

Pamela Aguilar

From: Pamela Aguilar
Sent: Wednesday, February 14, 2018 10:39 AM
To: Snohomish Health Dist-Cloud
Subject: ACTION REQUIRED: Updated Employee Handbook
Attachments: Employee Handbook Page 67 Acknowledgement.pdf

Good morning,

At yesterday's Board of Health meeting the board approved the updates to the Employee Handbook which can be found on the HR SharePoint site, click on the "Union and Non-Rep" Library then expand the top group.

Below is a summary of the changes

- Updated references to Deputy Director to Administrator throughout the Handbook
- Added section 4.07 Compensating Travel to follow the Fair Labor Standards Act (FLSA) and Washington's Minimum Wage Act
- FLSA work week changed to Monday to Sunday
- Sick Leave language updated to comply with the Washington State Sick Leave Law Initiative 1433
- Sick Leave conversion added for employee's enrolled in the CDHP with a HSA account
- Added a Floating Holiday for Non-Exempt Employees for a total of 3 days/year

If you are covered by 1 of our 5 Union Contracts please follow the contract. If you can't find what you are looking for you will need to follow the Employee Handbook. If you still can't find what you are looking for you can always contact Jamie or myself.

Attached you will find the Acknowledgement page which needs to be signed by all employees and returned to Human Resources.

Please let me know if you have any questions or concerns.

Thank you

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