors. As stated, the Health Officer, ~~Administrator~~ Administrative Officer and Division Directors are employed "at will," and may be disciplined or discharged without cause or advance notice.

Appeals. Non-represented employees may appeal discipline or discharge decisions to their supervisor within fourteen days (14) after the occurrence of the condition being appealed. Represented employees may pursue an appeal via the grievance procedure in the applicable labor agreement. Also, see section 3.22.

<b>APPENDIX</b>
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**Reserved for new items.**

<b>ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK</b>
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I have received the Snohomish Health District Employee Handbook, and understand that it is my responsibility to read these policies and ask questions about anything I do not understand. I also understand that this Handbook supersedes any prior personnel policies, unless the prior policies are referenced in this Handbook.

I acknowledge that these policies are general guidelines only. They do not promise specific treatment in specific circumstances, they do not create an employment contract either express or implied, and they do not guarantee employment for any length of time with the District. While I understand that the Handbook does not amount to a contract, I understand that it contains policies that are very important to the District's ability to provide a lawful and respectful work environment. I have reviewed the policies in the Handbook – including but not limited to the policies regarding unlawful harassment, workplace violence, safety, substance abuse and electronic communications – and I agree to comply with those policies. I understand that violation of District policies may result in discipline, up to and including discharge.

I acknowledge that the District must be flexible in responding to business needs or changes in the law, and that the District has therefore reserved the right to revise, supplement, clarify, deviate from or rescind any section of this handbook or policy or portion of a section of this handbook or portion of a policy when deemed appropriate by the District.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**