

## KITSAP PUBLIC HEALTH BOARD AGENDA

January 5, 2016

1:45 p.m. to 3:00 p.m.

Norm Dicks Government Center, First Floor Chambers  
Bremerton, WA

- 1:45 p.m. 1. Election of 2016 Board Chair and Vice-Chair
- 1:47 p.m. 2. Assignments to the 2016 Board Finance and Operations Committee, Policy Committee, and Personnel Committee
- 1:50 p.m. 3. Minutes, December 1, 2015
- 1:51 p.m. 4. Consent Items and Contract Updates: See Consent Agenda Agreement Summary, Contracts Signed Report, and Warrant and EFT Registers
- 1:53 p.m. 5. Public Comment
- 1:58 p.m. 6. Health Officer Report / Administrator Report

### DISCUSSION ITEMS:

- 2:00 p.m. 7. Proposed Food Fee Amendments  
*Keith Grellner, Environmental Health Division Director*

### ACTION ITEMS:

- 2:15 p.m. 8. Resolution 2016-01: Strategic Plan Amendment  
*Susan Turner, Health Officer*
- 2:30 p.m. 9. Resolution 2016-02: Approving the 2016-2018 Collective Bargaining Agreement between KPHD and Professional and Technical Employees Local 17  
*Karen Holt, Human Resources Manager*
- 2:40 p.m. 10. Resolution 2016-03: Approving the 2016-2018 Salary and Benefit Adjustments for Un-Represented Employees  
*Karen Holt, Human Resources Manager*

**ACTION ITEMS (Continued):**

- 2:45 p.m.      11.      Resolution 2016-04: Approving Revisions to the KPHD Personnel Manual  
*Karen Holt, Human Resources Manager*
- 2:50 p.m.      12.      Resolution 2016-05: Approving the Amended 2016 KPHD Budget  
*Scott Daniels, Administrator*

**ADJOURN:**

- 3:00 p.m.      13.      Adjourn

# MEMO

**To:** Kitsap Public Health Board  
**From:** Scott Daniels, Administrator  
**Date:** December 23, 2015  
**Re:** 2016 Board Officers and Committee Assignments

The Kitsap Public Health Board's Bylaws establish procedures for approving a Board Chair and Vice-Chair, and for assigning Board members to its three standing committees: Finance and Operations, Policy, and Personnel Committees. The Bylaws specify the following selection procedures for these positions and assignments:

## ARTICLE VI - OFFICERS AND THEIR DUTIES

1. **Chair:** The presiding officer of the Board shall be a Chair, who shall serve for a term of one (1) year. The Board shall elect the Chair from the Board membership by a majority vote of the Board members present at the first regular meeting of each calendar year. No Chair or Vice Chair shall serve more than two (2) consecutive terms unless the Board votes to extend their terms and finds special circumstances. The City and County Board members will alternate terms as Chair and Vice Chair.
2. **Vice-Chair:** The Public Health Board shall elect a Vice Chair, who shall serve for a term of one (1) year. The election of the Vice Chair shall be no later than the first meeting of the year.

## ARTICLE X - COMMITTEES

1. The standing committees of the Kitsap Public Health Board are the Finance and Operations Committee, the Policy Committee, and the Personnel Committee. Each committee shall consist of a minimum of three Board of Health members.
2. The Chair of the Public Health Board shall make committee assignments by calling for volunteers from the Board membership at the first meeting of the calendar year.

The District will request Board approval of these assignments at the January 5, 2016 meeting.

**2015 KITSAP PUBLIC HEALTH BOARD OFFICERS**

Chair – Commissioner Robert Gelder  
Vice-Chair – Mayor Becky Erickson

**2015 KITSAP PUBLIC HEALTH BOARD COMMITTEE ASSIGNMENTS**

**Finance &  
Operations**

Mayor Becky Erickson  
Commissioner Charlotte Garrido  
Mayor Patty Lent

**Policy**

Mayor Becky Erickson  
Commissioner Rob Gelder  
Mayor Tim Matthes

**Personnel**

Councilperson Sarah Blossom  
Mayor Patty Lent  
Commissioner Ed Wolfe

# **KITSAP PUBLIC HEALTH BOARD**

**Regular Meeting  
December 1, 2015**

The meeting was called to order by Board Chair, Commissioner Robert Gelder at 1:45 p.m.

## **MINUTES**

Mayor Patty Lent moved and Commissioner Charlotte Garrido seconded the motion to approve the minutes for the November 3, 2015, regular meeting. The motion was approved unanimously.

## **CONSENT AGENDA**

The contracts on the consent agenda included:

- 1491, Kitsap County, *Clean Water Kitsap*
- 1483, Centers for Disease Control and Prevention (CDC), *Disease Outbreak Notification System*
- 967, Amendment 4, Kitsap County, *Legal Services*
- 1233, Amendment 2, Clallam County, *Assessment and Evaluation Assistance*
- 1316, Amendment 5, *Washington State Department of Health, Consolidated Contract*
- 1462, Kitsap County, *Evaluation and Monitoring System*
- 1353, Amendment 1, Washington State Department of Health, *Healthy Communities*

Mayor Matthes moved and Mayor Lent seconded the motion to approve the consent agenda, including the Contracts Update and Warrant and Electronic Funds Transfer Register. The motion was approved unanimously.

## **PUBLIC COMMENT**

There was no public comment.

## **HEALTH OFFICER/ADMINISTRATOR'S REPORT**

### Health Officer Update:

Dr. Susan Turner, Health Officer, referred to the Health Officer Work Plan Memo and briefly highlighted the activities she participated in during November. In addition, she referenced the Kitsap Respiratory Illness Report for November 15-21 and shared the positive feedback received from stakeholders, healthcare providers, and many others who have seen the report. She reported that during November there was a decline in influenza activity; one death associated with influenza occurred in October.

Dr. Turner presented a high level summary of the Draft Washington State Response to the Opioid Epidemic 2015-2016 Action Plan, highlighting the four priority goals for Washington State. Once the draft goals are finalized, Dr. Turner will work with Kitsap County Human Services and other organizations to discuss local implementation. As requested by the Board, Dr. Turner will email a copy of the PowerPoint slide on the Washington State Response to Opioid Epidemic 2015-2016 Action Plan to Board members.

Administrator Update:

Mr. Scott Daniels, Administrator, briefed the Board on the work of the Olympic Community of Health (OCH), the Accountable Community of Health (ACH) for the Kitsap, Jefferson, and Clallam region. He said that a formal ACH Readiness Proposal was submitted to the Washington State Health Care Authority (HCA) last week which places OCH in line to be officially designated as an ACH by the State. Mr. Daniels publically thanked Rochelle Doan and Barbara Malich, OCH Program Managers, and Kathy Greco for their work on the ACH Readiness Proposal. Mr. Daniels provided the Board with a handout, "Healthier Washington, Frequently Asked Questions – Accountable Communities of Health" which he said provides excellent answers to questions about the background and future of the HCA process. Also, the document is accessible on the HCA ACH website.

Mr. Daniels stated that the District will send a survey (via Survey Monkey) to the Board next week. The survey is designed to get feedback on how the District is doing conducting the Board's meetings.

Mr. Daniels then thanked Mayor Tim Matthes for his four years of service on the Kitsap Public Health Board, which was then followed by a round of applause.

**RESOLUTION 2016-06: APPROVING KITSAP PUBLIC HEALTH DISTRICT 2016 LEGISLATIVE AND RULEMAKING PRIORITIES**

Mr. Daniels stated that the District is asking the Board for approval of legislative and rulemaking priorities to allow the District to advocate on behalf of key legislative priorities in session. He outlined in detail the District's proposed 2016 legislative priorities:

1. Establish Statutory or Rulemaking Clarity for Pharmaceutical Prescribing and Dispensing by Local Public Health Jurisdictions.
2. E-Cigarette/Vaping Legislation.
3. Increase the Legal Age to Use Tobacco from 18 to 21 years.
4. Protect Puget Sound through Funding and Implementing Local Onsite Sewage Program Management Plans.
5. Group B Water Systems and Other Environmental Health Authorities.
6. Support Efforts to Provide State Funding, and Oppose Reductions in Funding, for Local Public Health Jurisdictions.

In order to provide a more in-depth overview of Priority #4 above, Mr. Keith Grellner, Director, Environmental Health Division, explained that if passed, this bill will ensure funding and resources to maintain adequate onsite septic programs in 12 Puget Sound counties. He reminded the Board that the onsite sewage plan for Kitsap County is being currently funded through several funding sources and if the bill passes the District may be required to pull away from some of those funding sources and implement a new fee for service. Mr. Grellner suggested that

the District provide an update on this issue and seek further direction from the Board after the legislative session ends and there is clearer direction from the State. Commissioner Gelder indicated the importance of understanding the bill in more detail to assure there is not duplicative programs already in place. Mr. Daniels and Mr. Grellner will prepare a briefing paper on the bill and distribute it to the Board in advance of the next meeting as well as prepare a short presentation for a future Board meeting.

Commissioner Gelder asked for an update on the bill that gives authority for public health districts in Washington State to act as their own fiscal agents. Mr. Daniels stated that the District advocated for this bill for three years in the Legislature and it made no strides. Commissioner Gelder suggested that the District leave it on the priority list so not to lose sight of it, but not actively work on it. Mr. Daniels agreed to add it back to the list.

Mayor Lent moved and Commissioner Garrido seconded the motion to approve Resolution 2015-06: Approving Kitsap Public Health District 2016 Legislative and Rulemaking Priorities List, with the addition of, "authority for public health districts in Washington State to act as their own fiscal agents" be added to the list as a non-working item so not to lose sight of it.

#### **RESOLUTION 2015-07: APPROVING THE 2016 KITSAP PUBLIC HEALTH DISTRICT BUDGET**

Mr. Daniels requested that the Board approve the District's 2016 budget and mentioned that if approved, it would then need to be amended at the January Board meeting to adjust for wages negotiated through the 2016-2018 collective bargaining process which should be completed this month.

Mr. Daniels reviewed projected 2016 revenues, expenditures, and reserves as compared to 2015, and explained that, overall, the total 2016 budget increased \$263,857 over the amount budgeted for 2015. Staffing has increased from 94.8 Full-Time Equivalents (FTEs) in the 2015 budget to 97.9 FTEs in the proposed 2016 budget. He pointed out there are unbudgeted potential revenues that may be included in the amended budget to be presented in January, including: 1) Food Program fee increases (\$50,000), 2) Olympic Community of Health (\$80,000), 3) increased clinic billing revenue supported by hiring an experienced medical coder, and 4) other unidentified new revenues such as grants and contracts. He explained that these are currently estimated revenue figures. He reviewed the 2016 expenditures and explained that if a 2% wage adjustment for all staff was to be budgeted, it would increase expenditures by \$154,575. He explained that the projected 2016 budget deficit is \$414,051, a figure that has dropped steadily through the budget development process. The deficit will increase if wage adjustments are included and will decrease if potential new revenues are added.

The timeline for moving forward on the budget in 2016 and into 2017 was reviewed. Mr. Daniels mentioned that the District has also formed a staff committee to evaluate the direct clinical services provided to the public and determine if the District should continue those services in 2017 due to budget and other service provision concerns. Mr. Daniels acknowledged that the

2016 budget continues to rely on reserve spending to balance the budget. He stated that the District is currently spending reserves in a measured way, however, continuing this process into 2017 is not sustainable, and will require advanced due diligence to determine necessary corrective actions.

Mayor Tim Matthes moved and Commissioner Garrido seconded the motion to approve Resolution 2015-07: Approving the 2016 Kitsap Public Health District Budget. The motion was approved unanimously.

## **STAFF UPDATES**

### **Supplemental Nutrition Assistance Program Education Project:**

Ms. Dana Bierman, Healthy Communities Specialist, Chronic Disease Prevention Division, presented on the Supplemental Nutrition Assistance Program (SNAP), previously referred to as the food stamp program. SNAP has nationally served as a tool to improve nutrition among low-income people. She explained that the District received a Grant called, "SNAP-ED" and the goal is to increase opportunities for SNAP recipients to make healthy food choices and to choose a physically active lifestyle. The three areas of focus are, 1) working with four retail stores in the Bremerton area (Safeway on Callow, WinCo on Kitsap Way, Fred Meyer, and the Grocery Outlet) to make healthy shopping an easier option in Kitsap County, 2) working with the eight foodbanks in Kitsap County to provide healthier options, and 3) increasing produce sales to SNAP recipients by educating them on how to use their SNAP benefits at farmer's markets.

### **Snohomish Health District Vaping Ordinance:**

Mr. Daniels stated that the Snohomish Health District Vaping Ordinance was passed unanimously by its Board last month, and asked Mr. Keith Grellner, Director, Environmental Health Division, to provide an update on their process. Mr. Grellner confirmed that Snohomish Health District recently did adopt their vaping product code and shortly after, Tacoma-Pierce County Health Department amended their existing smoking in public places code to adopt the same requirements as Snohomish. This code will protect public health by equating vaping with tobacco use and precluding it from being used in public places or places of employment, and regulating the sales of vapor products to reduce youth access.

Mr. Grellner outlined the Snohomish Health District public process which started in June when a subcommittee of their Board of Health was formed to lead the vaping ordinance development and adoption process. The subcommittee met three times between July and August and also scheduled a public listening session where they received over 800 comments and had several hundred visitors attend and make comments. In September, the subcommittee brought their findings back to the full board who decided to adopt their recommendations, and directed their Health District staff to draft an ordinance for first reading at their October meeting. At that meeting, the Board again took public testimony and followed with a two-week public comment period where they accepted another 400 additional comments on their proposal. At their November Board Meeting they adopted the ordinance to prohibit vaping in public places or

places of employment, require signage in public places that say no smoking or vaping, require warning to youth in retail shops, and allowed for a two-tier permitting system.

Mr. Grellner stated that the District is planning to bring the first proposed draft of a similar ordinance to the January or February meeting and will look for Board input on how to proceed with the public and participation process at that time.

**EXECUTIVE SESSION: PURSUANT TO 1) RCW 42.30.140(4)(b), DISCUSSION RELATED TO COLLECTIVE BARGAINING; and 2) RCW 42.30.110(1)(g), REVIEW OF PERFORMANCE OF A PUBLIC EMPLOYEE**

At 2:40 p.m., Board Chair Gelder announced that the Board would adjourn to an Executive Session for about 20 minutes pursuant to RCW 42.30.140(4)(b) for discussion related to collective bargaining and negotiations, and RCW 42.30.110(1)(g) for review of performance of Public Employee. At 3:00 p.m., Board Chair Gelder announced that the Board would need an additional ten minutes. At 3:10 p.m. Board Chair Gelder announced that the Executive Session had ended and returned the meeting to public and returned to full session.

**ADJOURN**

There was no further business; the meeting was adjourned at 3:10 p.m.

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**Robert Gelder, Chair**  
**Kitsap Public Health Board**

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**Scott Daniels**  
**Administrator**

**Board Members Present:** *Council Member Sarah Blossom; Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Mayor Tim Matthes, Commissioner, Ed Wolfe.*

**Staff Present:** *Scott Daniels, Administrator; Susan Turner, Health Officer; Kathy Greco, Confidential Secretary, Administration; Suzanne Plemmons, Director, Community Health Division; Karen Bevers, Communications Coordinator, Administration; Katie Eilers, Assistant Director, Community Health Division; Kerry Dobbelaere, Program Manager, Clinical Services Program; Keith Grellner, Director, Environmental Health Division; Shelley Rose, Public Health Educator, In-Person Assister Program; Tracey Kellogg, Manager, Accounting and Finance Program; Dana Bierman, Healthy Communities Specialist, Chronic Disease Prevention Division, Jim Zimny, Program Manager, Food & Living Environment, Environmental Health Division; Linda Tourigny, Public Health Nurse, Parent Child Health, Yolanda Fong, Public Health Nurse Supervisor, Chronic Disease Prevention*

# MEMO

**To:** Kitsap Public Health Board  
**From:** Susan Turner MD, MPH, MS  
**Date:** 12-29-15  
**Re:** Final Health Officer 2015 Workplan Report-out  
**Requested Action:** None--information

Attached is the final report-out on the Kitsap Public Health District's Health Officer's workplan for 2015. Most planned milestones have been reached, although much of the work is ongoing. 2016's workplan is being developed to address new key milestones suggested by the Health Officer and the Executive Leadership team, and will be informed by the Kitsap Public Health District's amended 2011-2021 Strategic Plan. The 2016 workplan will be shared with the Board at the time of the Health Officer's one-year performance review at the February 2016 Board meeting. Thank you for your support and guidance throughout 2015.

Kitsap Public Health District Health Officer Workplan Status Report  
December 29, 2015

	Turner Primary Role(s)	Status	Comments
<b>Communicable Disease Prevention and Control</b>			
Analyze feasibility of having epidemiologists provide a more direct role in communicable disease surveillance and response work, including synthesis and analysis of data to inform activities, and outbreak management and response.	Coordinate with Administrator, CH Director, Clinical Services Manager and epis. Analyze if organizational changes are needed	Complete	One epidemiologist will play expanded roles (.5 FTE) in Communicable Disease everyday work in addition to investigations and outbreaks.
Publish Respiratory Illness Report Weekly During 2015-16 Flu Season	Review Template, coordinate with partners	Complete	Published every Friday routinely, with excellent feedback from community and providers that they understand it, like it and are using it for their work.
<b>Decrease Chronic Disease Impacts</b>			
Participate in Oral Health Expansion	Participate/mobilize	Successful, to be continued into 2016	Attended third Task Force Meeting 10/26/15. PCHS announced plan to apply for dental residency.
Support Behavioral Health Summit	Connect with partners to evaluate need	Complete, to be continued into 2016	Working with partners to increase access to Medication Assisted Treatment (MAT) for Substance Use Disorder. Established contact with healthcare company looking to open methadone clinic in Kitsap County--working with county Health and Human Services. Epidemiology supervisee to providing 1/10th of 1% project evaluation work. Housing and addiction summit held 11/4/15 in collaboration with Bremerton Housing Authority.

Kitsap Public Health District Health Officer Workplan Status Report  
December 29, 2015

	Turner Primary Role(s)	Status	Comments
<b>Decrease Chronic Disease Impacts (cont.)</b>			
Assess/Address Healthcare Access Gaps with Harrison Move to Silverdale	Report progress/Harrison Board Decisions to KPHD	Successful, to be continued into 2016	Participating in Women's Health Strategic Planning process to increase access in Bremerton. Supporting Family Medicine Residency at Harrison to provide services in Bremerton--now on Graduate Medical Education Committee.
Address prevention of substance abuse and overdose deaths	Mobilize and participate in community discussion/efforts	Successful, to be continued into 2016	White paper written for policy committee meeting 7-14-15. Attended many sessions at NACCHO Annual, and brought information on this topic back to Board. Meeting with Bremerton Housing Authority and stakeholders to address addiction issues complicating housing. Invited to Community Advisory Board Strategic Planning Process for 1/10th of 1% when process begins. Working through KCHP Workgroup to increase access to behavioral health services. Sharing training opportunities in providing MAT with local providers. Next phase in 2016 will be to analyze statistics to determine contributing factors and characteristics of Kitsap problem to inform targeted intervention work. In addition will partner with Kitsap Human Services to bring elements of the statewide opiate response plan to Kitsap and thereby locally leveraging the work the state is doing and the funding they will be making available.

Kitsap Public Health District Health Officer Workplan Status Report  
December 29, 2015

	Turner Primary Role(s)	Status	Comments
<b>Ensure All Children Have Healthy Starts</b>			
Participate in Oral Health Expansion	Participate/mobilize	Successful, to be continued into 2016	Attended third meeting in December . Will continue to attend meetings; next January 6, 2016.
Become involved with evaluation of EMR systems necessary to meet District needs and build EMR capability	Be aware; assist with support for meaningful use	Successful	
<b>Strengthening Foundational Capabilities</b>			
Policy Committee re: Naloxone, Epinephrine "Pens" in schools, Vaping, School Safety Inspection Rules	Prepare white papers, present findings to Board and make policy recs; present policy recs to full Board with resolution(s).	Complete	Two white papers completed. Policy Comm Mtg Facilitated 7-14-15, and their guidance implemented re naloxone and epi pens. Vaping ordinance in process, and school rules meetings to begin early in 2016.
Make additional Board Policy Recommendations	Explore additional areas where the Board's action is needed	None at this time, to be continued in 2016	Discussion of e-cigarettes required extended participation of Policy Committee and Board time; this item to be continued into new year.
Teambuilding with Clinical Staff	Meet regularly with staff; work with Manager and ELT to improve and monitor	Successful	Meetings with staff as scheduled by Manager/Director. Met with ELT and identified need to clearly outline roles of Administrator and Directors vs H.O. Management of several cases of communicable infections have resulted in close working relationships.

Kitsap Public Health District Health Officer Workplan Status Report  
December 29, 2015

	Turner Primary Role(s)	Status	Comments
<b>Strengthening Foundational Capabilities (cont.)</b>			
Build effective teams with open communication	Assist supervisees with development of work plans and ILPs, and support and promote professional development	Successful	Continue to meet with direct reports regularly.
Develop relationships with Health Officers (H.O.) in region; evaluate efficacy of routine meetings for ongoing timely dialogue, sharing and coordination	Schedule and meet with H.O. across region and attend WSALPHO H.O. Committee Meetings	Complete, to be continued in 2016	Met with all H.O.s in region (5), as well as WSALPHO meeting attendees. Next WSALPHO Meeting 10-17 and 18. Will begin to schedule quarterly meetings and explore utility of combining into one meeting with all. H.O. is mentoring new H.O. in Clallam County, a Family Physician with no PH experience; weekly calls. Will participate in statewide H.O. calls monthly.
Develop strong effective relationships with legislators and provide education/advocacy on key PH legislation as appropriate	Work with Administrator to coordinate legislative visits to District. Obtain training on effective legislative PH advocacy. Work on approved Advocacy slate with Administrator and seek Board approval. Testify on legislation as needed.	Successful, to be continued into 2016	Follow Administrator's lead. Advocacy training identified, and text obtained. Advocacy slate approved by Board.
Continue to meet agency staff by attending and participating in program staff meetings	Document meetings	Complete	Have now attended all program staff meetings at least once. Continue to meet with and get to know staff at multiple opportunities.

Kitsap Public Health District Health Officer Workplan Status Report  
December 29, 2015

	Turner Primary Role(s)	Status	Comments
<b>Strengthening Foundational Capabilities (cont.)</b>			
Collaborate with clinical services staff to review and revise District clinical protocols to establish best practices	Ensure full slate of procedures guide work of CD staff, RDO staff, etc, based on WA and national guidelines	Successful, to be continued into 2016	Middle East Respiratory Syndrome (MERS) procedure used during recent potential case evaluation; procedure developed for measles; staff is working on procedures for school illness response & others to ensure consistent quality service. Revising duty officer procedure.
Collaborate on completion of Strategic Plan (SP) Update	Work with ELT and Performance Management Lead	Complete, to be continued in 2016	Participated in 100% of Strategic Plan update, including background research and development of proposals and using feedback from direct reports. 2016 Workplan to be developed in concordance with District strategic initiatives and objectives.
Support KCHP process; represent KPHD/KPHB on Sponsor Group	Attend Meetings and participate in work group meetings as needed. Assist Asst CH Director as needed	Complete, to be continued in 2016	Have met with all sponsors. Attended August KCHP Sponsor meeting, recommending additional sponsors to improve support for workgroup work, and increase community representation, including tribal representatives. Continue to seek funders for obesity and homelessness work.
Develop effective relsp Harrison Med Ctr, GH, TDC, Naval Hosp, PCHS, medical provider community, schools, other key partners.	Meet with stakeholders as needed; evaluate feasibility of scheduling ongoing meetings	Successful	Met with Harrison CEO and CMO; GH Regional Operations Manager and CMO; PCHS CEO and CMO; HHP CEO; Joe Roszak/KMHS; Medical Society Meeting; all five School Superintendents; housing and community action leaders. Meetings being scheduled with Navy, and TDC CMOs. Relationships continue to grow, receiving positive feedback from partners.

Kitsap Public Health District Health Officer Workplan Status Report  
December 29, 2015

	Turner Primary Role(s)	Status	Comments
<b>Strengthening Foundational Capabilities (cont.)</b>			
Complete State Health Officer Mentorship Program		Complete, continue into 2016	Will continue to consult with fellow H.O.s on key issues. Mentoring new H.O. in Clallam provides excellent learning opportunity for Kitsap H.O.
Professional Development/Training		Partially complete, continue into 2016	Participated in Leadership Training Program online--complete. Accessed lobbying training and text to review before legislative session.
Performance Management	Report Quarterly to Board on Workplan	Complete	Quarterly report-out occurred in October and will occur to conclude 2015 at January 2016 Board Meeting. Progress update provided for each KPHB meeting. Will continue this into new year if desired by new Board Chair.

# MEMO

**To:** Kitsap Public Health Board

**From:** Keith Grellner, Environmental Health Director

**Date:** December 23, 2015

**Re:** Proposed Food & Living Environment Program Fee Adjustments

Attached for the Board's review are proposed fee adjustments for the Food & Living Environment Program. The Health District is planning to bring a package of adjusted fees back to the Board for a formal hearing, and possible adoption, at its regular meeting on February 2, 2016. The Health District is seeking Board input on these proposed fee adjustments prior to holding a public information meeting on January 21, 2016, at 7:00 p.m., in the Norm Dicks Government Center Chambers Room.

If adopted in February 2016, the Food & Living Environment fee adjustments will become effective for the 2016 permit cycle, which begins in May 2016.

Background. Washington State Board of Health rules authorize and require local boards of health to implement and enforce regulations addressing:

- Food service establishments (Chapter 246-215 Washington Administrative Code [WAC]);
- Public pools (WAC 246-260 and WAC 246-262);
- Group camp operations (WAC 246-376 ); and
- Schools (WAC 246-366).

These rules are implemented and enforced on behalf of the Board by the Health District's Food & Living Environment Program.

Chapter 70.05.060 (7) of the Revised Code of Washington authorizes local boards of health to establish fee schedules for issuing or renewing licenses or permits as authorized by State Board of Health rules.

Kitsap Public Health Board Budget Policy, Article XI, Budget Administration --- Fees, directs the Health District to recover the cost of services for fee related activities to the extent practicable without significantly impacting access to services.

Why are fee adjustments being proposed?

Current fees have not covered the costs of service since 2011. While the Health District has kept Food & Living Environment Program fees static since **2009**, the cost of providing permit services, inspections, plan reviews, customer and technical assistance, complaint investigations, and administration have continued to rise due to increases in salaries, benefits, utilities, technology and support services, and the required implementation of state rule changes.

The Food & Living Environment Program has operated with an annual budget deficit of around \$100,000 a year since 2011, utilizing local discretionary funds to balance its budget. The program's budget deficit for 2016 is projected to be approximately \$120,000. Due to ongoing cuts to public health funding at the federal and state levels, use of discretionary funds to support program services is no longer viable or sustainable. If adopted, the attached fee adjustment proposal would generate approximately \$103,000 in additional revenue for 2016, thereby reducing the program deficit to about \$17,000.

Why can't the Health District just cut expenses instead of raising fees?

Kitsap County has over **2,200** food service establishments, pools, camps, and schools that are required to be permitted and inspected under state rules. Over **3,700** inspections are completed each year for these operations, in addition to foodborne illness investigations, customer/technical service provision for the public, enforcement, and program administration.

The Health District completes all of this important work with a staff of **only 6 inspectors**, including the manager of the program.

The Health District has reduced expenses to the amount practicable without adversely impacting services to the public. A fee increase is necessary to balance the budget, meet state requirements, and protect public health.

During today's meeting, I will summarize the process we used to develop the attached fee adjustment proposal, and discuss the public process we will use to reach out to affected parties.

Please contact me at (360) 337-5284 or [keith.grellner@kitsappublichealth.org](mailto:keith.grellner@kitsappublichealth.org) if you have any questions or comments.

Attachment – Proposed Food & Living Environment Program Fee Adjustments for 2016

**KITSAP PUBLIC HEALTH DISTRICT  
FOOD & LIVING ENVIRONMENT PROGRAM  
PROPOSED PERMIT SERVICE FEE ADJUSTMENTS FOR 2016**

Fee Item #	Permit Service Type	2009 - 2015 Fee	Proposed 2016 Fee
59	Bakeries	\$ 336	\$ 389
60	Bed & Breakfast/Hotel/Motel (Breakfast Only)	\$ 205	\$ 258
61	Caterer w/ Commissary	\$ 230	\$ 283
	Caterer w/ Restaurant	\$ 205	\$ 258
62	Demonstrators	\$ 230	\$ 283
63	Food Handler Permits:		
	New Card	\$ 10	\$ 10
	Replacement Card	\$ 10	\$ 10
	Food Worker Class Fee - Business Hours	\$ 200	\$ 200
	Food Worker Class Fee - Evenings & Weekends	\$ 350	\$ 350
64	Groceries w/out Produce	\$ 152	\$ 205
	Groceries w/ Produce	\$ 395	\$ 448
65	High Priority Inspections	\$ 109	\$ 162
66	Limited Menu - Low	\$ 205	\$ 258
	Limited Menu - High	\$ 230	\$ 283
67	Meat/Fish Markets	\$ 253	\$ 306
68	Mobile Unit - Low	\$ 205	\$ 258
	Mobile Unit - High	\$ 230	\$ 283
69	Plan Reviews & PreOp Inspections:		
	B&B/Hotel/Motel Plan Review Only	\$ 109	\$ 162
	B&B/Hotel/Motel w/ Pre-Op Insp.	\$ 164	\$ 217
	Change in Menu/Equipment	\$ 109	\$ 162
	Low Risk FSE	\$ 164	\$ 217
	High Risk FSE	\$ 218	\$ 271
	Variance Review	\$ 218	\$ 271
70	Reinspections	\$ 109	\$ 162
71	Restaurants - No Lounge (by number of seats):		
	0-25	\$ 472	\$ 525
	26-75	\$ 511	\$ 564
	76-100	\$ 592	\$ 645
	>100	\$ 668	\$ 721
	Special Process	\$ 218	\$ 271
	Seasonal	\$ 218	\$ 271
72	Restaurants - w/ Lounge (by number of seats):		
	0-25	\$ 592	\$ 645
	26-75	\$ 630	\$ 683
	76-100	\$ 709	\$ 762
	>100	\$ 866	\$ 919
	Special Process	\$ 218	\$ 271

**KITSAP PUBLIC HEALTH DISTRICT  
FOOD & LIVING ENVIRONMENT PROGRAM  
PROPOSED PERMIT SERVICE FEE ADJUSTMENTS FOR 2016**

Fee Item #	Permit Service Type	2009 - 2015 Fee	<b>Proposed 2016 Fee</b>
73	School Kitchens:		
	Central Kitchen	\$ 282	\$ 335
	Preschools/Headstart/ECAP	\$ 109	\$ 162
	Warming Kitchen	\$ 185	\$ 238
74	Taverns w/ Food (by number of seats):		
	0-25	\$ 472	\$ 525
	26-75	\$ 511	\$ 564
	76-100	\$ 592	\$ 645
	>100	\$ 668	\$ 721
75	Taverns - No Food	\$ 170	\$ 223
	Temporary Permits:		
76	Bake Sales / Exempt Permits	\$ 13	No Charge
77	Limited Menu - Single Event	\$ 30	\$ 44
78	Limited Menu - Seasonal/Multi-Event	\$ 69	\$ 83
79	Non-Complex Menu		
	During Work - Single Event	\$ 59	\$ 73
	Non-Work - Single Event	\$ 71	\$ 85
	Seasonal - Mult-Event	\$ 102	\$ 116
80	Complex Menu		
	During Work - Single Event	\$ 85	\$ 99
	Non-Work - Single Event	\$ 109	\$ 123
	Seasonal - Mult-Event	\$ 149	\$ 163
81	Single Menu, Single Event, Multiple Vendors	\$ 327	\$ 341
	Pools, Schools, and Camps:		
82	Public Single Pool - Year	\$ 530	\$ 568
	Each Add'n Pool	\$ 131	\$ 169
83	Public Single Pool - Seasonal	\$ 413	\$ 451
	Each Add'n Pool	\$ 100	\$ 138
84	Private Residential (Neighborhood) Pool	\$ 109	\$ 147
85	Pre-Op Inspection	\$ 109	\$ 147
86	Reinspections	\$ 109	\$ 147
87	School Plan Reviews (per hour)	\$ 109	\$ 109
88	Camp Inspections	\$ 133	\$ 148

# MEMO

**To:** Kitsap Public Health Board

**From:** Susan Turner MD, MPH, MS

**Date:** December 28, 2015

**Re:** Strategic Plan 2011-2021 - 2016 Amendment

**Action Requested:** Approval of Resolution 2016-01

The Kitsap Public Health District is requesting Kitsap Public Health Board approval of the Amended 2011-2021 Strategic Plan as drafted by the District's Executive Leadership Team (ELT).

The 2011-2021 Strategic Plan amendment is needed due to the changing landscape of public health, changes related to health system reform, and the completion of many of the original 2011-2021 work plans through 2015. Since the changes to the Plan represent updates to the original Strategic Plan, an abbreviated process was used. Our in-house Performance Manager, Tracey Kellogg, guided the ELT through the amendment process, which included:

- ELT review and discussion of new key national public health publications, Washington State's Foundational Public Health Services, the newest Kitsap County Health Priorities, and Kitsap County's latest health indicators data.
- Assessments of District strengths and opportunities for improvement, and of threats and opportunities associated with the changing landscape of the public health and health system environments.
- A review of the language in the original plan for current relevance, resulting in minor changes in wording of prior goals, and the addition of a sixth goal.
- Development by our Performance Manager of the "Vision Mission Strategies Goals" (VMSG) software platform in conjunction with the vendor and the Maricopa County, Arizona, Health Department. The use of this software resulted in changing the terms used to refer to the subcategories of the Strategic Plan. "Goals" and "Strategies" in the original Strategic Plan have become "Initiatives" and "Goals" in the 2016 amendment.
- Gathering staff input to the Initiatives and Goals through discussions with managers and/or front line staff.
- Finalizing the Amended Strategic Plan for the Board's consideration.

Please find attached:

1. The Amended 2011-2021 Strategic Plan.
2. The original 2011-2021 Strategic Plan, adopted by the Kitsap County Board of Health on November 11, 2011.
3. The Foundational Public Health Services developed by the Washington State Department of Health and the Washington State Association of Local Health Officials in October 2014.
4. Kitsap Public Health Board Resolution 2016-01 Approving the Kitsap Public Health District Amended 2011-2021 Strategic Plan.

Following the Board's approval, all District divisions and programs will review the initiatives and goals, and select 5-6 priority program/division objectives around which to create their 2016 work plans. We anticipate populating the VMSG software with the plans by March 30, 2016 so that monitoring and reporting is a much more efficient and automatic process, and to better prepare us for our next accreditation cycle.

Thank you for your consideration of this request.



# Amended 2011 – 2021 STRATEGIC PLAN

Amendment Approved by the Kitsap Public Health Board on January 5, 2016

**Our Mission:** *The Kitsap Public Health District prevents disease and protects and promotes the health of all persons in Kitsap County.*

**Our Vision:** *Striving to make Kitsap County a healthy and safe place to live, learn, work, and play.*

<b>Initiative 1</b>	<b>We will decrease communicable diseases and their impacts in our community.</b>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>○ Enhance tracking and analysis to decrease significant communicable disease threats.</li> <li>○ Assess and increase immunization rates.</li> </ul>
<b>Initiative 2</b>	<b>We will decrease chronic diseases and their impacts in our community.</b>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>○ Enhance partnerships to prevent chronic disease.</li> <li>○ Strengthen systems to increase chronic disease data gathering, sharing and evaluation.</li> <li>○ Promote access and linkage to preventative care across all ages.</li> </ul>
<b>Initiative 3</b>	<b>We will protect the public from contaminated water, food, land, and air, and insanitary environments.</b>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>○ Prevent and reduce the public's exposure to unhealthy and unsafe environments.</li> <li>○ Develop and implement key policy and enforcement interventions.</li> </ul>
<b>Initiative 4</b>	<b>We will promote healthy child development and health equity by ensuring all children have healthy starts.</b>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>○ Increase evidence-based prenatal and early childhood interventions.</li> <li>○ Build capacity to assess poor birth outcomes.</li> <li>○ Increase access and linkage to pre-conceptual, inter-conceptual and prenatal care.</li> </ul>
<b>Initiative 5</b>	<b>We will strengthen our ability to provide the Foundational Public Health Services.</b>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>○ Strengthen our capacity to do assessment, surveillance, and epidemiologic work.</li> <li>○ Strengthen our capacity for public health emergency preparedness and response.</li> <li>○ Strengthen our capacity for internal and external public health communication.</li> <li>○ Enhance our ability to develop and implement strategic Public Health policies.</li> <li>○ Increase capacity to implement effective business practices and ensure agency sustainability and accountability.</li> <li>○ Ensure capability to provide Foundational Public Health Programs.</li> </ul>
<b>Initiative 6</b>	<b>We will support statewide and regional efforts to address the Triple Aim of health system reform.</b>
<b>Goals:</b>	<ul style="list-style-type: none"> <li>○ Support regional efforts to establish a collective impact process to improve population health across the region.</li> <li>○ Participate as a public health stakeholder to accomplish performance-based projects that improve population health.</li> </ul>



# 2011 – 2021 STRATEGIC PLAN

Approved by Board of Health Resolution 2011-07 on November 1, 2011

**Our Mission: The Kitsap Public Health District prevents disease and protects and promotes the health of all persons in Kitsap County.**

**Our Vision: Striving to make Kitsap County a healthy and safe place to live, learn, work, and play.**

<b>Goal 1</b>	<b>We will strengthen our ability to prevent and control communicable diseases.</b>
<b>5 Year Milestones:</b>	<b>Screening and other prevention activities are increased while the risky behaviors of contracting a communicable disease are decreased.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Public Health visits to medical providers, veterinarians, hospitals, pharmacies, laboratories, and public school nurses on a regular basis to strengthen our partnership with awareness and education regarding disease prevention, screening and increased communicable disease reporting.</li> <li>○ Enhance accessibility to the healthcare provider link on our website. This will provide easy access for healthcare partners to obtain current information on communicable disease prevention, case definitions, screening/testing, reporting requirements and treatment recommendations.</li> <li>○ Communicate disease-specific public service announcements to the community.</li> </ul>

<b>Goal 2</b>	<b>We will decrease chronic diseases and their impacts in our community.</b>
<b>5 Year Milestones:</b>	<b>An integrated, KPHD-wide and community-wide approach to support healthy living is implemented in Kitsap County.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Provide Staff and decision-makers the evidence needed to successfully build a health focus into policies, practices and community planning.</li> <li>○ Create a chronic disease prevention program that is integrated across KPHD programs and is designed with a multidisciplinary approach.</li> </ul>

<b>Goal 3</b>	<b>We will prevent and reduce environmental threats to public health from contaminated water, food, land, and air.</b>
<b>5 Year Milestones:</b>	<b>We participate in community planning processes in order to promote and support a healthy built environment.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Support public health participation in community planning processes.</li> <li>○ Identify and train staff to promote public health strategies in community planning.</li> </ul>
<b>5 Year Milestones:</b>	<b>Safe and reliable drinking water is ensured for all developed properties in Kitsap County.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ To support this milestone, we will maintain and expand coordination and partnerships with the Water Purveyors Association of Kitsap County, Washington State Department of Ecology, Washington State Department of Health Office of Drinking Water, community water system purveyors, licensed well drillers and Satellite Management Agencies.</li> <li>○ Revise Board of Health Ordinance 1999-6, <i>Rules and Regulations for Private and Public Water Supplies</i>, to establish a maintenance and monitoring program for Group B water systems and establish the requirement that all properties conveyed have a compliance report on water supply.</li> </ul>

<b>Goal 4</b>	<b>We will promote healthy child development and health equity by ensuring all children have healthy starts.</b>
<b>5 Year Milestones:</b>	<b>An evidence-based public health nurse home visiting program is implemented.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Partner with neighboring LHJs that have existing Nurse Family Partnership (NFP) programs in order to achieve efficiencies.</li> <li>○ Foster advocacy for NFP and knowledge about the Healthy Start Kitsap program among all KPHD staff.</li> <li>○ Strengthen community support for NFP by ensuring healthcare providers, schools, community agencies and others are knowledgeable about it and eager to refer clients.</li> <li>○ Obtain the revenue sources required to begin NFP program implementation and achieve its sustainability.</li> </ul>

<b>Goal 5</b>	<b>To accomplish our goals we will strengthen our financial and technological resources and ensure our workforce has the new skills required in our changing environment. We will also increase the extent to which community members and policy makers perceive public health to be an essential asset in their lives.</b>
<b>5 Year Milestones:</b>	<b>We have at least one stable, dedicated source of revenue from each of the following funding sources: local, state, and federal.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Gain consensus on a new Board of Health local funding formula.</li> <li>○ Continue to work with our State legislators and partners to achieve stable dedicated State public health funding.</li> <li>○ Achieve national accreditation from the Public Health Accreditation Board to position ourselves for future federal funding.</li> <li>○ Work with partners to assure that we receive federal prevention dollars from the Patient Protection and Affordable Care Act.</li> </ul>
<b>5 Year Milestones:</b>	<b>We are skilled and experienced in applying policy development to effect community-level change and in using strategic partnerships that produce results.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Identify specific training needs, assemble a comprehensive curriculum and train identified leaders and staff to be subject matter experts.</li> <li>○ Develop a mentoring program wherein subject matter experts disseminate skills to other staff.</li> <li>○ Board of Health to establish the highest priority policy changes, and KPHD leadership to create detailed work plans to attain each.</li> <li>○ Leverage our efforts by coordinating with Kitsap Community Health Priorities (KCHP) planning partners where our strategic priorities merge.</li> </ul>
<b>5 Year Milestones:</b>	<b>Our staff and Board of Health are knowledgeable about all we do and are able to convey compelling messages about our mission to the community.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Improve the orientation and on-going education we provide our staff and our Board of Health.</li> <li>○ Execute a comprehensive public communication strategy to raise public awareness of the functions and value of public health.</li> </ul>
<b>5 Year Milestones:</b>	<b>We have effective data collection and monitoring systems in place, and the analytical resources necessary to provide timely, actionable information.</b>
<b>Strategies:</b>	<ul style="list-style-type: none"> <li>○ Create data systems that: <ul style="list-style-type: none"> <li>▪ Measure the incidence and prevalence of communicable and chronic disease.</li> <li>▪ Identify environmental threats to human health from water, food, sewage, land and air.</li> <li>▪ Measure the effectiveness of home visiting by public health nurses.</li> <li>▪ Enhance the efficiency and effectiveness of our administrative and business functions.</li> </ul> </li> <li>○ Implement an electronic medical record (EMR) system so we can lead the formation of a community-level electronic health information exchange (HIE) that will improve communicable disease threat tracking capability, increase mandated reporting compliance, and provide chronic disease data.</li> </ul>

# Definition of Foundational Public Health Services

## FOUNDATIONAL CAPABILITIES

### A. **Assessment (Surveillance and Epidemiology).** The foundational definition of this capability includes:

1. Ability to collect sufficient statewide data to develop and maintain electronic information systems to guide public health planning and decision making at the state and local level. Foundational data includes Behavioral Risk Factor Surveillance Survey (BRFSS), Healthy Youth Survey (HYS), and vital statistics and foundational information systems include PHIMS, PHRED, CHARS, and CHAT. *(state function only)*
2. Ability to access, analyze, and use data from a minimum of eight specific information sources, including (1) U.S. Census data, (2) vital statistics, (3) notifiable condition data, (4) certain clinical administrative data sets including hospital discharge, (5) BRFSS, (6) HYS, (7) basic community and environmental health indicators, and (8) local and state chart of accounts.
3. Ability to prioritize and respond to data requests and to translate data into information and reports that are valid, statistically accurate, and readable by the intended audiences.
4. Ability to conduct a basic community and statewide health assessment and identify health priorities arising from that assessment, including analysis of health disparities.

### B. **Emergency Preparedness (All Hazards).** The foundational definition of this capability includes:

1. Ability to develop and rehearse response strategies and plans, in accordance with national and state guidelines, to address natural or manmade disasters and emergencies, including special protection of vulnerable populations.
2. Ability to lead the Emergency Support Function 8 – Public Health & Medical for the county, region, jurisdiction, and state.
3. Ability to activate the emergency response personnel in the event of a public health crisis; coordinate with federal, state, and county emergency managers, and other first responders; and operate within, and as necessary lead, the incident management system.
4. Promote community preparedness by communicating with the public in advance of an emergency about steps that can be taken before, during, or after a disaster.

### C. **Communication.** The foundational definition of this capability includes:

1. Ability to maintain ongoing relations with local and statewide media, including the abilities to write a press release, conduct a press conference, and use electronic communication tools to interact with the media.
2. Ability to develop and implement a communication strategy, in accordance with Public Health Accreditation Board Standards, to increase visibility of a specific public health issue and communicate risk. This includes the ability to provide information on health risks, healthy behaviors, and disease prevention in culturally and linguistically appropriate formats for the various communities served, including use of electronic communication tools.

**D. Policy Development and Support.** The foundational definition of this capability includes:

1. Ability to develop basic public health policy recommendations that are evidence-based, or innovative or promising with evaluation plans, and legally feasible.
2. Ability to work with partners and policy makers to enact policies that are evidence-based and that address the social determinants of health.
3. Ability to utilize cost benefit information to develop an efficient and cost-effective action plan to respond to the priorities identified in a community and/or statewide health assessment, including identification of best and emerging practices, and those that respond to health inequities.

**E. Community Partnership Development.** The foundational definition of this capability includes:

1. Ability to create and maintain relations with important partners, including health-related national, statewide, and community-based organizations; community groups or organizations representing populations experiencing health disparities; key private businesses and health care organizations; and key federal, tribal, state, and local government agencies and leaders.
2. Ability to strategically select and articulate governmental public health roles in programmatic and policy activities and coordinate with these partners.

**F. Business Competencies.** The foundational definition of this capability includes:

1. *Leadership.* Ability to lead internal and external stakeholders to consensus and action planning (adaptive leadership) and to serve as the public face of governmental public health in the community.
2. *Accountability and Quality Assurance Services.* Ability to uphold business standards and accountability in accordance with federal, state, and local laws and policies and to assure compliance with national and Public Health Accreditation Board Standards.
3. *Quality Improvement.* Ability to continuously improve processes, including plan-do-study-act cycles.
4. *Information Technology Services.* Ability to maintain and access electronic health information to support the public health agency's operations and analyze health data. Ability to support, maintain, and use communication technology.
5. *Human Resources Services.* Ability to develop and maintain a competent workforce, including recruitment, retention, and succession planning functions; training; and performance review and accountability.
6. *Fiscal Management, Contract, and Procurement Services.* Ability to comply with federal, state, and local standards and policies.
7. *Facilities and Operations.* Ability to procure, maintain, and manage safe facilities and efficient operations.
8. *Legal Services and Analysis.* Ability to access and appropriately use legal services in planning and implementing public health initiatives.

## FOUNDATIONAL PROGRAMS

**G. Communicable Disease Control.** The foundational definition of this program includes:

1. Provide timely, statewide, and locally relevant and accurate information to the state and community on communicable diseases and their control, including strategies to increase local immunization rates.

2. Identify statewide and local communicable disease control community assets, develop and implement a prioritized communicable disease control plan addressing important communicable diseases such as influenza and hepatitis, and advocate and seek funding for high priority policy and other communicable disease control initiatives.
3. Ability to receive laboratory reports and other identifiable data; conduct disease investigations, including contact notification; and recognize, identify, and respond to communicable disease outbreaks for notifiable conditions in accordance with national, state, and local mandates and guidelines.
4. Assure the availability of partner notification services for newly diagnosed cases of syphilis, gonorrhea, and HIV according to Centers for Disease Control and Prevention (CDC) guidelines.
5. Assure the appropriate treatment of individuals who have active tuberculosis, including the provision of directly-observed therapy according to CDC guidelines.
6. Assure availability of public health laboratory services for disease investigations and response, and reference and confirmatory testing related to communicable diseases.
7. Coordinate and integrate other categorically-funded communicable disease control programs and services.

**H. Chronic Disease and Injury Prevention.** The foundational definition of this program includes:

1. Provide timely, statewide, and locally relevant and accurate information to the state and community on chronic disease prevention (including mental illness and chemical dependency) and injury control
2. Identify statewide and local chronic disease (including mental illness and chemical dependency) and injury prevention community assets, develop and implement a prioritized prevention plan, and advocate and seek funding for high priority policy initiatives.
3. Reduce statewide and community rates of tobacco use through programs that conform to standards set by Washington laws and CDC's Office on Smoking and Health, including activities to reduce youth initiation, increase cessation, and reduce secondhand smoke exposure. Contribute to a reduction in statewide and community rates of alcohol and other drug use by working with partners at the state and local level to identify (1) evidence-based population-based interventions or (2) innovative/promising population-based interventions with valid evaluation studies; and collaborate with partners in generating funding for these interventions.
4. Work actively with statewide and community partners to increase statewide and community rates of healthy eating and active living through a prioritized program of best and emerging practices aligned with national and state [guidelines](#) for healthy eating and active living.
5. Coordinate and integrate other categorically-funded chronic disease and injury prevention programs and services

**I. Environmental Public Health.** The foundational definition of this program includes:

1. Provide timely, statewide, and locally relevant and accurate information to the state and community on environmental public health issues and health impacts from common environmental or toxic exposures.
2. Identify statewide and local community environmental public health assets and partners, and develop and implement a prioritized prevention plan to protect the public's health by preventing and reducing exposures to health hazards in the environment.
3. Conduct mandated environmental public health laboratory testing, inspections, and oversight to protect food, water recreation, drinking water, and liquid and solid waste streams in accordance with federal, state, and local laws and regulations.

4. Identify and address priority notifiable zoonotic (e.g. birds, insects, rodents) conditions, air-borne conditions, and other public health threats related to environmental hazards.
5. Protect the population from unnecessary radiation exposure in accordance with federal, state, and local laws and regulations. *(state function only)*
6. Participate in broad land use planning and sustainable development to encourage decisions that promote positive public health outcomes (e.g. consideration of housing, urban development, recreational facilities, and transportation).
7. Coordinate and integrate other categorically-funded environmental public health programs and services.

**J. Maternal/Child/Family Health.** The foundational definition of this program includes:

1. Provide timely, statewide, and locally relevant and accurate information to the state and community on emerging and on-going maternal child health trends, taking into account the importance of Adverse Childhood Experiences (ACEs) and health disparities.
2. Assure mandated newborn screening done by the state public health lab to test every infant born in Washington to detect and prevent the developmental impairments and life-threatening illnesses associated with congenital disorders that are specified by the State Board of Health. *(state function only)*
3. Identify, disseminate, and promote emerging and evidence-based information about early interventions in the prenatal and early childhood period that optimize lifelong health and social-emotional development.
4. Identify local maternal and child health community assets, develop a prioritized prevention plan using life course expertise and an understanding of health disparities and advocate and seek funding for high priority policy initiatives.
5. Coordinate and integrate other categorically funded maternal, child, and family health programs and services.

**K. Access/Linkage with Clinical, Oral, and Behavioral Health Care Services.** The foundational definition of this program includes:

1. Provide timely, statewide, and locally relevant and accurate information to the state and community on the clinical, oral, and behavioral (including mental illness and chemical dependency) health care system.
2. In concert with national, ~~and~~ statewide and local health care providers and groups, identify health care assets, develop and implement prioritized plans for increasing access to health homes and quality health care, and advocate and seek funding for high priority policy initiatives.
3. In concert with national, statewide, and local health care providers and groups, identify health care assets; develop and implement prioritized plans for assuring access to specific clinical services of public health importance such as family planning, key services for pregnant women and their infants (i.e. maternity support, WIC), and STD and HIV testing and treatment; and advocate and seek funding for high priority policy initiatives.
4. Improve patient safety through inspection and licensing of health care facilities and licensing, monitoring, and discipline of health care providers. *(state function only)*
5. Engage in local and state-level clinical, oral, and behavioral (mental health and chemical dependency) health system planning.
6. Coordinate and integrate other categorically-funded clinical health care programs and services.

**L. Vital Records.** The foundational definition of this program includes:

1. In compliance with state law and in concert with national, state, and local groups, assure a system of vital records. *(state function only)*

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2. Provide certified birth and death certificates in compliance with state law and rule.

## Amending the Kitsap Public Health District 2011-2021 Strategic Plan

**WHEREAS**, the Kitsap Public Health District is accountable to the citizens of Kitsap County for the efficient use of its resources, and to use those resources to address the priority health needs in the county; and

**WHEREAS**, it is critical that the District use data and community input to prioritize its work and ensure maximum impact in the community during a time of scarce and declining resources; and

**WHEREAS**, the District has completed an amendment to its 2011-2021 Strategic Plan that:

- Was informed by staff and community input, data on local, state and national health trends and local demographic and economic conditions, and expert opinion; and
- Included an analysis of the District's strengths, weaknesses, and opportunities; and
- Was led by the District's Executive Leadership Team; and

**WHEREAS**, the attached document titled *Kitsap Public Health District Amended 2011- 2021 Strategic Plan* has been drafted by the District's Executive Leadership Team; and

**WHEREAS**, the amended Strategic Plan updates key goals and milestones to address identified priorities through 2021, including communicable disease prevention and control, chronic disease prevention, addressing environmental threats to public health, fostering healthy child development and health equity, and addressing critical financial, technological, workforce, and public information needs, and supporting efforts to address the Triple Aim of health system reform; and

**WHEREAS**, upon approval of the Amended 2011-2012 Strategic Plan by the Kitsap Public Health Board, the District will craft detailed work plans to ensure that the Plan's goals are realized.

**NOW, THEREFORE, BE IT RESOLVED** that the Kitsap Public Health Board approves the attached Kitsap Public Health District Amended 2011-2021 Strategic Plan effective immediately.

**APPROVED:** January 5, 2016

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Mayor Becky Erickson, Chair  
Kitsap Public Health Board

# MEMO

**To:** Kitsap Public Health Board  
**From:** Karen Holt, Human Resources Manager  
**Date:** December 22, 2015  
**Re:** Professional and Technical Employees Local 17 Collective Bargaining Agreement

The Kitsap Public Health District is requesting Kitsap Public Health Board approval of the Collective Bargaining Agreement between Kitsap Public Health District and Professional and Technical Engineers Local 17, effective January 1, 2016 through December 31, 2018, and the corresponding Kitsap Public Health Board Resolution Number 2016-02.

As discussed in Executive Session at your December 1, 2015, Board meeting, Local 17 and the District had a very collaborative and constructive bargaining process. The new three-year Collective Bargaining Agreement we discussed with you was ratified by the members of the Professional and Technical Employees Local 17 on December 18, 2015.

Attached, please find the following documents related to this request:

1. Kitsap Public Health Board Resolution 2016-02, Approving a Collective Bargaining Agreement Between the Kitsap Public Health District and Professional and Technical Engineers Local 17;
2. The red-lined version of the new Collective Bargaining Agreement showing the negotiated language additions, deletions and changes; and
3. The final clean version of the Collective Bargaining Agreement and represented staff salary schedules for January 1, 2016 through December 31, 2018.

Thank you for your consideration of this request. The District and the Professional and Technical Employees Local 17 are committed to a relationship of openness and clear communication, and recognize the importance of collaboratively resolving workplace issues. We also recognize the importance of working together cooperatively and jointly seeking to improve the delivery of services to the public and promoting a fair and equitable work environment based on mutual respect and understanding. This commitment was reaffirmed during this successful negotiation.

If you have questions, comments or need additional information, please contact me at (360) 337-5294, or [karen.holt@kitsappublichealth.org](mailto:karen.holt@kitsappublichealth.org).

## Approving the 2016-2018 Collective Bargaining Agreement Between Kitsap Public Health District and Professional and Technical Employees Local 17

**WHEREAS**, the Kitsap Public Health District (hereinafter “District”) and Professional and Technical Employees Local 17 (hereinafter “Local 17”), representing District employees who are in the Clerical Unit, Environmental Health Unit, Health Professional and Technical Unit, and Registered Nurse Unit, have in good faith bargained a Collective Bargaining Agreement (hereinafter “Agreement”) to be effective January 1, 2016, through December 31, 2018; and

**WHEREAS**, the membership of Local 17 ratified this Agreement on December 18, 2015 as attached; and

**WHEREAS**, the wage increases proposed in this Agreement are consistent with the Kitsap Public Health Board’s Compensation Policy, which established a philosophy to be competitive in the relevant labor market in order to attract and retain dedicated, hardworking, and talented employees who effectively support the District’s mission; and

**WHEREAS**, this Agreement contains the following revisions from the previous Collective Bargaining Agreement:

- **2016 Wages** – Effective January 1, 2016: Increase all salary ranges in the Clerical, Environmental Health, Health Professional and Technical, Registered Nurse Units by 2.0%. Additional increases were applied to the salary ranges for the Clerical Unit to bring the salary ranges closer to approximate median market values and align the appropriate ranges for consistency in regard to non-competitive promotions and internal pay relationships.
- **2017 Wages** –Effective January 1, 2017: Increase all ranges by 2.0%.
- **2018 Wages** –Effective January 1, 2018: Increase all ranges by 2.0%.
- **On-Call Assignments and Stipend** – With this contract, the District is establishing an on-call assignment for the purpose of providing Communicable Disease subject matter expertise for response to Duty Officer inquiries during evenings, weekends, and holidays. The District will assign such on-call responsibilities on a reverse-seniority rotating basis to qualified employees who have not volunteered only in the event that reasonable coverage cannot be obtained through the use of volunteers; provided that the District may make on-call responsibilities a job requirement for nurses newly hired to the District. The District will provide a weekly stipend of one-hundred fifty dollars (\$150.00) for employees participating in the on-call rotation assignment.

- **Cell Phone Policy** – In response to changes in the state regulatory environment, specifically with regard to compliance with the Public Records Act, and under the recommendation of the District’s attorneys, the District will provide a cell phone for business use only for staff who need to use a cell phone for work. Employees currently receive a stipend for use of a personal cell phone for business purposes. This contract includes language that provides a three-month period of transition, through March 31, 2016, for such employees to move to a District-provided cell phone. The stipend will end at the time a District cell phone is issued to the employee.
- **Bilingual Stipend Increase** – This contract includes an increase in the monthly stipend from fifty dollars (\$50.00) to one-hundred twenty dollars (\$120.00) per month for any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services. Part-time employees shall be paid the stipend prorated based on their full-time equivalency.
- **State or Federal Government Shutdown** – Language was added to address a temporary reduction in hours or furlough in the event of a shutdown of state or federal government and the associated elimination of District funding. The language provides a minimum notice of seven (7) calendar days for both the affected employee and the Union for a furlough lasting no more than fourteen (14) days. Affected employees will not have the option to displace another employee and will not be placed on the recall list. Such employees will continue to receive benefits on the terms applicable prior to the temporary reduction or furlough and will maintain all accrued leave balances.
- **Lunch Periods**- Language allowing an additional 15 minutes of lunch time on the last day of the month for the purpose of banking was removed.
- **Housekeeping** – The contract included several references to the Health Officer/Director which were changed to reflect our current Administrator/Health Officer leadership model. References in regard to the Board of Health were changed to the Kitsap Public Health Board. Other minor language clarification and housekeeping items were also incorporated.

**NOW THEREFORE BE IT RESOLVED** that the Kitsap Public Health Board approves the Collective Bargaining Agreement with the Professional and Technical Employees Local 17, dated January 1, 2016, through December 31, 2018, which includes provisions for wage increases effective January 1, 2016.

**APPROVED:** January 5, 2016

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Mayor Becky Erickson, Chair  
Kitsap Public Health Board



**KITSAP PUBLIC  
HEALTH DISTRICT**



**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**KITSAP PUBLIC HEALTH DISTRICT**

**&**

**PROFESSIONAL AND TECHNICAL EMPLOYEES  
LOCAL 17**

**Effective**

**January 1, 2016 through December 31, 2018**

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## PREAMBLE

This Agreement is made and entered into by and between the Kitsap Public Health District, hereinafter referred to as the District, and the Professional and Technical Employees, Local 17, hereinafter referred to as Local 17. It is the purpose of this agreement to achieve and maintain harmonious relations between the parties. The parties are committed to a relationship of openness and communication and recognize the importance of collaboratively resolving issues in the District. The parties recognize the importance of working together cooperatively in jointly seeking to improve the District's delivery of services to the public and promoting a fair and equitable work environment based on mutual respect and understanding.

It is the intent and purpose of the District and Local 17 to set forth herein their entire Agreement covering rates of pay, wages, hours of work, and other conditions of employment, and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the District. Both parties mutually agree that their objective is for the good and welfare of the District and Local 17 members alike. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon. In consideration of these mutual covenants, the parties hereto agree as follows:

## ARTICLE 1 – RECOGNITION

- 1.1 The District recognizes Local 17 as the exclusive bargaining representative for the employees, excluding supervisors and confidential employees, now or hereafter employed in the following bargaining units:
  - 1.1.1 Clerical Unit, including those employees working in the job classifications listed in Appendix A;
  - 1.1.2 Environmental Health Professional and Technical Unit, including those employees working in job classifications listed in Appendix B;
  - 1.1.3 Registered Nurses Unit, including those employees working in job classifications listed in Appendix C; and
  - 1.1.4 Health and Professional Technical Unit, including those employees working in job classifications listed in Appendix D.

## ARTICLE 2 – MANAGEMENT RIGHTS

- 2.1 It is understood and agreed that the District possesses the sole right and authority to operate the affairs of the District and direct the employees of the District except as limited by the terms of this Agreement. The District's rights include, but are not limited to:

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- 2.1.1 The right to determine its mission, policies, and to set forth all standards of service offered to the public;
- 2.1.2 The right to plan, direct, control and determine the operations or services to be conducted by the employees of the District;
- 2.1.3 The right to determine the methods, means, number and kind of personnel needed to carry out the operations of the District and the work undertaken by its employees who are covered by this Agreement;
- 2.1.4 The right to direct the employees covered by this Agreement;
- 2.1.5 The right to hire, promote, assign, transfer, reclassify, or retain employees;
- 2.1.6 The right to demote, suspend, discipline, or discharge employees for proper cause;
- 2.1.7 The right to layoff or relieve employees due to lack of work or funds or for other legitimate reasons;
- 2.1.8 The right to make, publish and enforce rules and regulations;
- 2.1.9 The right to introduce new or improved methods, equipment or facilities;
- 2.1.10 The right to contract out for goods and services; provided the District will not contract out bargaining unit work in a manner that will reduce the FTE of current employees unless the Administrator has determined that, in his/her judgment, the required expertise is not available within the District's existing workforce, or the contract will result in clear cost savings for the District. Unless required by emergency conditions, the District will provide Local 17 with at least thirty (30) calendar days' notice before entering into a contract that will reduce the FTE of current employees, during which time Local 17 may present to the District alternatives to its proposal. The District will provide in its notice a description of services to be contracted, a summary of the reason for contracting those services, and a proposed timeline for contracting out; and
- 2.1.11 The right to take any and all actions as may be necessary to carry out the mission of the District in situations of emergency as may be declared by the Administrator, Health Officer and/ or the Kitsap Public Health Board provided that no right enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of this Agreement.

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2.2 The District ~~Administrator~~ and the ~~Kitsap Public Health Board~~ have the sole authority to determine the purpose and mission of the District and the amount of budget to be adopted thereto.

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2.3 The classifications for the various authorized District positions are those adopted by the ~~Kitsap Public Health Board~~.

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2.4 The retention of these rights does not preclude any employee, or his authorized representative, from filing a grievance or seeking a review of the exercise of this right in a particular case, nor from the District in establishing local guidelines and standard in carrying out the responsibilities referred to above.

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### ARTICLE 3 – RULES AND REGULATIONS

3.1 All rules and policies affecting personnel established by the ~~Kitsap Public Health Board~~ shall be in writing and made available to all employees. The District will notify Local 17 and complete any requested bargaining prior to implementing any amendments, changes or additions to such rules and policies that impact wages, hours or working conditions.

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### ARTICLE 4 – NO STRIKE CLAUSE

4.1 During the term of this Agreement, Local 17 shall not allow, cause, or counsel its members to participate in a strike, nor shall it in any manner cause or allow them to either directly or indirectly commit any acts of work stoppage, slowdown, or refusal to perform any and all assigned duties.

### ARTICLE 5 – HOURS OF WORK/WORK ASSIGNMENTS

5.1 The basic workweek is 40 hours. District will strive to schedule work so that 40 hours is accomplished within five (5) working days per week.

5.2 The District retains the right to establish and alter work schedules in accordance with the public health needs and District policies as determined by the District. The District will consider the affected employee's seniority, input and preferences when altering work schedules and making site assignments. The District will give at least one (1) week's notice to an employee whose work schedule is permanently changed. Nothing in this section is to be construed as preventing the District from changing work schedules in the interest of public health and safety nor as preventing the District from changing work schedules temporarily to fill a need caused by the absence of another employee or to meet the needs of temporary programs not exceeding thirty (30) calendar days.

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- 5.3 All work in excess of the basic workweek must be properly authorized in advance and shall be compensated for in time or in cash at the rate of one-and-one-half (1½) times the employee's regular rate of pay. Payment in cash or in compensatory time is optional for the employee until the maximum accrual of 40 hours compensatory time is reached. After the 40-hour accrual, all overtime hours will be reimbursed in cash only.
- 5.4 Rest periods will be granted in accordance with WAC 296-126. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required. However, if it is necessary to schedule rest periods due to the employee's specific duties, "rest periods shall be scheduled as near as possible to the midpoint of the work period" (which is four (4) hours per each work period as referred to in this section). Rest periods are not to be accumulated and/or used as leave, or for extensions of lunch periods, or to make up for time lost during the workday (i.e., for tardiness or early departure).
- 5.5 Employees who are specifically directed by their immediate supervisor to work more than two (2) hours beyond their regular workday and who are unable to leave the worksite for a dinner break, will be reimbursed for the reasonable cost of a meal purchased in an amount authorized in the District's administrative policy on meal reimbursement. In order to receive reimbursement, employees must furnish receipt for said meal to the supervisor.
- 5.6 For the purposes of computing overtime, all authorized time off in a paid status will be considered time worked.
- 5.7 Employees who are required or permitted to attend District-provided training will be compensated for all such hours at their regular or overtime rate, as provided by this Article.
- 5.8 When employees are called back to work after completion of their regular workday, they shall be compensated in cash or compensatory time at the rate of one-and-one-half (1½) times the actual hours worked. A minimum callback will be two (2) hours, and the employee must physically report to a worksite.
- 5.9 An employee or the District may request consideration of a flex-shift schedule and both parties will investigate the feasibility of the request. Flextime shifts will be allowed only where mutually agreed to by both parties.
- 5.10 Job sharing may be implemented with the following conditions when it benefits the District and at the discretion of the District Director:

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- 5.10.1 Each partner agrees to work in the absence of the other partner during planned and unplanned general leaves and other leaves whenever possible at the request of the District.
- 5.10.2 Each partner will arrange his/her schedule as needed to attend staff and other meetings that are required by the District without increasing his/her normal weekly hours. Changes in FTE will be made only with the mutual consent of both partners and the District.
- 5.10.3 Compensation and benefits will be prorated according to hours worked in accordance with this Agreement except that in no event will benefits be greater than those provided to one (1) full-time equivalent employee. Employees hired prior to 7/1/81 waive benefits as outlined in Article 12, Sections 12.1.2 and 12.3.7, while in a job-share position.
- 5.10.4 If one partner terminates the partnership for any reason, or it is terminated by the District, the remaining partner will immediately revert to full-time status with applicable compensation and benefits. By the end of the thirty (30) calendar day period, one of the following options must be elected by the remaining partner with the agreement of the District:
  - (a) Continue in the full-time position.
  - (b) Begin a new job share partnership according to the hiring requirements of the District.
  - (c) Resign giving fifteen (15) calendar days' notice.

In no event is the District obligated to hire another job sharing partner or to continue the remaining partner as indicated in this section.

- 5.10.5 The District may terminate this job sharing agreement with thirty (30) calendar days' written notice to both partners.

**5.11 On-Call Assignments.** Employees who are assigned to remain on-call during off-duty hours will report as hours worked all time spent responding to work-related calls that occur on a day/evening when they are on-call, and will receive a minimum of one-half (½) hour of compensation for each day on which they receive one (1) or more such call. For example, an employee will receive thirty minutes (30) of compensation for one (1) call or multiple calls relating to the same event that collectively total less than thirty (30) minutes of work; he/she will receive compensation for actual time worked for one (1) call or multiple calls that total more than thirty (30) minutes of work. In the event that an employee is required to travel to the District or another work site as a result of a call, he/she will be paid in accord with Section 5.8. While in an on-call status, employees are required to remain within reasonable commuting time of the District, be accessible by cell phone and have access to the internet for the purpose of providing Communicable

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Disease subject matter expertise for response to Regional Duty Officer inquiries during evenings, weekends, and holidays. The District will assign on-call responsibilities on a rotating, reverse-seniority basis to qualified employees who have not volunteered only in the event that it cannot obtain reasonable coverage through the use of volunteers; provided that the District may make on-call responsibilities a job requirement for nurses newly hired to the District.

**ARTICLE 6 – COMPENSATION AND RATES OF PAY**

- 6.1 The salary schedules applicable to each bargaining unit are set forth in Appendices A, B, C and D. The schedules reflect the following wage increases:
  - 6.1.1 Effective January 1, 2016, all salary ranges in the Environmental Health Professional and Technical Unit, Registered Nurses Unit, and Health and Professional Technical Unit will be increased by 2.0%. The Clerical Unit salary range will be increased to provide employees with a 2.0% salary increase as well as additional market and classification adjustments, all of which are reflected in Appendix A.
  - 6.1.2 Effective January 1, 2017, all salary ranges will be increased by 2.0%.
  - 6.1.3 Effective January 1, 2018, all salary ranges will be increased by 2.0%.
- 6.2 Step Increases.
  - 6.2.1 Employees advance to the next step of the salary range on the one-year anniversary of their last step increase. For employees who have been promoted, step increases occur on the annual anniversary of their promotion date.
  - 6.2.2 Employees newly hired after the effective date of this Agreement will receive their first step increase on the one-year anniversary of their date of hire.
- 6.3 Bilingual Stipend. The District will pay a monthly stipend of one hundred twenty dollars (\$120) to any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services for the District. To receive a stipend, employees must demonstrate to the satisfaction of the District the ability to perform services in the applicable foreign language. Bilingual assignments that are not job requirements will be renewed annually and may be terminated at any time by the District or the employee. Part-time employees shall be paid the bilingual premium prorated to their full-time equivalency.

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6.4 On-Call Stipend. Employees who are required to remain on-call during off-duty hours will receive a stipend of one hundred fifty dollars (\$150) per week. The starting and ending time for on-call periods will be 8:00 a.m. Monday morning; the District will consult with the affected employees prior to making any changes to on-call periods.

#### **ARTICLE 7 – LONGEVITY BONUS PLAN**

7.1 The following longevity bonus plan will be applied to each qualified employee. Annual bonus amounts will be prorated for part-time employees based on the employee's FTE:

<b>Years of Service</b>	<b>Annual Bonus</b>
0 - 4 years	-0-
5 - 9 years	\$200
10-14 years	\$300
15-19 years	\$400
20-24 years	\$500
25+ years	\$600

7.2 The bonus is payable in one lump sum during the month of the employee's anniversary date of hire.

#### **ARTICLE 8 – PERSONNEL FILES**

8.1 The District shall keep a central personnel file for each employee. Supervisors may keep working files, but documents recording or communicating disciplinary actions that are not included in the central personnel file may not be used as evidence in any grievance arbitration regarding discipline of the employee.

8.2 Upon appropriate request, employees may inspect their central personnel files subject to the following:

8.2.1 Inspection shall occur during nonworking hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employees and the District. Upon request, employees who have a written grievance on file, who are inspecting their personnel files with respect to such grievance, may have a representative present during such inspection.

8.2.2 Copies of materials in an employee's central personnel file will be provided the employee upon request as appropriate.

8.2.3 Pre-employment information shall not be subject to inspection or copying.

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- 8.3 Materials to be placed into an employee’s personnel file relating to job performance or conduct or any other material that may have an adverse effect on the employee’s employment shall be reasonable and accurate and brought to the employee’s attention with copies provided to the employee.
- 8.4 Employees who challenge material included in their personnel file are permitted to insert certain material relating to the challenge or utilize the grievance procedure.

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**ARTICLE 9 – GENERAL AND EXTENDED LEAVE**

- 9.1 General leave is leave that is earned by the employee and used at the employee’s discretion with supervisory approval for such purposes as vacation, bereavement, personal appointments, preventive health care, illness of less than five (5) consecutive days, etc.

9.1.1 Full-time employees shall accrue general leave at the following rates:

Years of Service	Days Accrued/Year	Hours Accrued/Month
from 0 to 1 year	18 days	12.00 hours
from 1 to 2 years	19 days	12.67 hours
from 2 to 3 years	20 days	13.33 hours
from 3 to 4 years	21 days	14.00 hours
from 4 to 5 years	22 days	14.67 hours
from 5 to 6 years	23 days	15.33 hours
from 6 to 7 years	24 days	16.00 hours
from 7 to 8 years	25 days	16.67 hours
from 8 to 9 years	26 days	17.33 hours
from 9 to 10 years	27 days	18.00 hours
from 10 to 14 years	28 days	18.67 hours
from 14 to 24 years	29 days	19.33 hours
24 years and over	31 days	20.67 hours

- 9.1.2 Part-time employees shall accrue general leave based on the above schedule prorated to their full time equivalency.
- 9.1.3 General leave accrues from the date of hire and may be used after completion of the probationary period. General leave continues to accrue during any paid leave of absence.
- 9.1.4 Employees using general leave for planned absences must schedule those absences in advance with approval of their supervisor. Supervisors will not accept any leave requests earlier than six (6) months before the effective date of the leave, unless there are legitimate extenuating circumstances around such leave request that requires early approval. In the event of a conflict between two employees, the employee making the first request shall prevail.

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Should the sequence of conflicting requests be unknown, the employee having greater seniority shall prevail.

- 9.1.5 Employees may accrue up to three hundred sixty (360) hours of general leave. An employee who has reached the maximum accrual level will not accrue additional general leave until his or her balance has been reduced through use; provided that Division Directors may make written exceptions to this rule in the event an employee is precluded from taking a previously scheduled vacation through no fault of his or her own.
  - 9.1.6 Upon separation of an employee by retirement, resignation, layoff, dismissal or death, the employee or beneficiary thereof shall be paid for the unused general leave to a maximum of two hundred forty (240) hours at the rate the employee was being paid at the time of separation.
  - 9.1.7 The District shall inform employees of their accrued general leave on a quarterly basis.
- 9.2 Extended leave may be used when an employee is unavoidably absent from work for the following:
- (a) An employee's own illness, injury or pregnancy;
  - (b) The need to care for the employee's, spouse's, or domestic partner's child (or foster child) who is (i) under eighteen (18) years of age and has a health condition requiring treatment or supervision, or (ii) 18 years of age or older but incapable of self-care because of a mental or physical disability; and
  - (c) The serious health condition or emergency condition of the employee's spouse, domestic partner, parents, parents-in-law, grandparents, children (as defined in 9.2(b)) or for other family members with the Health Officer's approval.
- 9.2.1 Full time employees will accrue four (4) hours of extended leave for each month worked with unlimited accrual.
  - 9.2.2 Part-time employees will accrue extended leave prorated based on their full time equivalency.
  - 9.2.3 Employees become eligible for use of extended leave as described below. Once an employee has qualified for extended leave, he/she may continue using such leave until the qualifying condition ends or his/her extended leave balance has been exhausted, whichever occurs first.
    - (a) For full-time employees whose normal work schedule is five (5), 8-hour shifts per week, use of extended leave begins (i) after

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the fifth (5th) consecutive day of absence for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence for a condition that has been certified for use of intermittent leave under the Family Medical Leave Act.

- (b) For full-time employees working an alternate schedule, and for part-time employees, use of extended leave shall begin (i) after the employee has been absent for the number of work days he/she is normally scheduled to work in a workweek for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence (prorated for part-time employees) for a condition that has been certified for use of intermittent leave under the Family Medical Leave Act.

9.2.4 Upon the employee's presentation of verification from a licensed health care provider involved in treating the affected individual or family member that documents a condition qualifying for use of extended leave, the general leave used by the employee for the initial days or hours of his/her absence will be restored and a corresponding amount of extended leave will be drawn from his/her extended leave account.

- 9.3 Whenever an employee is injured on the job and the employee's condition demands immediate medical treatment, the employee will be granted administrative leave for the remaining part of the day of injury only.
- 9.4 As of 12/31/84, employees hired prior to 12/31/84 may apply all of their accumulated sick leave toward current extended leave; or they may have the dollar value of 25% of the sick leave, to a maximum of 120 hours, placed in a reserve account which will be paid upon death, retirement, or separation with the other 75% of the sick leave applied to the extended leave bank.
- 9.5 Donation of accrued general leave for another employee's use is available per District policy.

## ARTICLE 10 – LEAVES OF ABSENCE

10.1 Leave with pay shall be allowed for the following purposes:

- 10.1.1 Jury Duty. Civil leave will be authorized to permit an employee to serve as a juror for a period up to two weeks with pay. Additional jury service time may be allowed; however, the employee must use accrued general leave or comp time or serve on a leave without pay basis. The employee must notify the employee's immediate supervisor prior to using this leave and must show proof of being called as a juror. If an employee summoned for jury duty is excused

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during any portion of the workday, that employee must report to work for the duration of that day.

- 10.1.2 **Testifying in Court.** Any employee subpoenaed by another governmental agency to testify in court may be granted civil leave if that employee is not a plaintiff or defendant in such legal action.
- 10.1.3 **Bereavement Leave.** Employees shall receive up to twenty-four (24) hours off with pay per occurrence in the event of death in the immediate family, to include the employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, sisters, brothers, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, or any person living in the employee's immediate household as a member of the family. Paid bereavement leave is not available for events more than six (6) months following the death of an individual covered by this section. Paid bereavement leave will be prorated for part-time employees based on full-time equivalency. With approval of the employee's manager, employees may use general leave in addition to the bereavement leave provided in this section.
- 10.1.4 **Military Leave** with pay will be allowed in accordance with RCW 38.40 for any employee for active training in the United States Armed Forces or Washington National Guard, not to exceed twenty-one (21) work days during each October 1 to September 30 period. A copy of the employee's written orders must be provided to the employer as verification for such leave. Any employee who enters upon active duty service or training in the Washington National Guard, the Armed Forces of the United States, the United States Public Health Service, or alternative service may seek leave of absence and upon return shall be entitled to reemployment pursuant to the provisions of RCW 73.16.031-73.16.061. Any additional military leave will be provided as required by federal law.
- 10.1.5 **Administrative Leave** for up to four (4) hours may be granted for tardiness due to severe inclement weather conditions or other emergencies as declared by the **Administrator** consistent with the District's Inclement Weather and Emergency Closures Policy. Any absence or arrival later than the authorized delayed opening time will be charged to the employee's accrued general leave or compensatory time at the employee's option. If the District offices are closed for one (1) or more full business day(s) due to weather conditions or for some other emergency as declared by the **Administrator**, employees scheduled to work will be provided paid administrative leave for a maximum of two (2) full consecutive days per occurrence of such closure and/or assigned to work from home or another location as provided by the District's policy. Employees may use accrued compensatory time or general leave, or take unpaid leave for

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duration of any closure beyond the period for which paid administrative leave is provided. Any employee already on leave status or not scheduled to work will not be granted administrative leave.

10.2 Leaves of Absence Without Pay may be granted at the discretion of the District for a specific period up to six (6) months for any of the following reasons:

- (a) Adoption or maternity/paternity leave;
- (b) Educational leave;
- (c) Family leave;
- (d) Military or public health service leave (per RCW 73.16); or
- (e) Illness/injury/pregnancy.
- (f) Closure of District facilities due to holiday schedules (e.g., an additional closure day adjacent to a paid holiday), inclement weather or emergency situations.

Leave without pay may also be granted as an extension to paid general leave.

10.2.1 Leave without pay may be granted beyond the six (6) month limitation only at the option of a District Director under situations including but not limited to military leave or public health service per RCW 73.16, or educational leave which is beneficial to the District and which conforms to the period of actual attendance at an accredited institution.

10.2.2 Any employee on leave without pay status may choose to continue his/her medical, dental, or life insurance benefits provided such employee makes satisfactory arrangements for payment of the premiums.

10.2.3 An employee reporting to work at the end of an authorized unpaid leave of absence shall be employed in the same job class held at the start of such leave.

10.2.4 An employee returning from an unpaid leave of absence shall not have retroactive rights to any appointment or promotional procedure conducted during his/her absence.

10.2.5 An employee returning from an unpaid leave of absence in excess of fifteen (15) days will be paid on the same numerical step of the

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currently approved range for the job class as that on which the employee was paid at the beginning of the leave without pay.

- 10.2.6 The returning employee's date of hire (anniversary date for longevity and seniority purposes) will be adjusted equivalent to the number of days spent on leave without pay status. The employee's step increase date, if the employee is below the top step of the salary range, will be set back by the same number of days which have elapsed between the start and end of the unpaid leave of absence.
- 10.2.7 Unpaid leave of less than fifteen (15) days does not change an employee's step increase date or date of hire (anniversary date).
- 10.3 Family Medical Leave (FML) will be granted in accordance with applicable law and the District's Family Medical Leave Policy, attached as Appendix E. During 2011, and in subsequent years as agreed, the parties will jointly present training to employees on FML and the District's Family Medical Leave Policy.
- 10.4 Maternity-Related Disability Leave. Pursuant to Washington law and the District's Family Medical Leave Policy, pregnant employees may take unpaid leave for the entire period of any maternity-related disability. Such leave may be taken in addition to the twelve (12) week leave provided under the Washington Family Leave Act (WFLA) to care for a new-born child, if the employee is eligible for WFLA leave. Employees taking maternity-related disability leave are required to use any available paid leave or compensatory time before taking unpaid leave. While employees remain on paid leave, the District will continue providing paid health insurance to the employee and her dependents on the same basis that those benefits are provided during regular employment. Once paid leave and any leave under the Family Medical Leave Act is exhausted, employees on unpaid maternity-related disability leave may continue their personal and dependent health insurance coverage by paying the full premium cost for that insurance.

## ARTICLE 11 – HOLIDAYS

- 11.1 The following are paid holidays for all eligible employees:

New Year's Day - January 1st  
Martin Luther King Day - 3rd Monday of January  
Presidents' Day - 3rd Monday in February  
Memorial Day - Last Monday of May  
Independence Day - July 4th  
Labor Day - 1st Monday of September  
Veteran's Day - November 11th  
Thanksgiving Day - 4th Thursday in November  
Native American Heritage Day - The Friday after Thanksgiving Day

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Christmas Day - December 25th  
One Personal Holiday

- 11.2 Personal holiday usage will be administered like general leave and requires the prior approval by the employee's supervisor before it can be used. However, probationary employees may take their personal holiday after four (4) months of employment.
- 11.3 If a holiday falls on a Saturday, it shall be observed the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

11.4 Full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Eligible part-time employees will receive holiday pay on prorated basis. Employees are eligible for holiday pay if they are in paid status for more than one-half (1/2) of their scheduled the working day before or after the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay.

11.5 Any work performed on a holiday shall be compensated in cash or time at the rate of time-and-one-half (1½) for the actual time worked in addition to the regular holiday pay.

11.6 If a holiday recognized under this Agreement falls on a normal working day during which the employee is on paid leave, the employee will receive holiday pay and his/her leave account will not be charged for the day.

11.7 Alternate Schedules

11.7.1 Employees working alternate schedules who are normally scheduled to work more hours on a day observed as a holiday than they receive in holiday pay may use general leave, compensatory time, personal holiday time, take unpaid leave (if they have no available paid leave), or, with prior supervisory approval, work additional hours during the remainder of the workweek to make up the difference between the employee's normally scheduled shift and his/her holiday pay.

11.7.2 When an observed holiday falls on the employee's scheduled day off, he or she will be permitted to take an alternate day off during the week in which the holiday is observed. The employee and supervisor will identify the alternate day. In the event that operational needs preclude the employee from taking an alternate day off in the same week, the employee and his/her supervisor will identify an alternate day during the same pay period on which the employee will be permitted to take leave.

11.8 In addition to the paid holiday leave provided in this Article, employees may take up to two (2) unpaid holidays per calendar year for reasons of faith or acts of conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization as provided by State law.

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Such unpaid holidays are available for use on January 1 of each year and the unpaid holidays must be taken in full work day increments. If an employee's religious beliefs require observance of a holiday as outlined above, or that is not included in the basic holiday schedule, the District will use its best efforts to accommodate the request. The employee may take the days off using his or her personal holiday, general leave, compensatory time, or leave without pay with his or her program Manager's preapproval provided that the accommodation does not create an undue hardship for the District or its employees.

## **ARTICLE 12 – HEALTH PROGRAM**

12.1 Life, AD&D and Long-Term Disability Insurance. The District will pay the premiums to provide basic life (which includes employee accidental death and dismemberment), and the base plan for long-term disability insurance to all eligible employees. Employees may, at their option and expense, purchase additional life and AD&D insurance coverage from the District's provider according to the rates and terms set by the provider.

12.2 Medical Insurance, Dental Insurance and Benefit Allowances.

12.2.1 The District will provide medical insurance for eligible employees through the Public Employers Benefit Board (PEBB). The District will offer dental insurance through WHIT or through a comparable provider. Information regarding current insurance plans and policies can be obtained from the Human Resources Office.

12.2.2 Employees may opt out of coverage under the District's medical insurance plans with proof of coverage under another comprehensive group medical insurance plan; if PEBB underwriting rules change regarding eligibility to opt out of coverage, such rules will apply. Employees may opt out of the District's dental insurance plan at their election. Eligible employees may elect to cover their dependents under the insurance plans in which they are participating, and may make different choices with respect to dependent coverage under the District's medical insurance and its dental insurance.

12.2.3 Medical Insurance Premiums.

(a) The District will contribute the following percentages of the average medical insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

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- (b) The average medical insurance cost will be determined by computing the average cost of the medical plans available to employees through the District's provider.

12.2.4 Dental Insurance Premiums.

- (a) The District will contribute the following percentages of the average dental insurance costs for full-time employees and dependents:

- Employees – 100%
- Employee + Spouse – 90%
- Employee + Child(ren) – 90%
- Full Family – 85%

- (b) The average cost of the dental insurance package will be determined by computing the average cost of the dental plans available to employees through the District's provider.

12.2.5 Employees are responsible for paying through payroll deduction the difference between the District's contribution toward medical and/or dental insurance and the cost of the plans/options they choose.

12.2.6 Benefit Allowance.

- (a) Employees who choose a District medical insurance plan that is less costly than the District's contribution (as calculated above) will receive the difference between the District's contribution and the costs of their plan choice in the form of a benefit allowance.
- (b) The District will provide all employees opting out of the District's medical insurance plans a monthly benefit allowance of three hundred seventy-five dollars (\$375), pro-rated for part-time employees. Employees will be required to present evidence of coverage under another plan to opt out.
- (c) The District will provide all employees opting out of the District's dental insurance plans a monthly benefit allowance of \$25, prorated for part-time employees.
- (d) The District will provide a flexible benefit allowance plan including at least those options in place as of the effective date of this Agreement. At the employee's option, benefit allowance funds may be used to pay any employee share of District medical or dental insurance premiums. Benefit allowance funds remaining after payment of the employee's selected District

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benefits will be contributed to the employee's HRA-VEBA account, provided the amount is at least \$10 per month.

12.2.7 **Part-Time Employees.** Part-time employees working 50% FTE or more who were hired prior to July 1, 1981, will receive the District's full contributions towards premiums and/or benefit allowances under this section; all other part-time employees will receive prorated contributions towards premiums and/or benefit allowances based on their full-time equivalency.

12.3 In the event the parties have not successfully completed negotiations for a new contract by the end of calendar year ~~2018~~, the District's contributions toward medical and dental insurance will remain at the dollar amount in effect as of December 31, ~~2018~~, during bargaining and any period governed by RCW 41.56.123.

12.4 Any PPD or chest x-ray required by the District will be provided by the District. Flu, DT, Polio and MMR immunizations and PPD tests are available without cost to the employee. Hepatitis B vaccine will be available to covered employees who are at risk as determined by the Health Officer.

12.5 The District will offer Family Planning professional services to employees. Family Planning professional services and childhood immunizations will be provided to the employee's minor dependent children without charge. These childhood immunizations include only vaccines covered by the Washington Vaccine Association for children under twenty-six (26) years of age. The District will bill the employee's insurance provider for these charges. These no charge services do not include supplies, laboratory tests, or other immunizations, which cost will be based on the District's approved fee schedule.

#### **ARTICLE 13 – LIABILITY INSURANCE**

13.1 The District will provide professional liability (malpractice) insurance for its employees with minimum limits of \$250,000 per incident and umbrella coverage of \$2,000,000 if available.

13.2 The District will defend and indemnify employees for claims made against them because of their good faith performance of duties for the District as required by RCW 4.96.

#### **ARTICLE 14 – RETIREMENT AND SOCIAL SECURITY**

14.1 During the term of this Agreement, all eligible employees shall continue to participate in the Washington State Public Employees Retirement System

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(PERS) in accordance with and subject to the provisions of the statutes of the State of Washington now applicable or as they may hereafter be amended.

- 14.2 During the term of this Agreement, all eligible employees shall continue to participate in the Federal Social Security/Medicare programs in accordance with and as provided for by the United States.

### ARTICLE 15 – TRAVEL ALLOWANCE

- 15.1 Employees shall be reimbursed for the use of their personal automobiles at the current IRS-approved rate. Future modifications will be automatically implemented concurrently with any IRS-approved rate change.
- 15.2 Reimbursement for necessary and actual travel expenses are allowed when on official District business previously approved by the employee's supervisor.
- 15.3 The District will reimburse employees for all work-related travel during the workday. Employees are expected to commute between their residences and their assigned worksite without any mileage reimbursement except as otherwise provided by the District's reimbursement of travel expenses policy.

- 15.4 Employees using their personal vehicle on District business shall be required to maintain auto liability insurance in an amount not less than the Washington State minimum standards pursuant to RCW 46.29 and 46.30.
- 15.5 Employees operating District fleet vehicles or using personal vehicles while conducting District business should conform to all applicable laws for vehicles and maintain their current Washington State driver's licenses. Employees are required to submit copies of their Washington State driver's licenses at each renewal to the District's Human Resources Office.
- 15.6 Driving Records. Those employees who are required to operate motor vehicles on a regular basis while conducting District business shall have their motor vehicle driving record reviewed by the District upon hire and at least once every three (3) years thereafter. Such driving record will be checked, at the District's expense and with the employee's knowledge, by having the employee sign a driving record request form from the Washington State Department of Licensing.
- 15.7 Any employee whose job duties require driving on a regular basis must notify his or her immediate supervisor no later than the next business day if the employee's driver's license, including any work-related endorsements, is denied, expired, suspended, revoked or otherwise becomes invalid, or if he or she is ticketed by a law enforcement agency for any at fault accidents or moving violations while conducting District business.

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**Deleted:** Employees who perform courier services between the District sites at the beginning or end of the workday will be reimbursed for any mileage traveled over their regular commute to work or home in accordance with the District's reimbursement of travel expenses policy.

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- 15.8 When an employee incurs physical damage to the employee's personal vehicle while in the scope and course of employment, and the employee is not at fault, the District will reimburse the deductible amount up to the maximum of five hundred dollars (\$500) with proof of an insured loss.

**ARTICLE 16 – PROFESSIONAL DEVELOPMENT, LICENSURE  
AND CERTIFICATION**

- 16.1 The District recognizes the value and benefit of training designed to enhance employees' abilities to perform their job duties. Training and professional development opportunities will be provided to employees in accordance with legal requirements, District/employee goals, and available resources.
- 16.2 The District will reimburse employees for the annual renewal cost of any license/certification required by the District for the position, other than driver's licenses. With approval of the director, the District will also reimburse employees for the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it.
- 16.3 Employees will be permitted to use work time for continuing education or professional development that is required as a condition of renewal for District-paid licensure or is otherwise approved by the employee's program manager or director. Employees are required to coordinate and schedule all such activities with the prior approval of their supervisor, which will not be unreasonably denied. Where possible, employees are expected to submit requests a minimum of thirty (30) calendar days in advance of the activity.
- 16.4 The District will allow employees time off with pay at an hourly equivalent rate to take a test (one time only), and will pay the exam fee (one time only) for a test required for any licensure or certification required by the District.
- 16.5 The District will pay or will assist in the payment of expenses associated with continuing education for licensing/certification requirements and for employees' professional development. Professional development courses or programs must include subject matter that is directly related to the improvement of the employee's current job skills or that reasonably relates to the employee's career objectives at the District. Approved expenses may include course tuition and registration fees, materials fees and travel expenses. Such financial assistance will be subject to available resources, the approval of the employee's program manager or director, and verification of the employee's attendance and completion of the course.
- 16.6 The District will develop individual learning plans for each employee on an annual basis. Employees will be asked to provide input on training and development needs as part of formulating their learning plan.

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16.7 All training requests must be submitted in advance in writing on the appropriate District form. If a training request is denied, the District will provide a reason for the denial to the employee, in writing. Issues or concerns regarding differences in the distribution of professional development opportunities or resources within employee groups may be raised by the Union through the Labor-Management Conference Committee process.

#### ARTICLE 17 – NONDISCRIMINATION

- 17.1 Neither the District nor Local 17 shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws by reasons of race, color, creed, age, religion, political affiliation, sex, marital status, national origin, veteran status, or the presence of sensory, mental or physical handicap, unless based on a bonafide occupational qualification reasonably necessary to the operation of the District, and all other bases prohibited by state, local or federal laws.
- 17.2 The District will not discriminate against any employee on account of membership in Local 17 or because of service by an authorized representative on behalf of Local 17 in negotiating or administering the provisions of this Agreement, except as provided in Article 21 of this Agreement.

**ARTICLE 18 – LABOR-MANAGEMENT CONFERENCE COMMITTEE** The District and Local 17 shall agree to establish a conference committee comprised of one shop steward (or their alternates) from each bargaining unit, the Local 17 Union Representative (if requested by the Union), a Division Director, the Human Resources Manager, and up to three additional representatives from the District’s management team. The responsibility of this committee will be to address problems, issues, or concerns from both sides using the interest-based problem solving process to arrive at consensus agreement. Unless otherwise agreed in advance by the parties, the committee shall have no authority to conduct any negotiations or modify the provisions of this Agreement.

- 18.2 The purpose of this committee is to encourage better communication between bargaining unit members and management and resolve issues at the lowest possible level by providing an open forum to discuss issues, problems, or concerns related to the current collective bargaining agreement for wages, hours, and working conditions. As part of this responsibility, the committee shall:
- (a) Meet quarterly as needed and when mutually agreeable.

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- (b) Maintain an "open door" policy and use outside resources (including Local 17 or management representatives) as needed and appropriate. This may also include an employee who is concerned about or directly affected by a specific issue or policy.
- (c) Establish a process that will provide for the best possible communication of issues to assure a thorough understanding by all bargaining unit members and managers.

## ARTICLE 19 – DISCIPLINARY ACTION

19.1 Just Cause for Disciplinary Action. All disciplinary actions for employees who have successfully completed their initial probation period shall be for just cause. The District may discipline or discharge an employee at will during the probation period without recourse to the grievance procedure.

Disciplinary action may include oral warning (confirmed in writing), written reprimand, suspension, setback in pay range, demotion, any combination of these, or discharge. The District shall tailor discipline to respond to the nature and severity of the offense, and the employee's prior disciplinary record.

19.2 Investigations.

19.2.1 Notice of Investigatory Interview. The District shall notify the employee of the event or conduct being investigated to permit the employee to understand the general nature of the concern. Prior to such an investigatory interview, the supervisor involved shall notify the employee of the employee's right to have Local 17 representation, and shall permit the employee reasonable time to arrange for participation of a Local 17 representative or shop steward, as is appropriate and timely to the situation.

19.2.2 Union Representation. Employees are entitled, at their option, to have Local 17 representation during any meeting to discuss disciplinary action, or during any investigatory interview conducted by the District that the employee reasonably believes may result in discipline of the employee. During any such investigatory interview or meeting, a participating Local 17 representative or shop steward will be given the opportunity to ask questions, offer additional information and counsel the employee, but may not obstruct the District's investigation.

19.2.3 Administrative Leave. The District may, at its discretion, place employees on paid administrative leave during investigations. Employees on such paid administrative leave must remain available

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during their normal hours of work. Paid administrative leave is not considered discipline and is not subject to the grievance procedure.

19.2.4 Duty to Cooperate. Employees have an obligation to cooperate with any investigation conducted by the District. Failure to do so will be considered insubordination and will be grounds for discipline, up to and including termination; provided that nothing in this section will interfere with employee's Garrity rights.

### 19.3 Pre-Disciplinary Procedure.

19.3.1 Notice of Intent to Discipline. If the District intends to impose discipline other than an oral warning or written reprimand, the supervisor shall inform the employee of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient detail so the employee understands the reason for the proposed discipline. Upon request and before the Pre-Disciplinary Meeting the District will provide the employee with access to and copies of those documents upon which it has relied in forming its intent to discipline.

19.3.2 Pre-Disciplinary Meeting. The District will schedule a Pre-Disciplinary Meeting to permit the employee to respond to a notice of intent to discipline. The District will provide at least two (2) working days' written notice to both the employee and Local 17 prior to convening a Pre-Disciplinary Meeting. In the event that the employee cannot secure Local 17 representation, as described in Section 18.2.2., at the time identified by the District, or where other circumstances reasonably require, the employee will be permitted a reasonable delay. At the beginning of any Pre-Disciplinary Meeting, the District will describe its proposed discipline and the general reasons for issuing the proposed discipline.

19.3.3 Disciplinary Decision. No sooner than the day following the close of the Pre-Disciplinary Meeting but no later than ten (10) working days after the close of the Pre-Disciplinary Meeting, the District shall inform the employee of its decision in writing.

19.3.4 Notice to Employee. The District may not place a disciplinary document in an employee's file without providing the employee a copy of the document.

19.3.5 Employee's Opportunity to Respond. The employee may require the District to include a rebuttal to any disciplinary document in the employee's personnel file.

19.3.6 Demotion. An employee demoted as a result of discipline issued pursuant to this Article will not displace another employee.

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- 19.3.7 Suspension. The District may suspend an employee for a period of up to ten (10) working days as a single penalty, or up to a total of twenty (20) working days in any one year as an accumulation of several penalties. Such suspension will not affect qualifying time or seniority, but it will constitute a suspension of holiday pay and accumulation of general and extended illness leave.
- 19.3.8 Setback Within Range. An employee may be moved to a lower step in his/her salary range for disciplinary reasons.
- 19.3.9 Off-Duty Activities. The off-duty activities of employees shall not be cause for disciplinary action unless said activities are detrimental to the employee's work performance or present a conflict of interest.
- 19.3.10 Performance Standards. Any performance standards used to measure performance of employees shall be fair, just, reasonable, and equitably applied throughout the District.
- 19.3.11 Notice of Delay of Step Increase. An employee whose step increase is delayed based on performance evaluation ratings must be given advance notice of such action five working days or more before the effective date, and the notice must include the cause for action and a new evaluation date. This provision will not be subject to the Pre-Disciplinary Procedure. This provision will be subject to the Grievance Procedure.

## ARTICLE 20 – GRIEVANCE PROCEDURE

- 20.1 A grievance is defined as a question or challenge raised by Local 17, a shop steward, or an employee as to the correct interpretation or application of this Agreement.
- 20.2 The parties agree that the time limitations provided in this article are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing. Mutual agreement of extension of time may be between the appropriate supervisor and the employee or the employee's representative. If the grievant fails to act or respond within the specified time limits, the grievance will be considered waived. If the District fails to respond within the specified time limits, the grievance will proceed to the next step of the grievance procedure.
- 20.3 Whenever the investigation of a grievance requires the inspection of the personnel records, the District shall make available to the Local 17 representative or their designee such records as authorized in writing by the affected employee.

20.4 Where grievances have not been resolved to the satisfaction of the concerned parties, the following procedures shall apply:

20.4.1 Step 1. Within ten (10) working days after the occurrence of the situation, condition, or action giving rise to an alleged employee grievance, the employee affected may personally present a grievance to their Program Manager or Division Director. An employee may have a Local 17 representative present at this meeting. The Program Manager or Division Director shall have ten (10) working days after the date of this initial meeting to respond to the employee's grievance.

20.4.2 Step 2. If a satisfactory settlement is not reached in Step 1, the grievance shall be submitted in writing to the ~~Administrator~~ within ten (10) working days after the date of the Step 1 response. The ~~Administrator~~ shall schedule a meeting within five (5) working days after receipt of the written grievance to hear the grievance and shall render a decision within ten (10) working days after such hearing.

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20.4.3 Step 3. In the event the grievance is not satisfactorily resolved in Step 2, it shall be submitted in writing to the ~~Kitsap Public Health Board~~ within five (5) working days. The Board will render a written decision within thirty (30) working days.

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20.4.4 Step 4 – Mediation - Arbitration. If the grievance is not settled in Step 3, either party may request mediation-arbitration within thirty (30) working days.

(a) Mediation. If mutually agreed the parties shall agree on a mediator in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by agreement of Local 17 and the District. In the event the grievance is not resolved, evidence or concessions agreed to or offered by the opposing party during mediation shall not be admissible at the subsequent hearing, unless such admission is agreed to by both parties. If mediation does not result in settlement, Local 17 will notify the District of its intent to proceed to arbitration.

(b) Arbitration. Upon request of either party, Local 17 and the District shall request a list from the American Arbitration Association of ~~nine (9) arbitrators from Washington and/or Oregon~~. The arbitrator will be selected from the list by the District representative and Local 17 representative alternately striking a name from the list until only one remains.

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The arbitrator shall have no power to change, alter, detract from, or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this

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Agreement in reaching a decision. The arbitrator's fees and expenses and any court reporter's fee and expense shall be borne equally by both parties. All other costs, expenses and fees, including attorneys' fees, will be borne by the party incurring them. The decision of the arbitrator shall be final and binding.

#### **ARTICLE 21 – UNION MEMBERSHIP**

- 21.1 Nothing herein contained may prevent any employee from belonging to any union or professional association.
- 21.2 All employees working in the job classifications covered by this Agreement, as a condition of continued employment, shall become and remain members of Local 17. New personnel employed in these job classifications shall be required to join Local 17 within thirty (30) days after employment.
- 21.3 As evidence of its recognition of employee membership in Local 17, the District agrees that, upon written authority given to it by an employee of the bargaining unit, it shall deduct from the wages payable by the employer to such members, in the manner provided by law, such amounts as such member shall authorize as dues to Local 17, and transmit such dues to Local 17.
- 21.4 Local 17 shall indemnify the District and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action of the District for the purpose of complying with the provisions of this Article.
- 21.5 In accordance with RCW 41.56 as amended by Chapter 59, Laws 1973, the above sections of this Article shall not abrogate the rights of employees holding bonafide religious tenets which preclude union membership to pay an amount equivalent to union dues and initiation fees to a non-religious or other charitable organization mutually agreed upon by the employee affected and Local 17.

#### **ARTICLE 22 – UNION REPRESENTATION**

- 22.1 Local 17 shall have the right to appoint one shop steward for each bargaining unit. Local 17 shall notify the District in writing of the names of the stewards and alternates so designated and the Union Representative assigned to represent the bargaining units. This list of representatives shall be kept up to date by Local 17 at all times. Only persons so designated will be accepted by the District as representatives of Local 17 and the bargaining unit.

- 22.2 The designated stewards shall see that the provisions of the Agreement are observed and shall be allowed reasonable time to perform these duties during regular working hours without suffering a loss in pay. This shall not include processing grievances at Step 4 of the grievance procedure.
- 22.3 Union business activities shall not be carried on during working hours except as provided for by this Agreement. The District has the right to require that steward refrain from excessive union business activities that result in a neglect of work. Local 17 and the District agree to jointly correct situations where the District management believes the steward is spending unreasonable amounts of time in this capacity.
- 22.4 The Local 17 representative shall have access to the steward’s work areas during business hours with prior notice to the District’s Human Resources Manager or designate and providing the Local 17 representative does not interfere with or cause employees to neglect their work.
- 22.5 The shop stewards (one from each bargaining unit) will be allowed to participate in contract negotiations (and in a caucus lasting no more than one (1) hour that occurs on the day of a negotiation session and outside of the prescheduled start and stop time) which occur during their normal hours of work without suffering a loss in pay. Nothing in this clause authorizes any other expense of District funds by the shop stewards when fulfilling their responsibilities (i.e., mileage reimbursement, use of office supplies, etc.).
- 22.6 Local 17 will provide copies of this Agreement to all covered employees and to all new employees hired into covered positions.
- 22.7 The District shall allow posting space for the use of Local 17 in areas accessible to members of the bargaining unit.
- 22.8 The District may make available to Local 17 meeting space for the purpose of conducting union business, where such activities will not interfere with the normal work of the District or other scheduled meetings.

**ARTICLE 23 – LAYOFF AND RECALL**

- 23.1 The **Administrator** may lay off employees whenever such action is made necessary by reason of shortage of work, budget adjustments, or as directed by the **Kitsap Public Health Board**.
- 23.2 The District shall give at least thirty (30) days’ notice to employee(s) designated for layoff, during which time the employee(s) and Local 17 may suggest alternatives to the layoff.
- 23.3 An employee designated for layoff shall have the right to replace a less senior employee holding an available position (as defined in Section 23.4) that is:

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- 23.3.1 The position occupied by the least senior employee in the classification held by the employee designated for layoff;
  - 23.3.2 The position within the same bargaining unit occupied by the least senior employee in a lower classification than the position held by the employee designated for layoff; or
  - 23.3.3 The position occupied by the least senior employee in a classification previously held by the employee designated for layoff.
- 23.4 For purposes of this Article, a position is available if the employee moving into the position meets the minimum qualifications for the position and replaces the position occupied by the least senior employee that is the equivalent FTE level. If an equivalent FTE is unavailable the employee designated for layoff shall have the option to replace the position occupied by the least senior employee.
- 23.5 Employees designated for layoff who have the right to replace another employee pursuant to this Article will be notified of their option(s) in writing in a manner that confirms receipt by the employee. Upon receiving notice from the District, the employee shall have five (5) working days from receipt of such notice to notify the District of their intent to exercise their right.
- 23.6 For purposes of this Article, seniority shall be based on the employee's date of hire at the District for the most recent period of continuous employment; provided that employees recalled from layoff shall return with the seniority they held at the time of layoff.
- 23.7 An employee replacing another employee pursuant to this Article must accept the FTE of the position into which they move.
- 23.8 No new employee shall be hired by the District into the same job classifications that have been held by employees on layoff until all available laid off employees who held such job classifications have been offered reemployment, provided the layoff period does not exceed eighteen (18) months, and the affected employees keep the District advised of their current addresses. An offer of reemployment into the employee's previous job classification shall be made in writing and sent by registered or certified mail to the employee. An employee so notified must indicate acceptance of said reemployment within three (3) working days of receipt of such notice. Unless otherwise agreed by the hiring manager, the employee must be back on the job within fourteen (14) calendar days of acceptance of the offer. Failure to indicate acceptance or return to a position within these timeframes will result in forfeiture of all callback rights under this Article.
- 23.9 Employees recalled from layoff shall be credited with their time in service prior to layoff for purposes of determining their accrual rate for general leave and their placement on the salary schedule.

23.10 In the event of a shutdown of state/federal government and associated elimination of District funding, the District may temporarily reduce the hours of, or furlough, employees whose positions are affected. Such temporary reductions/furloughs require a minimum of seven (7) calendar days' notice to the affected employees and the Union, and will last no longer than fourteen (14) calendar days. Employees affected by a temporary reduction/furlough under this section will not have the option to displace another employee and will not be placed on a recall list. Such employees will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary reduction/furlough, and will maintain the leave balances accrued at the time of the temporary reduction/layoff (e.g., general leave balances will not be cashed out). The District's use of a furlough under this Section will not reduce the notice required for a layoff described in Section 23.2. Notice of a layoff may be provided before, during or after a furlough period.

## **ARTICLE 24 – HIRING, PROMOTIONS, AND TRANSFER PROCEDURES**

- 24.1 Whenever it is necessary to fill position vacancies, the following procedures shall be followed:
- 24.1.1 A description of the vacancy shall be posted for a minimum of five (5) working days on the official bulletin board at each District site.
  - 24.1.2 Such description shall contain additional information describing the job and the desired qualifications.
  - 24.1.3 A separate application must be made for each position, and submitted to the Human Resources Office.
  - 24.1.4 An employee who is on paid leave during the posting period shall be permitted to make application within three (3) days after returning to work, unless the position has already been filled.
  - 24.1.5 Preference for filling vacancies and new positions created during the life of this Agreement should be given to regular employees having the necessary qualifications, except as restricted by the layoff article of this Agreement. For the purposes of this Agreement, preference means that when all qualifications of the applicants are equal in the selection process, where there are applicants from both outside the bargaining unit and inside the bargaining unit, the District will hire the applicant from the bargaining unit.
- 24.2 Lateral transfers will be based on job knowledge, past performance, seniority, and agency needs.

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24.3 Two types of promotions are available to District employees, noncompetitive and competitive. All promotions are based on job knowledge, past performance, and seniority.

24.3.1 Noncompetitive. This type of promotion occurs through normal career growth and satisfactory performance. It is the regular progression through a classification series. Employees should check with their supervisors regarding the specific qualifications and requirements needed to accomplish this career progression.

24.3.2 Competitive. This type of promotion occurs when a position in a higher classification opens for competitive consideration. Employees must proceed with the regular application process to be considered for this type of promotion.

## **ARTICLE 25 – CLASSIFICATION**

25.1 Individual positions, or sets of duties performed by a given employee, shall be allocated to a job classification. Job classifications are written statements as to the definition, typical duties, and minimum qualifications for positions sharing common characteristics.

25.2 Employees working at a higher classification for training purposes should not be paid above their regular pay rate provided that this training period does not exceed three (3) months.

25.3 When an employee is temporarily assigned to a higher job classification, the employee shall be compensated at the higher rate of pay. An employee may be temporarily assigned the duties of a lower classification without suffering a reduction in pay.

25.4 The parties agree that classification reviews should not result in any salary downgrade for existing employees. In cases of position downgrade, salaries shall be "Y-rated" and remain in effect until changes in the salary range structure warrant an increase.

25.5 Requests for classification modifications shall be made only as outlined in the District's Personnel Rules/Manual.

25.6 Employees shall not normally be assigned duties foreign to their classification concept and specifications.

## **ARTICLE 26 – PROBATION AND TRIAL SERVICE PERIODS**

26.1 Every District employee hired is subject to an initial probation period which allows both the Division Director, the employee's Program Manager, and the

employee to consider the position in terms of actual experience on the job. If work performance is not acceptable, the employee may be dismissed during the probation period with one (1) day's notice. The initial probation period is the first six (6) months of employment. Upon written notification to the employee and Local 17, the initial probation period may be extended up to a maximum of nine (9) months, where specific situations warrant. Near midway in the probationary period, an evaluation of employee performance will be made. If any problems have arisen by this time, they will be noted so that through counseling the employee may more successfully complete the probation. During the initial probation period, a probationary employee may be terminated or disciplined without recourse to the grievance procedure.

- 26.2 Employees who are promoted, or transferred at their request, to a new position will serve a trial service period of three (3) months. During the trial service period, an employee may be returned to his or her most recently held position without recourse to the grievance procedure. The trial service period shall not apply to the following:
- (a) Transfers initiated by the District;
  - (b) Transfers to a new position in the same classification; and
  - (c) Promotions/transfers to a previously held classification.

#### ARTICLE 27 – HEALTH AND SAFETY

- 27.1 The District will comply with safety standards as set forth in WISHA and OSHA.
- 27.2 The District agrees that no employee will be required to work in such a way that could constitute a hazard to the employee's health or well-being.
- 27.3 District employees who are required to carry a cellular phone for work will be provided a District-owned cellular phone for work purposes only by March 31, 2016. Employees who are not provided with a District-owned cellular phone but who use their personal phone for incidental but essential work-related functions will be reimbursed for any additional costs associated with the work-related air time provided that the employee fully documents such costs according to District procedures.
- 27.4 The District shall provide employees with all safety equipment, protective clothing and training required by WISHA and OSHA. These requirements will depend on the potential hazards faced by individual employees. Employees required to wear work boots with an ANSI rated safety toe and/or pierce-resistant sole will be reimbursed up to one hundred seventy-five dollars (\$175) for the cost of purchasing boots. Boots will be replaced on a fair

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wear-and-tear basis, but no more often than every twelve (12) months, and must be worn exclusively for work activities.

- 27.5 For those field staff regularly required to perform outdoor field work during inclement weather, the District will reimburse employees up to \$200 in every three (3) year period for the purchase of waterproof rain jackets, pants and/or hats. Raingear purchased pursuant to this allowance is to be used only for work related activities.

#### **ARTICLE 28 – SUCCESSORSHIP**

- 28.1 The District agrees that if, during the term of this Agreement, another agency assumes all or part of the District’s operations, excluding those operations conducted by the District through a contract, the District will notify the agency of the existence of this Agreement. Such notice will be in writing, with a copy to Local 17.
- 28.2 In the event that Kitsap County makes a formal proposal to dissolve the District, the District will notify Local 17 of that proposal as soon as practicable.

#### **ARTICLE 29 – ENTIRE AGREEMENT**

- 29.1 The agreement expressed herein constitutes the entire agreement between Local 17 and the District, and no agreement whether oral or in writing, nor any representation heretofore or hereafter made by either party to this Agreement, shall add to, delete from, or supersede any of its provision, unless made in writing and executed by the parties hereto as a supplement of this Agreement.

#### **ARTICLE 30 – SAVINGS CLAUSE**

- 30.1 If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the applicable statutes of the United States of America or the State of Washington, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision.

#### **ARTICLE 31 – SUBORDINATION OF THE AGREEMENT**

- 31.1 It is understood that the parties hereto and the employees of the District are governed by the provisions of applicable federal and state law and local

regulations. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal or state law are paramount and shall prevail.

### ARTICLE 32 – EFFECTIVE DATE AND DURATION OF THIS AGREEMENT

- 32.1 This Agreement shall be effective as of the date of ratification by both parties, and shall remain in full force and effect until the 31st day of December 2018. ~~Contract negotiations for a successor agreement the succeeding contract may be initiated by either party by providing written notice to the other party. Unless otherwise agreed, negotiations for a successor agreement will begin no later than October 1, 2018.~~
- 32.2 In the event that negotiations for a new agreement extend beyond the termination date of this Agreement, the terms of this Agreement shall remain in full force and effect until a new Agreement is consummated or unless either party serves the other party with twenty (20) days' notification of intent to terminate the existing Agreement.

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**Deleted:** 2015, and shall be automatically renewed from year to year thereafter unless either party notifies the other in writing one hundred fifty (150) days prior to the anniversary date that it desires to modify or terminate this Agreement. In the event such notice is given, negotiations shall begin no later than one hundred twenty (120) days prior to the anniversary date

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Dated this \_\_\_ day of \_\_\_\_\_, ~~2016~~.

Professional & Technical Employees,  
Local 17

Kitsap Public Health District

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\_\_\_\_\_  
Executive Director, Local 17

\_\_\_\_\_  
Chair, ~~Kitsap~~ Public Health Board

\_\_\_\_\_  
Union Representative, Local 17

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~~Administrator~~

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Employee Representative

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**KITSAP PUBLIC  
HEALTH DISTRICT**



**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**KITSAP PUBLIC HEALTH DISTRICT**

**&**

**PROFESSIONAL AND TECHNICAL EMPLOYEES  
LOCAL 17**

**Effective**

**January 1, 2016 through December 31, 2018**

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## **PREAMBLE**

This Agreement is made and entered into by and between the Kitsap Public Health District, hereinafter referred to as the District, and the Professional and Technical Employees, Local 17, hereinafter referred to as Local 17. It is the purpose of this agreement to achieve and maintain harmonious relations between the parties. The parties are committed to a relationship of openness and communication and recognize the importance of collaboratively resolving issues in the District. The parties recognize the importance of working together cooperatively in jointly seeking to improve the District's delivery of services to the public and promoting a fair and equitable work environment based on mutual respect and understanding.

It is the intent and purpose of the District and Local 17 to set forth herein their entire Agreement covering rates of pay, wages, hours of work, and other conditions of employment, and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the District. Both parties mutually agree that their objective is for the good and welfare of the District and Local 17 members alike. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon. In consideration of these mutual covenants, the parties hereto agree as follows:

## **ARTICLE 1 – RECOGNITION**

- 1.1 The District recognizes Local 17 as the exclusive bargaining representative for the employees, excluding supervisors and confidential employees, now or hereafter employed in the following bargaining units:
  - 1.1.1 Clerical Unit, including those employees working in the job classifications listed in Appendix A;
  - 1.1.2 Environmental Health Professional and Technical Unit, including those employees working in job classifications listed in Appendix B;
  - 1.1.3 Registered Nurses Unit, including those employees working in job classifications listed in Appendix C; and
  - 1.1.4 Health and Professional Technical Unit, including those employees working in job classifications listed in Appendix D.

## **ARTICLE 2 – MANAGEMENT RIGHTS**

- 2.1 It is understood and agreed that the District possesses the sole right and authority to operate the affairs of the District and direct the employees of the District except as limited by the terms of this Agreement. The District's rights include, but are not limited to:

- 2.1.1 The right to determine its mission, policies, and to set forth all standards of service offered to the public;
- 2.1.2 The right to plan, direct, control and determine the operations or services to be conducted by the employees of the District;
- 2.1.3 The right to determine the methods, means, number and kind of personnel needed to carry out the operations of the District and the work undertaken by its employees who are covered by this Agreement;
- 2.1.4 The right to direct the employees covered by this Agreement;
- 2.1.5 The right to hire, promote, assign, transfer, reclassify, or retain employees;
- 2.1.6 The right to demote, suspend, discipline, or discharge employees for proper cause;
- 2.1.7 The right to layoff or relieve employees due to lack of work or funds or for other legitimate reasons;
- 2.1.8 The right to make, publish and enforce rules and regulations;
- 2.1.9 The right to introduce new or improved methods, equipment or facilities;
- 2.1.10 The right to contract out for goods and services; provided the District will not contract out bargaining unit work in a manner that will reduce the FTE of current employees unless the Administrator has determined that, in his/her judgment, the required expertise is not available within the District's existing workforce, or the contract will result in clear cost savings for the District. Unless required by emergency conditions, the District will provide Local 17 with at least thirty (30) calendar days' notice before entering into a contract that will reduce the FTE of current employees, during which time Local 17 may present to the District alternatives to its proposal. The District will provide in its notice a description of services to be contracted, a summary of the reason for contracting those services, and a proposed timeline for contracting out; and
- 2.1.11 The right to take any and all actions as may be necessary to carry out the mission of the District in situations of emergency as may be declared by the Administrator, Health Officer and/ or the Kitsap Public Health Board provided that no right enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of this Agreement.

- 2.2 The District Administrator and the Kitsap Public Health Board have the sole authority to determine the purpose and mission of the District and the amount of budget to be adopted thereto.
- 2.3 The classifications for the various authorized District positions are those adopted by the Kitsap Public Health Board.
- 2.4 The retention of these rights does not preclude any employee, or his authorized representative, from filing a grievance or seeking a review of the exercise of this right in a particular case, nor from the District in establishing local guidelines and standard in carrying out the responsibilities referred to above.

### **ARTICLE 3 – RULES AND REGULATIONS**

- 3.1 All rules and policies affecting personnel established by the Kitsap Public Health Board shall be in writing and made available to all employees. The District will notify Local 17 and complete any requested bargaining prior to implementing any amendments, changes or additions to such rules and policies that impact wages, hours or working conditions.

### **ARTICLE 4 – NO STRIKE CLAUSE**

- 4.1 During the term of this Agreement, Local 17 shall not allow, cause, or counsel its members to participate in a strike, nor shall it in any manner cause or allow them to either directly or indirectly commit any acts of work stoppage, slowdown, or refusal to perform any and all assigned duties.

### **ARTICLE 5 – HOURS OF WORK/WORK ASSIGNMENTS**

- 5.1 The basic workweek is 40 hours. District will strive to schedule work so that 40 hours is accomplished within five (5) working days per week.
- 5.2 The District retains the right to establish and alter work schedules in accordance with the public health needs and District policies as determined by the District. The District will consider the affected employee's seniority, input and preferences when altering work schedules and making site assignments. The District will give at least one (1) week's notice to an employee whose work schedule is permanently changed. Nothing in this section is to be construed as preventing the District from changing work schedules in the interest of public health and safety nor as preventing the District from changing work schedules temporarily to fill a need caused by the absence of another employee or to meet the needs of temporary programs not exceeding thirty (30) calendar days.

- 5.3 All work in excess of the basic workweek must be properly authorized in advance and shall be compensated for in time or in cash at the rate of one-and-one-half (1½) times the employee's regular rate of pay. Payment in cash or in compensatory time is optional for the employee until the maximum accrual of 40 hours compensatory time is reached. After the 40-hour accrual, all overtime hours will be reimbursed in cash only.
- 5.4 Rest periods will be granted in accordance with WAC 296-126. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required. However, if it is necessary to schedule rest periods due to the employee's specific duties, "rest periods shall be scheduled as near as possible to the midpoint of the work period" (which is four (4) hours per each work period as referred to in this section). Rest periods are not to be accumulated and/or used as leave, or for extensions of lunch periods, or to make up for time lost during the workday (i.e., for tardiness or early departure).
- 5.5 Employees who are specifically directed by their immediate supervisor to work more than two (2) hours beyond their regular workday and who are unable to leave the worksite for a dinner break, will be reimbursed for the reasonable cost of a meal purchased in an amount authorized in the District's administrative policy on meal reimbursement. In order to receive reimbursement, employees must furnish receipt for said meal to the supervisor.
- 5.6 For the purposes of computing overtime, all authorized time off in a paid status will be considered time worked.
- 5.7 Employees who are required or permitted to attend District-provided training will be compensated for all such hours at their regular or overtime rate, as provided by this Article.
- 5.8 When employees are called back to work after completion of their regular workday, they shall be compensated in cash or compensatory time at the rate of one-and-one-half (1½) times the actual hours worked. A minimum callback will be two (2) hours, and the employee must physically report to a worksite.
- 5.9 An employee or the District may request consideration of a flex-shift schedule and both parties will investigate the feasibility of the request. Flexitime shifts will be allowed only where mutually agreed to by both parties.
- 5.10 Job sharing may be implemented with the following conditions when it benefits the District and at the discretion of the District Director:
- 5.10.1 Each partner agrees to work in the absence of the other partner during planned and unplanned general leaves and other leaves whenever possible at the request of the District.

- 5.10.2 Each partner will arrange his/her schedule as needed to attend staff and other meetings that are required by the District without increasing his/her normal weekly hours. Changes in FTE will be made only with the mutual consent of both partners and the District.
- 5.10.3 Compensation and benefits will be prorated according to hours worked in accordance with this Agreement except that in no event will benefits be greater than those provided to one (1) full-time equivalent employee. Employees hired prior to 7/1/81 waive benefits as outlined in Article 12, Sections 12.1.2 and 12.3.7, while in a job-share position.
- 5.10.4 If one partner terminates the partnership for any reason, or it is terminated by the District, the remaining partner will immediately revert to full-time status with applicable compensation and benefits. By the end of the thirty (30) calendar day period, one of the following options must be elected by the remaining partner with the agreement of the District:
- (a) Continue in the full-time position.
  - (b) Begin a new job share partnership according to the hiring requirements of the District.
  - (c) Resign giving fifteen (15) calendar days' notice.

In no event is the District obligated to hire another job sharing partner or to continue the remaining partner as indicated in this section.

- 5.10.5 The District may terminate this job sharing agreement with thirty (30) calendar days' written notice to both partners.
- 5.11 On-Call Assignments. Employees who are assigned to remain on-call during off-duty hours will report as hours worked all time spent responding to work-related calls that occur on a day/evening when they are on-call, and will receive a minimum of one-half ( $\frac{1}{2}$ ) hour of compensation for each day on which they receive one (1) or more such call. For example, an employee will receive thirty minutes (30) of compensation for one (1) call or multiple calls relating to the same event that collectively total less than thirty (30) minutes of work; he/she will receive compensation for actual time worked for one (1) call or multiple calls that total more than thirty (30) minutes of work. In the event that an employee is required to travel to the District or another work site as a result of a call, he/she will be paid in accord with Section 5.8. While in an on-call status, employees are required to remain within reasonable commuting time of the District, be accessible by cell phone and have access to the internet for the purpose of providing Communicable Disease subject matter expertise for response to Regional Duty Officer inquiries during evenings, weekends, and holidays. The District will assign on-call

responsibilities on a rotating, reverse-seniority basis to qualified employees who have not volunteered only in the event that it cannot obtain reasonable coverage through the use of volunteers; provided that the District may make on-call responsibilities a job requirement for nurses newly hired to the District.

## **ARTICLE 6 – COMPENSATION AND RATES OF PAY**

- 6.1 The salary schedules applicable to each bargaining unit are set forth in Appendices A, B, C and D. The schedules reflect the following wage increases:
- 6.1.1 Effective January 1, 2016, all salary ranges in the Environmental Health Professional and Technical Unit, Registered Nurses Unit, and Health and Professional Technical Unit will be increased by 2.0%. The Clerical Unit salary range will be increased to provide employees with a 2.0% salary increase as well as additional market and classification adjustments, all of which are reflected in Appendix A.
  - 6.1.2 Effective January 1, 2017, all salary ranges will be increased by 2.0%.
  - 6.1.3 Effective January 1, 2018, all salary ranges will be increased by 2.0%.
- 6.2 Step Increases.
- 6.2.1 Employees advance to the next step of the salary range on the one-year anniversary of their last step increase. For employees who have been promoted, step increases occur on the annual anniversary of their promotion date.
  - 6.2.2 Employees newly hired after the effective date of this Agreement will receive their first step increase on the one-year anniversary of their date of hire.
- 6.3 Bilingual Stipend. The District will pay a monthly stipend of one hundred twenty dollars (\$120) to any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services for the District. To receive a stipend, employees must demonstrate to the satisfaction of the District the ability to perform services in the applicable foreign language. Bilingual assignments that are not job requirements will be renewed annually and may be terminated at any time by the District or the employee. Part-time employees shall be paid the bilingual premium prorated to their full-time equivalency.
- 6.4 On-Call Stipend. Employees who are required to remain on-call during off-duty hours will receive a stipend of one hundred fifty dollars (\$150) per week. The starting and ending time for on-call periods will be 8:00 a.m.

Monday morning; the District will consult with the affected employees prior to making any changes to on-call periods.

## **ARTICLE 7 – LONGEVITY BONUS PLAN**

- 7.1 The following longevity bonus plan will be applied to each qualified employee. Annual bonus amounts will be prorated for part-time employees based on the employee’s FTE:

<b>Years of Service</b>	<b>Annual Bonus</b>
0 - 4 years	-0-
5 - 9 years	\$200
10-14 years	\$300
15-19 years	\$400
20-24 years	\$500
25+ years	\$600

- 7.2 The bonus is payable in one lump sum during the month of the employee’s anniversary date of hire.

## **ARTICLE 8 – PERSONNEL FILES**

- 8.1 The District shall keep a central personnel file for each employee. Supervisors may keep working files, but documents recording or communicating disciplinary actions that are not included in the central personnel file may not be used as evidence in any grievance arbitration regarding discipline of the employee.
- 8.2 Upon appropriate request, employees may inspect their central personnel files subject to the following:
- 8.2.1 Inspection shall occur during nonworking hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employees and the District. Upon request, employees who have a written grievance on file, who are inspecting their personnel files with respect to such grievance, may have a representative present during such inspection.
  - 8.2.2 Copies of materials in an employee’s central personnel file will be provided the employee upon request as appropriate.
  - 8.2.3 Pre-employment information shall not be subject to inspection or copying.
- 8.3 Materials to be placed into an employee’s personnel file relating to job performance or conduct or any other material that may have an adverse

effect on the employee's employment shall be reasonable and accurate and brought to the employee's attention with copies provided to the employee.

- 8.4 Employees who challenge material included in their personnel file are permitted to insert certain material relating to the challenge or utilize the grievance procedure.

## **ARTICLE 9 – GENERAL AND EXTENDED LEAVE**

- 9.1 General leave is leave that is earned by the employee and used at the employee's discretion with supervisory approval for such purposes as vacation, bereavement, personal appointments, preventive health care, illness of less than five (5) consecutive days, etc.

- 9.1.1 Full-time employees shall accrue general leave at the following rates:

<b>Years of Service</b>	<b>Days Accrued/Year</b>	<b>Hours Accrued/Month</b>
from 0 to 1 year	18 days	12.00 hours
from 1 to 2 years	19 days	12.67 hours
from 2 to 3 years	20 days	13.33 hours
from 3 to 4 years	21 days	14.00 hours
from 4 to 5 years	22 days	14.67 hours
from 5 to 6 years	23 days	15.33 hours
from 6 to 7 years	24 days	16.00 hours
from 7 to 8 years	25 days	16.67 hours
from 8 to 9 years	26 days	17.33 hours
from 9 to 10 years	27 days	18.00 hours
from 10 to 14 years	28 days	18.67 hours
from 14 to 24 years	29 days	19.33 hours
24 years and over	31 days	20.67 hours

- 9.1.2 Part-time employees shall accrue general leave based on the above schedule prorated to their full time equivalency.
- 9.1.3 General leave accrues from the date of hire and may be used after completion of the probationary period. General leave continues to accrue during any paid leave of absence.
- 9.1.4 Employees using general leave for planned absences must schedule those absences in advance with approval of their supervisor. Supervisors will not accept any leave requests earlier than six (6) months before the effective date of the leave, unless there are legitimate extenuating circumstances around such leave request that requires early approval. In the event of a conflict between two employees, the employee making the first request shall prevail. Should the sequence of conflicting requests be unknown, the employee having greater seniority shall prevail.

- 9.1.5 Employees may accrue up to three hundred sixty (360) hours of general leave. An employee who has reached the maximum accrual level will not accrue additional general leave until his or her balance has been reduced through use; provided that Division Directors may make written exceptions to this rule in the event an employee is precluded from taking a previously scheduled vacation through no fault of his or her own.
  - 9.1.6 Upon separation of an employee by retirement, resignation, layoff, dismissal or death, the employee or beneficiary thereof shall be paid for the unused general leave to a maximum of two hundred forty (240) hours at the rate the employee was being paid at the time of separation.
  - 9.1.7 The District shall inform employees of their accrued general leave on a quarterly basis.
- 9.2 Extended leave may be used when an employee is unavoidably absent from work for the following:
- (a) An employee's own illness, injury or pregnancy;
  - (b) The need to care for the employee's, spouse's, or domestic partner's child (or foster child) who is (i) under eighteen (18) years of age and has a health condition requiring treatment or supervision, or (ii) 18 years of age or older but incapable of self-care because of a mental or physical disability; and
  - (c) The serious health condition or emergency condition of the employee's spouse, domestic partner, parents, parents-in-law, grandparents, children (as defined in 9.2(b)) or for other family members with the Health Officer's approval.
- 9.2.1 Full time employees will accrue four (4) hours of extended leave for each month worked with unlimited accrual.
  - 9.2.2 Part-time employees will accrue extended leave prorated based on their full time equivalency.
  - 9.2.3 Employees become eligible for use of extended leave as described below. Once an employee has qualified for extended leave, he/she may continue using such leave until the qualifying condition ends or his/her extended leave balance has been exhausted, whichever occurs first.
    - (a) For full-time employees whose normal work schedule is five (5), 8-hour shifts per week, use of extended leave begins (i) after the fifth (5th) consecutive day of absence for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence for a

condition that has been certified for use of intermittent leave under the Family Medical Leave Act.

- (b) For full-time employees working an alternate schedule, and for part-time employees, use of extended leave shall begin (i) after the employee has been absent for the number of work days he/she is normally scheduled to work in a workweek for a condition listed in Section 9.2; or (ii) after forty (40) hours of absence (prorated for part-time employees) for a condition that has been certified for use of intermittent leave under the Family Medical Leave Act.

9.2.4 Upon the employee's presentation of verification from a licensed health care provider involved in treating the affected individual or family member that documents a condition qualifying for use of extended leave, the general leave used by the employee for the initial days or hours of his/her absence will be restored and a corresponding amount of extended leave will be drawn from his/her extended leave account.

9.3 Whenever an employee is injured on the job and the employee's condition demands immediate medical treatment, the employee will be granted administrative leave for the remaining part of the day of injury only.

9.4 As of 12/31/84, employees hired prior to 12/31/84 may apply all of their accumulated sick leave toward current extended leave; or they may have the dollar value of 25% of the sick leave, to a maximum of 120 hours, placed in a reserve account which will be paid upon death, retirement, or separation with the other 75% of the sick leave applied to the extended leave bank.

9.5 Donation of accrued general leave for another employee's use is available per District policy.

## **ARTICLE 10 – LEAVES OF ABSENCE**

10.1 Leave with pay shall be allowed for the following purposes:

10.1.1 Jury Duty. Civil leave will be authorized to permit an employee to serve as a juror for a period up to two weeks with pay. Additional jury service time may be allowed; however, the employee must use accrued general leave or comp time or serve on a leave without pay basis. The employee must notify the employee's immediate supervisor prior to using this leave and must show proof of being called as a juror. If an employee summoned for jury duty is excused during any portion of the workday, that employee must report to work for the duration of that day.

- 10.1.2 Testifying in Court. Any employee subpoenaed by another governmental agency to testify in court may be granted civil leave if that employee is not a plaintiff or defendant in such legal action.
- 10.1.3 Bereavement Leave. Employees shall receive up to twenty-four (24) hours off with pay per occurrence in the event of death in the immediate family, to include the employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, sisters, brothers, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, or any person living in the employee's immediate household as a member of the family. Paid bereavement leave is not available for events more than six (6) months following the death of an individual covered by this section. Paid bereavement leave will be prorated for part-time employees based on full-time equivalency. With approval of the employee's manager, employees may use general leave in addition to the bereavement leave provided in this section.
- 10.1.4 Military Leave with pay will be allowed in accordance with RCW 38.40 for any employee for active training in the United States Armed Forces or Washington National Guard, not to exceed twenty-one (21) work days during each October 1 to September 30 period. A copy of the employee's written orders must be provided to the employer as verification for such leave. Any employee who enters upon active duty service or training in the Washington National Guard, the Armed Forces of the United States, the United States Public Health Service, or alternative service may seek leave of absence and upon return shall be entitled to reemployment pursuant to the provisions of RCW 73.16.031-73.16.061. Any additional military leave will be provided as required by federal law.
- 10.1.5 Administrative Leave for up to four (4) hours may be granted for tardiness due to severe inclement weather conditions or other emergencies as declared by the Administrator consistent with the District's Inclement Weather and Emergency Closures Policy. Any absence or arrival later than the authorized delayed opening time will be charged to the employee's accrued general leave or compensatory time at the employee's option. If the District offices are closed for one (1) or more full business day(s) due to weather conditions or for some other emergency as declared by the Administrator, employees scheduled to work will be provided paid administrative leave for a maximum of two (2) full consecutive days per occurrence of such closure and/or assigned to work from home or another location as provided by the District's policy. Employees may use accrued compensatory time or general leave, or take unpaid leave for duration of any closure beyond the period for which paid administrative leave is provided. Any employee already on leave

status or not scheduled to work will not be granted administrative leave.

10.2 Leaves of Absence Without Pay may be granted at the discretion of the District for a specific period up to six (6) months for any of the following reasons:

- (a) Adoption or maternity/paternity leave;
- (b) Educational leave;
- (c) Family leave;
- (d) Military or public health service leave (per RCW 73.16); or
- (e) Illness/injury/pregnancy.
- (f) Closure of District facilities due to holiday schedules (e.g., an additional closure day adjacent to a paid holiday), inclement weather or emergency situations.

Leave without pay may also be granted as an extension to paid general leave.

- 10.2.1 Leave without pay may be granted beyond the six (6) month limitation only at the option of a District Director under situations including but not limited to military leave or public health service per RCW 73.16, or educational leave which is beneficial to the District and which conforms to the period of actual attendance at an accredited institution.
- 10.2.2 Any employee on leave without pay status may choose to continue his/her medical, dental, or life insurance benefits provided such employee makes satisfactory arrangements for payment of the premiums.
- 10.2.3 An employee reporting to work at the end of an authorized unpaid leave of absence shall be employed in the same job class held at the start of such leave.
- 10.2.4 An employee returning from an unpaid leave of absence shall not have retroactive rights to any appointment or promotional procedure conducted during his/her absence.
- 10.2.5 An employee returning from an unpaid leave of absence in excess of fifteen (15) days will be paid on the same numerical step of the currently approved range for the job class as that on which the employee was paid at the beginning of the leave without pay.

- 10.2.6 The returning employee's date of hire (anniversary date for longevity and seniority purposes) will be adjusted equivalent to the number of days spent on leave without pay status. The employee's step increase date, if the employee is below the top step of the salary range, will be set back by the same number of days which have elapsed between the start and end of the unpaid leave of absence.
- 10.2.7 Unpaid leave of less than fifteen (15) days does not change an employee's step increase date or date of hire (anniversary date).
- 10.3 Family Medical Leave (FML) will be granted in accordance with applicable law and the District's Family Medical Leave Policy, attached as Appendix E. During 2011, and in subsequent years as agreed, the parties will jointly present training to employees on FML and the District's Family Medical Leave Policy.
- 10.4 Maternity-Related Disability Leave. Pursuant to Washington law and the District's Family Medical Leave Policy, pregnant employees may take unpaid leave for the entire period of any maternity-related disability. Such leave may be taken in addition to the twelve (12) week leave provided under the Washington Family Leave Act (WFLA) to care for a new-born child, if the employee is eligible for WFLA leave. Employees taking maternity-related disability leave are required to use any available paid leave or compensatory time before taking unpaid leave. While employees remain on paid leave, the District will continue providing paid health insurance to the employee and her dependents on the same basis that those benefits are provided during regular employment. Once paid leave and any leave under the Family Medical Leave Act is exhausted, employees on unpaid maternity-related disability leave may continue their personal and dependent health insurance coverage by paying the full premium cost for that insurance.

## **ARTICLE 11 – HOLIDAYS**

- 11.1 The following are paid holidays for all eligible employees:

New Year's Day - January 1st  
Martin Luther King Day - 3rd Monday of January  
Presidents' Day - 3rd Monday in February  
Memorial Day - Last Monday of May  
Independence Day - July 4th  
Labor Day - 1st Monday of September  
Veteran's Day - November 11th  
Thanksgiving Day - 4th Thursday in November  
Native American Heritage Day - The Friday after Thanksgiving Day  
Christmas Day - December 25th  
One Personal Holiday

- 11.2 Personal holiday usage will be administered like general leave and requires the prior approval by the employee's supervisor before it can be used. However, probationary employees may take their personal holiday after four (4) months of employment.
- 11.3 If a holiday falls on a Saturday, it shall be observed the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.
- 11.4 Full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Eligible part-time employees will receive holiday pay on prorated basis. Employees are eligible for holiday pay if they are in paid status for more than one-half (1/2) of their scheduled the working day before or after the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay.
- 11.5 Any work performed on a holiday shall be compensated in cash or time at the rate of time-and-one-half (1½) for the actual time worked in addition to the regular holiday pay.
- 11.6 If a holiday recognized under this Agreement falls on a normal working day during which the employee is on paid leave, the employee will receive holiday pay and his/her leave account will not be charged for the day.
- 11.7 Alternate Schedules
- 11.7.1 Employees working alternate schedules who are normally scheduled to work more hours on a day observed as a holiday than they receive in holiday pay may use general leave, compensatory time, personal holiday time, take unpaid leave (if they have no available paid leave), or, with prior supervisory approval, work additional hours during the remainder of the workweek to make up the difference between the employee's normally scheduled shift and his/her holiday pay.
- 11.7.2 When an observed holiday falls on the employee's scheduled day off, he or she will be permitted to take an alternate day off during the week in which the holiday is observed. The employee and supervisor will identify the alternate day. In the event that operational needs preclude the employee from taking an alternate day off in the same week, the employee and his/her supervisor will identify an alternate day during the same pay period on which the employee will be permitted to take leave.
- 11.8 In addition to the paid holiday leave provided in this Article, employees may take up to two (2) unpaid holidays per calendar year for reasons of faith or acts of conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization as provided by State law. Such unpaid holidays are available for use on January 1 of each year and the unpaid holidays must be taken in full work day increments. If an employee's religious beliefs require observance of a holiday as outlined

above, or that is not included in the basic holiday schedule, the District will use its best efforts to accommodate the request. The employee may take the days off using his or her personal holiday, general leave, compensatory time, or leave without pay with his or her program Manager's preapproval provided that the accommodation does not create an undue hardship for the District or its employees.

## **ARTICLE 12 – HEALTH PROGRAM**

12.1 Life, AD&D and Long-Term Disability Insurance. The District will pay the premiums to provide basic life (which includes employee accidental death and dismemberment), and the base plan for long-term disability insurance to all eligible employees. Employees may, at their option and expense, purchase additional life and AD&D insurance coverage from the District's provider according to the rates and terms set by the provider.

12.2 Medical Insurance, Dental Insurance and Benefit Allowances.

12.2.1 The District will provide medical insurance for eligible employees through the Public Employers Benefit Board (PEBB). The District will offer dental insurance through WHIT or through a comparable provider. Information regarding current insurance plans and policies can be obtained from the Human Resources Office.

12.2.2 Employees may opt out of coverage under the District's medical insurance plans with proof of coverage under another comprehensive group medical insurance plan; if PEBB underwriting rules change regarding eligibility to opt out of coverage, such rules will apply. Employees may opt out of the District's dental insurance plan at their election. Eligible employees may elect to cover their dependents under the insurance plans in which they are participating, and may make different choices with respect to dependent coverage under the District's medical insurance and its dental insurance.

12.2.3 Medical Insurance Premiums.

(a) The District will contribute the following percentages of the average medical insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

- (b) The average medical insurance cost will be determined by computing the average cost of the medical plans available to employees through the District's provider.

12.2.4 Dental Insurance Premiums.

- (a) The District will contribute the following percentages of the average dental insurance costs for full-time employees and dependents:

Employees – 100%

Employee + Spouse – 90%

Employee + Child(ren) – 90%

Full Family – 85%

- (b) The average cost of the dental insurance package will be determined by computing the average cost of the dental plans available to employees through the District's provider.

12.2.5 Employees are responsible for paying through payroll deduction the difference between the District's contribution toward medical and/or dental insurance and the cost of the plans/options they choose.

12.2.6 Benefit Allowance.

- (a) Employees who choose a District medical insurance plan that is less costly than the District's contribution (as calculated above) will receive the difference between the District's contribution and the costs of their plan choice in the form of a benefit allowance.
- (b) The District will provide all employees opting out of the District's medical insurance plans a monthly benefit allowance of three hundred seventy-five dollars (\$375), pro-rated for part-time employees. Employees will be required to present evidence of coverage under another plan to opt out.
- (c) The District will provide all employees opting out of the District's dental insurance plans a monthly benefit allowance of \$25, prorated for part-time employees.
- (d) The District will provide a flexible benefit allowance plan including at least those options in place as of the effective date of this Agreement. At the employee's option, benefit allowance funds may be used to pay any employee share of District medical or dental insurance premiums. Benefit allowance funds remaining after payment of the employee's selected District benefits will be contributed to the employee's HRA-VEBA account, provided the amount is at least \$10 per month.

- 12.2.7 Part-Time Employees. Part-time employees working 50% FTE or more who were hired prior to July 1, 1981, will receive the District's full contributions towards premiums and/or benefit allowances under this section; all other part-time employees will receive prorated contributions towards premiums and/or benefit allowances based on their full-time equivalency.
- 12.3 In the event the parties have not successfully completed negotiations for a new contract by the end of calendar year 2018, the District's contributions toward medical and dental insurance will remain at the dollar amount in effect as of December 31, 2018, during bargaining and any period governed by RCW 41.56.123.
- 12.4 Any PPD or chest x-ray required by the District will be provided by the District. Flu, DT, Polio and MMR immunizations and PPD tests are available without cost to the employee. Hepatitis B vaccine will be available to covered employees who are at risk as determined by the Health Officer.
- 12.5 The District will offer Family Planning professional services to employees. Family Planning professional services and childhood immunizations will be provided to the employee's minor dependent children without charge. These childhood immunizations include only vaccines covered by the Washington Vaccine Association for children under twenty-six (26) years of age. The District will bill the employee's insurance provider for these charges. These no charge services do not include supplies, laboratory tests, or other immunizations, which cost will be based on the District's approved fee schedule.

### **ARTICLE 13 – LIABILITY INSURANCE**

- 13.1 The District will provide professional liability (malpractice) insurance for its employees with minimum limits of \$250,000 per incident and umbrella coverage of \$2,000,000 if available.
- 13.2 The District will defend and indemnify employees for claims made against them because of their good faith performance of duties for the District as required by RCW 4.96.

### **ARTICLE 14 – RETIREMENT AND SOCIAL SECURITY**

- 14.1 During the term of this Agreement, all eligible employees shall continue to participate in the Washington State Public Employees Retirement System (PERS) in accordance with and subject to the provisions of the statutes of the State of Washington now applicable or as they may hereafter be amended.

- 14.2 During the term of this Agreement, all eligible employees shall continue to participate in the Federal Social Security/Medicare programs in accordance with and as provided for by the United States.

### **ARTICLE 15 – TRAVEL ALLOWANCE**

- 15.1 Employees shall be reimbursed for the use of their personal automobiles at the current IRS-approved rate. Future modifications will be automatically implemented concurrently with any IRS-approved rate change.
- 15.2 Reimbursement for necessary and actual travel expenses are allowed when on official District business previously approved by the employee's supervisor.
- 15.3 The District will reimburse employees for all work-related travel during the workday. Employees are expected to commute between their residences and their assigned worksite without any mileage reimbursement except as otherwise provided by the District's reimbursement of travel expenses policy.
- 15.4 Employees using their personal vehicle on District business shall be required to maintain auto liability insurance in an amount not less than the Washington State minimum standards pursuant to RCW 46.29 and 46.30.
- 15.5 Employees operating District fleet vehicles or using personal vehicles while conducting District business should conform to all applicable laws for vehicles and maintain their current Washington State driver's licenses. Employees are required to submit copies of their Washington State driver's licenses at each renewal to the District's Human Resources Office.
- 15.6 Driving Records. Those employees who are required to operate motor vehicles on a regular basis while conducting District business shall have their motor vehicle driving record reviewed by the District upon hire and at least once every three (3) years thereafter. Such driving record will be checked, at the District's expense and with the employee's knowledge, by having the employee sign a driving record request form from the Washington State Department of Licensing.
- 15.7 Any employee whose job duties require driving on a regular basis must notify his or her immediate supervisor no later than the next business day if the employee's driver's license, including any work-related endorsements, is denied, expired, suspended, revoked or otherwise becomes invalid, or if he or she is ticketed by a law enforcement agency for any at fault accidents or moving violations while conducting District business.
- 15.8 When an employee incurs physical damage to the employee's personal vehicle while in the scope and course of employment, and the employee is not at fault, the District will reimburse the deductible amount up to the maximum of five hundred dollars (\$500) with proof of an insured loss.

## **ARTICLE 16 – PROFESSIONAL DEVELOPMENT, LICENSURE AND CERTIFICATION**

- 16.1 The District recognizes the value and benefit of training designed to enhance employees' abilities to perform their job duties. Training and professional development opportunities will be provided to employees in accordance with legal requirements, District/employee goals, and available resources.
- 16.2 The District will reimburse employees for the annual renewal cost of any license/certification required by the District for the position, other than driver's licenses. With approval of the director, the District will also reimburse employees for the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it.
- 16.3 Employees will be permitted to use work time for continuing education or professional development that is required as a condition of renewal for District-paid licensure or is otherwise approved by the employee's program manager or director. Employees are required to coordinate and schedule all such activities with the prior approval of their supervisor, which will not be unreasonably denied. Where possible, employees are expected to submit requests a minimum of thirty (30) calendar days in advance of the activity.
- 16.4 The District will allow employees time off with pay at an hourly equivalent rate to take a test (one time only), and will pay the exam fee (one time only) for a test required for any licensure or certification required by the District.
- 16.5 The District will pay or will assist in the payment of expenses associated with continuing education for licensing/certification requirements and for employees' professional development. Professional development courses or programs must include subject matter that is directly related to the improvement of the employee's current job skills or that reasonably relates to the employee's career objectives at the District. Approved expenses may include course tuition and registration fees, materials fees and travel expenses. Such financial assistance will be subject to available resources, the approval of the employee's program manager or director, and verification of the employee's attendance and completion of the course.
- 16.6 The District will develop individual learning plans for each employee on an annual basis. Employees will be asked to provide input on training and development needs as part of formulating their learning plan.
- 16.7 All training requests must be submitted in advance in writing on the appropriate District form. If a training request is denied, the District will provide a reason for the denial to the employee, in writing. Issues or concerns regarding differences in the distribution of professional development opportunities or resources within employee groups may be raised by the Union through the Labor-Management Conference Committee process.

## **ARTICLE 17 – NONDISCRIMINATION**

- 17.1 Neither the District nor Local 17 shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws by reasons of race, color, creed, age, religion, political affiliation, sex, marital status, national origin, veteran status, or the presence of sensory, mental or physical handicap, unless based on a bonafide occupational qualification reasonably necessary to the operation of the District, and all other bases prohibited by state, local or federal laws.
- 17.2 The District will not discriminate against any employee on account of membership in Local 17 or because of service by an authorized representative on behalf of Local 17 in negotiating or administering the provisions of this Agreement, except as provided in Article 21 of this Agreement.

## **ARTICLE 18 – LABOR-MANAGEMENT CONFERENCE COMMITTEE**

- 18.1 The District and Local 17 shall agree to establish a conference committee comprised of one shop steward (or their alternates) from each bargaining unit, the Local 17 Union Representative (if requested by the Union), a Division Director, the Human Resources Manager, and up to three additional representatives from the District's management team. The responsibility of this committee will be to address problems, issues, or concerns from both sides using the interest-based problem solving process to arrive at consensus agreement. Unless otherwise agreed in advance by the parties, the committee shall have no authority to conduct any negotiations or modify the provisions of this Agreement.
- 18.2 The purpose of this committee is to encourage better communication between bargaining unit members and management and resolve issues at the lowest possible level by providing an open forum to discuss issues, problems, or concerns related to the current collective bargaining agreement for wages, hours, and working conditions. As part of this responsibility, the committee shall:
- (a) Meet quarterly as needed and when mutually agreeable.
  - (b) Maintain an "open door" policy and use outside resources (including Local 17 or management representatives) as needed and appropriate. This may also include an employee who is concerned about or directly affected by a specific issue or policy.
  - (c) Establish a process that will provide for the best possible communication of issues to assure a thorough understanding by all bargaining unit members and managers.

## ARTICLE 19 – DISCIPLINARY ACTION

- 19.1 Just Cause for Disciplinary Action. All disciplinary actions for employees who have successfully completed their initial probation period shall be for just cause. The District may discipline or discharge an employee at will during the probation period without recourse to the grievance procedure.

Disciplinary action may include oral warning (confirmed in writing), written reprimand, suspension, setback in pay range, demotion, any combination of these, or discharge. The District shall tailor discipline to respond to the nature and severity of the offense, and the employee's prior disciplinary record.

- 19.2 Investigations.

19.2.1 Notice of Investigatory Interview. The District shall notify the employee of the event or conduct being investigated to permit the employee to understand the general nature of the concern. Prior to such an investigatory interview, the supervisor involved shall notify the employee of the employee's right to have Local 17 representation, and shall permit the employee reasonable time to arrange for participation of a Local 17 representative or shop steward, as is appropriate and timely to the situation.

19.2.2 Union Representation. Employees are entitled, at their option, to have Local 17 representation during any meeting to discuss disciplinary action, or during any investigatory interview conducted by the District that the employee reasonably believes may result in discipline of the employee. During any such investigatory interview or meeting, a participating Local 17 representative or shop steward will be given the opportunity to ask questions, offer additional information and counsel the employee, but may not obstruct the District's investigation.

19.2.3 Administrative Leave. The District may, at its discretion, place employees on paid administrative leave during investigations. Employees on such paid administrative leave must remain available during their normal hours of work. Paid administrative leave is not considered discipline and is not subject to the grievance procedure.

19.2.4 Duty to Cooperate. Employees have an obligation to cooperate with any investigation conducted by the District. Failure to do so will be considered insubordination and will be grounds for discipline, up to and including termination; provided that nothing in this section will interfere with employee's Garrity rights.

- 19.3 Pre-Disciplinary Procedure.

- 19.3.1 Notice of Intent to Discipline. If the District intends to impose discipline other than an oral warning or written reprimand, the supervisor shall inform the employee of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient detail so the employee understands the reason for the proposed discipline. Upon request and before the Pre-Disciplinary Meeting the District will provide the employee with access to and copies of those documents upon which it has relied in forming its intent to discipline.
- 19.3.2 Pre-Disciplinary Meeting. The District will schedule a Pre-Disciplinary Meeting to permit the employee to respond to a notice of intent to discipline. The District will provide at least two (2) working days' written notice to both the employee and Local 17 prior to convening a Pre-Disciplinary Meeting. In the event that the employee cannot secure Local 17 representation, as described in Section 18.2.2., at the time identified by the District, or where other circumstances reasonably require, the employee will be permitted a reasonable delay. At the beginning of any Pre-Disciplinary Meeting, the District will describe its proposed discipline and the general reasons for issuing the proposed discipline.
- 19.3.3 Disciplinary Decision. No sooner than the day following the close of the Pre-Disciplinary Meeting but no later than ten (10) working days after the close of the Pre-Disciplinary Meeting, the District shall inform the employee of its decision in writing.
- 19.3.4 Notice to Employee. The District may not place a disciplinary document in an employee's file without providing the employee a copy of the document.
- 19.3.5 Employee's Opportunity to Respond. The employee may require the District to include a rebuttal to any disciplinary document in the employee's personnel file.
- 19.3.6 Demotion. An employee demoted as a result of discipline issued pursuant to this Article will not displace another employee.
- 19.3.7 Suspension. The District may suspend an employee for a period of up to ten (10) working days as a single penalty, or up to a total of twenty (20) working days in any one year as an accumulation of several penalties. Such suspension will not affect qualifying time or seniority, but it will constitute a suspension of holiday pay and accumulation of general and extended illness leave.
- 19.3.8 Setback Within Range. An employee may be moved to a lower step in his/her salary range for disciplinary reasons.

- 19.3.9 Off-Duty Activities. The off-duty activities of employees shall not be cause for disciplinary action unless said activities are detrimental to the employee's work performance or present a conflict of interest.
- 19.3.10 Performance Standards. Any performance standards used to measure performance of employees shall be fair, just, reasonable, and equitably applied throughout the District.
- 19.3.11 Notice of Delay of Step Increase. An employee whose step increase is delayed based on performance evaluation ratings must be given advance notice of such action five working days or more before the effective date, and the notice must include the cause for action and a new evaluation date. This provision will not be subject to the Pre-Disciplinary Procedure. This provision will be subject to the Grievance Procedure.

## **ARTICLE 20 – GRIEVANCE PROCEDURE**

- 20.1 A grievance is defined as a question or challenge raised by Local 17, a shop steward, or an employee as to the correct interpretation or application of this Agreement.
- 20.2 The parties agree that the time limitations provided in this article are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing. Mutual agreement of extension of time may be between the appropriate supervisor and the employee or the employee's representative. If the grievant fails to act or respond within the specified time limits, the grievance will be considered waived. If the District fails to respond within the specified time limits, the grievance will proceed to the next step of the grievance procedure.
- 20.3 Whenever the investigation of a grievance requires the inspection of the personnel records, the District shall make available to the Local 17 representative or their designee such records as authorized in writing by the affected employee.
- 20.4 Where grievances have not been resolved to the satisfaction of the concerned parties, the following procedures shall apply:
- 20.4.1 Step 1. Within ten (10) working days after the occurrence of the situation, condition, or action giving rise to an alleged employee grievance, the employee affected may personally present a grievance to their Program Manager or Division Director. An employee may have a Local 17 representative present at this meeting. The Program Manager or Division Director shall have ten (10) working days after the date of this initial meeting to respond to the employee's grievance.

- 20.4.2 Step 2. If a satisfactory settlement is not reached in Step 1, the grievance shall be submitted in writing to the Administrator within ten (10) working days after the date of the Step 1 response. The Administrator shall schedule a meeting within five (5) working days after receipt of the written grievance to hear the grievance and shall render a decision within ten (10) working days after such hearing.
- 20.4.3 Step 3. In the event the grievance is not satisfactorily resolved in Step 2, it shall be submitted in writing to the Kitsap Public Health Board within five (5) working days. The Board will render a written decision within thirty (30) working days.
- 20.4.4 Step 4 – Mediation - Arbitration. If the grievance is not settled in Step 3, either party may request mediation-arbitration within thirty (30) working days.
- (a) Mediation. If mutually agreed the parties shall agree on a mediator in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by agreement of Local 17 and the District. In the event the grievance is not resolved, evidence or concessions agreed to or offered by the opposing party during mediation shall not be admissible at the subsequent hearing, unless such admission is agreed to by both parties. If mediation does not result in settlement, Local 17 will notify the District of its intent to proceed to arbitration.
- (b) Arbitration. Upon request of either party, Local 17 and the District shall request a list from the American Arbitration Association of nine (9) arbitrators from Washington and/or Oregon. The arbitrator will be selected from the list by the District representative and Local 17 representative alternately striking a name from the list until only one remains.

The arbitrator shall have no power to change, alter, detract from, or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement in reaching a decision. The arbitrator's fees and expenses and any court reporter's fee and expense shall be borne equally by both parties. All other costs, expenses and fees, including attorneys' fees, will be borne by the party incurring them. The decision of the arbitrator shall be final and binding.

## **ARTICLE 21 – UNION MEMBERSHIP**

- 21.1 Nothing herein contained may prevent any employee from belonging to any union or professional association.
- 21.2 All employees working in the job classifications covered by this Agreement, as a condition of continued employment, shall become and remain members of Local 17. New personnel employed in these job classifications shall be required to join Local 17 within thirty (30) days after employment.
- 21.3 As evidence of its recognition of employee membership in Local 17, the District agrees that, upon written authority given to it by an employee of the bargaining unit, it shall deduct from the wages payable by the employer to such members, in the manner provided by law, such amounts as such member shall authorize as dues to Local 17, and transmit such dues to Local 17.
- 21.4 Local 17 shall indemnify the District and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action of the District for the purpose of complying with the provisions of this Article.
- 21.5 In accordance with RCW 41.56 as amended by Chapter 59, Laws 1973, the above sections of this Article shall not abrogate the rights of employees holding bonafide religious tenets which preclude union membership to pay an amount equivalent to union dues and initiation fees to a non-religious or other charitable organization mutually agreed upon by the employee affected and Local 17.

## **ARTICLE 22 – UNION REPRESENTATION**

- 22.1 Local 17 shall have the right to appoint one shop steward for each bargaining unit. Local 17 shall notify the District in writing of the names of the stewards and alternates so designated and the Union Representative assigned to represent the bargaining units. This list of representatives shall be kept up to date by Local 17 at all times. Only persons so designated will be accepted by the District as representatives of Local 17 and the bargaining unit.
- 22.2 The designated stewards shall see that the provisions of the Agreement are observed and shall be allowed reasonable time to perform these duties during regular working hours without suffering a loss in pay. This shall not include processing grievances at Step 4 of the grievance procedure.
- 22.3 Union business activities shall not be carried on during working hours except as provided for by this Agreement. The District has the right to require that steward refrain from excessive union business activities that result in a neglect of work. Local 17 and the District agree to jointly correct situations

where the District management believes the steward is spending unreasonable amounts of time in this capacity.

- 22.4 The Local 17 representative shall have access to the steward's work areas during business hours with prior notice to the District's Human Resources Manager or designate and providing the Local 17 representative does not interfere with or cause employees to neglect their work.
- 22.5 The shop stewards (one from each bargaining unit) will be allowed to participate in contract negotiations (and in a caucus lasting no more than one (1) hour that occurs on the day of a negotiation session and outside of the prescheduled start and stop time) which occur during their normal hours of work without suffering a loss in pay. Nothing in this clause authorizes any other expense of District funds by the shop stewards when fulfilling their responsibilities (i.e., mileage reimbursement, use of office supplies, etc.).
- 22.6 Local 17 will provide copies of this Agreement to all covered employees and to all new employees hired into covered positions.
- 22.7 The District shall allow posting space for the use of Local 17 in areas accessible to members of the bargaining unit.
- 22.8 The District may make available to Local 17 meeting space for the purpose of conducting union business, where such activities will not interfere with the normal work of the District or other scheduled meetings.

### **ARTICLE 23 – LAYOFF AND RECALL**

- 23.1 The Administrator may lay off employees whenever such action is made necessary by reason of shortage of work, budget adjustments, or as directed by the Kitsap Public Health Board.
- 23.2 The District shall give at least thirty (30) days' notice to employee(s) designated for layoff, during which time the employee(s) and Local 17 may suggest alternatives to the layoff.
- 23.3 An employee designated for layoff shall have the right to replace a less senior employee holding an available position (as defined in Section 23.4) that is:
  - 23.3.1 The position occupied by the least senior employee in the classification held by the employee designated for layoff;
  - 23.3.2 The position within the same bargaining unit occupied by the least senior employee in a lower classification than the position held by the employee designated for layoff; or
  - 23.3.3 The position occupied by the least senior employee in a classification previously held by the employee designated for layoff.

- 23.4 For purposes of this Article, a position is available if the employee moving into the position meets the minimum qualifications for the position and replaces the position occupied by the least senior employee that is the equivalent FTE level. If an equivalent FTE is unavailable the employee designated for layoff shall have the option to replace the position occupied by the least senior employee.
- 23.5 Employees designated for layoff who have the right to replace another employee pursuant to this Article will be notified of their option(s) in writing in a manner that confirms receipt by the employee. Upon receiving notice from the District, the employee shall have five (5) working days from receipt of such notice to notify the District of their intent to exercise their right.
- 23.6 For purposes of this Article, seniority shall be based on the employee's date of hire at the District for the most recent period of continuous employment; provided that employees recalled from layoff shall return with the seniority they held at the time of layoff.
- 23.7 An employee replacing another employee pursuant to this Article must accept the FTE of the position into which they move.
- 23.8 No new employee shall be hired by the District into the same job classifications that have been held by employees on layoff until all available laid off employees who held such job classifications have been offered reemployment, provided the layoff period does not exceed eighteen (18) months, and the affected employees keep the District advised of their current addresses. An offer of reemployment into the employee's previous job classification shall be made in writing and sent by registered or certified mail to the employee. An employee so notified must indicate acceptance of said reemployment within three (3) working days of receipt of such notice. Unless otherwise agreed by the hiring manager, the employee must be back on the job within fourteen (14) calendar days of acceptance of the offer. Failure to indicate acceptance or return to a position within these timeframes will result in forfeiture of all callback rights under this Article.
- 23.9 Employees recalled from layoff shall be credited with their time in service prior to layoff for purposes of determining their accrual rate for general leave and their placement on the salary schedule.
- 23.10 In the event of a shutdown of state/federal government and associated elimination of District funding, the District may temporarily reduce the hours of, or furlough, employees whose positions are affected. Such temporary reductions/furloughs require a minimum of seven (7) calendar days' notice to the affected employees and the Union, and will last no longer than fourteen (14) calendar days. Employees affected by a temporary reduction/furlough under this section will not have the option to displace another employee and will not be placed on a recall list. Such employees will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary reduction/furlough, and will maintain the leave

balances accrued at the time of the temporary reduction/layoff (e.g., general leave balances will not be cashed out). The District's use of a furlough under this Section will not reduce the notice required for a layoff described in Section 23.2. Notice of a layoff may be provided before, during or after a furlough period.

## **ARTICLE 24 – HIRING, PROMOTIONS, AND TRANSFER PROCEDURES**

- 24.1 Whenever it is necessary to fill position vacancies, the following procedures shall be followed:
- 24.1.1 A description of the vacancy shall be posted for a minimum of five (5) working days on the official bulletin board at each District site.
  - 24.1.2 Such description shall contain additional information describing the job and the desired qualifications.
  - 24.1.3 A separate application must be made for each position, and submitted to the Human Resources Office.
  - 24.1.4 An employee who is on paid leave during the posting period shall be permitted to make application within three (3) days after returning to work, unless the position has already been filled.
  - 24.1.5 Preference for filling vacancies and new positions created during the life of this Agreement should be given to regular employees having the necessary qualifications, except as restricted by the layoff article of this Agreement. For the purposes of this Agreement, preference means that when all qualifications of the applicants are equal in the selection process, where there are applicants from both outside the bargaining unit and inside the bargaining unit, the District will hire the applicant from the bargaining unit.
- 24.2 Lateral transfers will be based on job knowledge, past performance, seniority, and agency needs.
- 24.3 Two types of promotions are available to District employees, noncompetitive and competitive. All promotions are based on job knowledge, past performance, and seniority.
- 24.3.1 Noncompetitive. This type of promotion occurs through normal career growth and satisfactory performance. It is the regular progression through a classification series. Employees should check with their supervisors regarding the specific qualifications and requirements needed to accomplish this career progression.
  - 24.3.2 Competitive. This type of promotion occurs when a position in a higher classification opens for competitive consideration. Employees

must proceed with the regular application process to be considered for this type of promotion.

## **ARTICLE 25 – CLASSIFICATION**

- 25.1 Individual positions, or sets of duties performed by a given employee, shall be allocated to a job classification. Job classifications are written statements as to the definition, typical duties, and minimum qualifications for positions sharing common characteristics.
- 25.2 Employees working at a higher classification for training purposes should not be paid above their regular pay rate provided that this training period does not exceed three (3) months.
- 25.3 When an employee is temporarily assigned to a higher job classification, the employee shall be compensated at the higher rate of pay. An employee may be temporarily assigned the duties of a lower classification without suffering a reduction in pay.
- 25.4 The parties agree that classification reviews should not result in any salary downgrade for existing employees. In cases of position downgrade, salaries shall be “Y-rated” and remain in effect until changes in the salary range structure warrant an increase.
- 25.5 Requests for classification modifications shall be made only as outlined in the District’s Personnel Rules/Manual.
- 25.6 Employees shall not normally be assigned duties foreign to their classification concept and specifications.

## **ARTICLE 26 – PROBATION AND TRIAL SERVICE PERIODS**

- 26.1 Every District employee hired is subject to an initial probation period which allows both the Division Director, the employee’s Program Manager, and the employee to consider the position in terms of actual experience on the job. If work performance is not acceptable, the employee may be dismissed during the probation period with one (1) day’s notice. The initial probation period is the first six (6) months of employment. Upon written notification to the employee and Local 17, the initial probation period may be extended up to a maximum of nine (9) months, where specific situations warrant. Near midway in the probationary period, an evaluation of employee performance will be made. If any problems have arisen by this time, they will be noted so that through counseling the employee may more successfully complete the probation. During the initial probation period, a probationary employee may be terminated or disciplined without recourse to the grievance procedure.

- 26.2 Employees who are promoted, or transferred at their request, to a new position will serve a trial service period of three (3) months. During the trial service period, an employee may be returned to his or her most recently held position without recourse to the grievance procedure. The trial service period shall not apply to the following:
- (a) Transfers initiated by the District;
  - (b) Transfers to a new position in the same classification; and
  - (c) Promotions/transfers to a previously held classification.

## **ARTICLE 27 – HEALTH AND SAFETY**

- 27.1 The District will comply with safety standards as set forth in WISHA and OSHA.
- 27.2 The District agrees that no employee will be required to work in such a way that could constitute a hazard to the employee's health or well-being.
- 27.3 District employees who are required to carry a cellular phone for work will be provided a District-owned cellular phone for work purposes only by March 31, 2016. Employees who are not provided with a District-owned cellular phone but who use their personal phone for incidental but essential work-related functions will be reimbursed for any additional costs associated with the work-related air time provided that the employee fully documents such costs according to District procedures.
- 27.4 The District shall provide employees with all safety equipment, protective clothing and training required by WISHA and OSHA. These requirements will depend on the potential hazards faced by individual employees. Employees required to wear work boots with an ANSI rated safety toe and/or pierce-resistant sole will be reimbursed up to one hundred seventy-five dollars (\$175) for the cost of purchasing boots. Boots will be replaced on a fair wear-and-tear basis, but no more often than every twelve (12) months, and must be worn exclusively for work activities.
- 27.5 For those field staff regularly required to perform outdoor field work during inclement weather, the District will reimburse employees up to \$200 in every three (3) year period for the purchase of waterproof rain jackets, pants and/or hats. Raingear purchased pursuant to this allowance is to be used only for work related activities.

## **ARTICLE 28 – SUCCESSORSHIP**

- 28.1 The District agrees that if, during the term of this Agreement, another agency assumes all or part of the District's operations, excluding those operations conducted by the District through a contract, the District will notify the agency of the existence of this Agreement. Such notice will be in writing, with a copy to Local 17.
- 28.2 In the event that Kitsap County makes a formal proposal to dissolve the District, the District will notify Local 17 of that proposal as soon as practicable.

## **ARTICLE 29 – ENTIRE AGREEMENT**

- 29.1 The agreement expressed herein constitutes the entire agreement between Local 17 and the District, and no agreement whether oral or in writing, nor any representation heretofore or hereafter made by either party to this Agreement, shall add to, delete from, or supersede any of its provision, unless made in writing and executed by the parties hereto as a supplement of this Agreement.

## **ARTICLE 30 – SAVINGS CLAUSE**

- 30.1 If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the applicable statutes of the United States of America or the State of Washington, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision.

## **ARTICLE 31 – SUBORDINATION OF THE AGREEMENT**

- 31.1 It is understood that the parties hereto and the employees of the District are governed by the provisions of applicable federal and state law and local regulations. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said federal or state law are paramount and shall prevail.

## **ARTICLE 32 – EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

- 32.1 This Agreement shall be effective as of the date of ratification by both parties, and shall remain in full force and effect until the 31st day of December 2018. Contract negotiations for a successor agreement may be

initiated by either party by providing written notice to the other party. Unless otherwise agreed, negotiations for a successor agreement will begin no later than October 1, 2018.

32.2 In the event that negotiations for a new agreement extend beyond the termination date of this Agreement, the terms of this Agreement shall remain in full force and effect until a new Agreement is consummated or unless either party serves the other party with twenty (20) days' notification of intent to terminate the existing Agreement.

Dated this \_\_\_ day of \_\_\_\_\_, 2016.

Professional & Technical Employees,  
Local 17

Kitsap Public Health District

\_\_\_\_\_  
Executive Director, Local 17

\_\_\_\_\_  
Chair, Kitsap Public Health Board

\_\_\_\_\_  
Union Representative, Local 17

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Employee Representative

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Employee Representative

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**APPENDIX A**

**CLERICAL UNIT SALARY SCHEDULE**

**Effective 1/1/2016 through 12/31/2016**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,233	2,345	2,462	2,585	2,714	2,850
Competitive		12.88	13.53	14.20	14.91	15.66	16.44
2	Secretary/Clerk 2	2,585	2,714	2,850	2,993	3,143	3,300
Comp/Non		14.91	15.66	16.44	17.27	18.13	19.04
3	Sr. Secretary/Clerk	2,850	2,993	3,143	3,300	3,465	3,638
Noncompetitive		16.44	17.27	18.13	19.04	19.99	20.99
4	Permit Technician 1	2,978	3,127	3,283	3,447	3,619	3,800
Competitive		17.18	18.04	18.94	19.89	20.88	21.92
5	Permit Technician 2	3,283	3,447	3,619	3,800	3,990	4,190
Competitive		18.94	19.89	20.88	21.92	23.02	24.17
6	Secretary/Clerk 3	3,143	3,300	3,465	3,638	3,820	4,011
Competitive		18.13	19.04	19.99	20.99	22.04	23.14
7	Accounting Assistant 1	2,856	2,999	3,149	3,306	3,471	3,645
Competitive		16.48	17.30	18.17	19.07	20.03	21.03
8	Accounting Assistant 2	3,143	3,300	3,465	3,638	3,820	4,011
Comp/Non		18.13	19.04	19.99	20.99	22.04	23.14
9	Sr. Accounting Assistant	3,465	3,638	3,820	4,011	4,212	4,423
Noncompetitive		19.99	20.99	22.04	23.14	24.30	25.52
10	Secretary/Clerk 4	3,500	3,675	3,859	4,052	4,255	4,468
Competitive		20.19	21.20	22.26	23.38	24.55	25.78

## CLERICAL UNIT SALARY SCHEDULE

**Effective 1/1/2017 through 12/31/2017**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,278	2,392	2,512	2,638	2,770	2,909
Competitive		13.14	13.80	14.49	15.22	15.98	16.78
2	Secretary/Clerk 2	2,638	2,770	2,909	3,054	3,207	3,367
Comp/Non		15.22	15.98	16.78	17.62	18.50	19.43
3	Sr. Secretary/Clerk	2,909	3,054	3,207	3,367	3,535	3,712
Noncompetitive		16.78	17.62	18.50	19.43	20.39	21.42
4	Permit Technician 1	3,038	3,189	3,348	3,515	3,691	3,876
Competitive		17.52	18.40	19.32	20.28	21.29	22.36
5	Permit Technician 2	3,348	3,515	3,691	3,876	4,070	4,274
Competitive		19.32	20.28	21.29	22.36	23.48	24.66
6	Secretary/Clerk 3	3,207	3,367	3,535	3,712	3,898	4,093
Competitive		18.50	19.43	20.39	21.42	22.49	23.61
7	Accounting Assistant 1	2,913	3,059	3,212	3,373	3,542	3,719
Competitive		16.81	17.65	18.53	19.46	20.44	21.46
8	Accounting Assistant 2	3,207	3,367	3,535	3,712	3,898	4,093
Comp/Non		18.50	19.43	20.39	21.42	22.49	23.61
9	Sr. Accounting Assistant	3,535	3,712	3,898	4,093	4,298	4,513
Noncompetitive		20.39	21.42	22.49	23.61	24.80	26.04
10	Secretary/Clerk 4	3,570	3,749	3,936	4,133	4,340	4,557
Competitive		20.60	21.63	22.71	23.84	25.04	26.29

## CLERICAL UNIT SALARY SCHEDULE

**Effective 1/1/2018 through 12/31/2018**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,323	2,439	2,561	2,689	2,823	2,964
Competitive		13.40	14.07	14.78	15.51	16.29	17.10
2	Secretary/Clerk 2	2,689	2,823	2,964	3,112	3,268	3,431
Comp/Non		15.51	16.29	17.10	17.95	18.85	19.79
3	Sr. Secretary/Clerk	2,964	3,112	3,268	3,431	3,603	3,783
Noncompetitive		17.10	17.95	18.85	19.79	20.79	21.83
4	Permit Technician 1	3,098	3,253	3,416	3,587	3,766	3,954
Competitive		17.88	18.77	19.71	20.69	21.73	22.81
5	Permit Technician 2	3,416	3,587	3,766	3,954	4,152	4,360
Competitive		19.71	20.69	21.73	22.81	23.95	25.15
6	Secretary/Clerk 3	3,268	3,431	3,603	3,783	3,972	4,171
Competitive		18.85	19.79	20.79	21.83	22.92	24.06
7	Accounting Assistant 1	2,971	3,120	3,276	3,440	3,612	3,793
Competitive		17.14	18.00	18.90	19.85	20.84	21.88
8	Accounting Assistant 2	3,268	3,431	3,603	3,783	3,972	4,171
Comp/Non		18.85	19.79	20.79	21.83	22.92	24.06
9	Sr. Accounting Assistant	3,603	3,783	3,972	4,171	4,380	4,599
Noncompetitive		20.79	21.83	22.92	24.06	25.27	26.53
10	Secretary/Clerk 4	3,641	3,823	4,014	4,215	4,426	4,647
Competitive		21.01	22.06	23.16	24.32	25.54	26.81

**APPENDIX B**

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**

**Effective 1/1/2016 through 12/31/2016**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	2,933	3,080	3,234	3,396	3,566	3,744	3,931	4,128
Competitive		16.92	17.77	18.66	19.59	20.57	21.60	22.68	23.82
2	EH Technician 2	3,234	3,396	3,566	3,744	3,931	4,128	4,334	4,551
Comp/Non		18.66	19.59	20.57	21.60	22.68	23.82	25.00	26.26
3	EH Specialist 1	3,566	3,744	3,931	4,128	4,334	4,551	4,779	5,018
Competitive		20.57	21.60	22.68	23.82	25.00	26.26	27.57	28.95
4	EH Specialist 2	3,931	4,128	4,334	4,551	4,779	5,018	5,269	5,532
Comp/Non		22.68	23.82	25.00	26.26	27.57	28.95	30.40	31.92
5	EH Specialist 2 - RS	4,128	4,334	4,551	4,779	5,018	5,269	5,532	5,809
Comp/Non		23.82	25.00	26.26	27.57	28.95	30.40	31.92	33.51
6	Senior EH Specialist	4,358	4,576	4,805	5,045	5,297	5,562	5,840	6,132
Noncompetitive		25.14	26.40	27.72	29.11	30.56	32.09	33.69	35.38
7	EH Specialist 3	4,775	5,014	5,265	5,528	5,804	6,094	6,399	6,719
Competitive		27.55	28.93	30.38	31.89	33.49	35.16	36.92	38.76

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**  
**Effective 1/1/2017 through 12/31/2017**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	2,992	3,141	3,298	3,463	3,636	3,818	4,009	4,209
Competitive		17.26	18.12	19.03	19.98	20.98	22.03	23.13	24.28
2	EH Technician 2	3,298	3,463	3,636	3,818	4,009	4,209	4,419	4,640
Comp/Non		19.03	19.98	20.98	22.03	23.13	24.28	25.49	26.77
3	EH Specialist 1	3,636	3,818	4,009	4,209	4,419	4,640	4,872	5,116
Competitive		20.98	22.03	23.13	24.28	25.49	26.77	28.11	29.52
4	EH Specialist 2	4,009	4,209	4,419	4,640	4,872	5,116	5,372	5,641
Comp/Non		23.13	24.28	25.49	26.77	28.11	29.52	30.99	32.54
5	EH Specialist 2 - RS	4,209	4,419	4,640	4,872	5,116	5,372	5,641	5,923
Comp/Non		24.28	25.49	26.77	28.11	29.52	30.99	32.54	34.17
6	Senior EH Specialist	4,445	4,667	4,900	5,145	5,402	5,672	5,956	6,254
Noncompetitive		25.65	26.93	28.27	29.68	31.17	32.72	34.36	36.08
7	EH Specialist 3	4,871	5,114	5,370	5,639	5,921	6,217	6,528	6,854
Competitive		28.10	29.50	30.98	32.53	34.16	35.87	37.66	39.54

**ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE**  
**Effective 1/1/2018 through 12/31/2018**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	3,051	3,204	3,364	3,532	3,709	3,894	4,089	4,293
Competitive		17.61	18.49	19.41	20.38	21.40	22.47	23.59	24.77
2	EH Technician 2	3,364	3,532	3,709	3,894	4,089	4,293	4,508	4,733
Comp/Non		19.41	20.38	21.40	22.47	23.59	24.77	26.01	27.31
3	EH Specialist 1	3,709	3,894	4,089	4,293	4,508	4,733	4,970	5,219
Competitive		21.40	22.47	23.59	24.77	26.01	27.31	28.68	30.12
4	EH Specialist 2	4,089	4,293	4,508	4,733	4,970	5,219	5,480	5,754
Comp/Non		23.59	24.77	26.01	27.31	28.68	30.12	31.62	33.20
5	EH Specialist 2 - RS	4,293	4,508	4,733	4,970	5,219	5,480	5,754	6,042
Comp/Non		24.77	26.01	27.31	28.68	30.12	31.62	33.20	34.86
6	Senior EH Specialist	4,534	4,761	4,999	5,249	5,511	5,787	6,076	6,380
Noncompetitive		26.16	27.47	28.85	30.29	31.80	33.39	35.06	36.81
7	EH Specialist 3	4,968	5,216	5,477	5,751	6,039	6,341	6,658	6,991
Competitive		28.67	30.10	31.60	33.19	34.85	36.59	38.42	40.34

## APPENDIX C

### REGISTERED NURSE UNIT SALARY SCHEDULE

**Effective 1/1/2016 through 12/31/2016**

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,090	4,295	4,510	4,736	4,973	5,222	5,483	5,757
	23.60	24.78	26.02	27.32	28.69	30.13	31.63	33.21
PHN	4,425	4,646	4,878	5,122	5,378	5,647	5,929	6,225
	25.53	26.80	28.14	29.55	31.03	32.58	34.21	35.91
PHN-AP	4,646	4,878	5,122	5,378	5,647	5,929	6,225	6,536
	26.80	28.14	29.55	31.03	32.58	34.21	35.91	37.71
PHN Supervisor	5,122	5,378	5,647	5,929	6,225	6,536	6,863	7,206
	29.55	31.03	32.58	34.21	35.91	37.71	39.59	41.57
PHN-ARNP	5,600	5,880	6,174	6,483	6,807	7,147	7,504	7,879
	32.31	33.92	35.62	37.40	39.27	41.23	43.29	45.46

\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

RN: Registered Nurse

PHN: Public Health Nurse

PHN-AP: Public Health Nurse – Advanced Practice

PHN Supervisor: Public Health Nurse Supervisor

PHN-ARNP: Public Health Nurse – Advanced Registered Nurse Practitioner

## REGISTERED NURSE UNIT SALARY SCHEDULE

**Effective 1/1/2017 through 12/31/2017**

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,172	4,380	4,599	4,829	5,070	5,324	5,590	5,870
	24.07	25.27	26.53	27.86	29.25	30.72	32.25	33.87
PHN	4,514	4,739	4,976	5,225	5,486	5,760	6,048	6,350
	26.04	27.34	28.71	30.14	31.65	33.23	34.89	36.64
PHN-AP	4,739	4,976	5,225	5,486	5,760	6,048	6,350	6,668
	27.34	28.71	30.14	31.65	33.23	34.89	36.64	38.47
PHN Supervisor	5,225	5,486	5,760	6,048	6,350	6,668	7,001	7,351
	30.14	31.65	33.23	34.89	36.64	38.47	40.39	42.41
PHN-ARNP	5,712	5,998	6,298	6,613	6,944	7,291	7,656	8,039
	32.95	34.60	36.34	38.15	40.06	42.06	44.17	46.38

\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

RN: Registered Nurse

PHN: Public Health Nurse

PHN-AP: Public Health Nurse – Advanced Practice

PHN Supervisor: Public Health Nurse Supervisor

PHN-ARNP: Public Health Nurse – Advanced Registered Nurse Practitioner

## REGISTERED NURSE UNIT SALARY SCHEDULE

**Effective 1/1/2018 through 12/31/2018**

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,255	4,468	4,691	4,926	5,172	5,431	5,703	5,988
	24.55	25.78	27.06	28.42	29.84	31.33	32.90	34.55
PHN	4,604	4,834	5,076	5,330	5,597	5,877	6,171	6,480
	26.56	27.89	29.29	30.75	32.29	33.91	35.60	37.39
PHN-AP	4,834	5,076	5,330	5,597	5,877	6,171	6,480	6,804
	27.89	29.29	30.75	32.29	33.91	35.60	37.39	39.25
PHN Supervisor	5,330	5,597	5,877	6,171	6,480	6,804	7,144	7,501
	30.75	32.29	33.91	35.60	37.39	39.25	41.22	43.28
PHN-ARNP	5,826	6,118	6,424	6,745	7,082	7,436	7,808	8,198
	33.61	35.30	37.06	38.91	40.86	42.90	45.05	47.30

\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

RN: Registered Nurse

PHN: Public Health Nurse

PHN-AP: Public Health Nurse – Advanced Practice

PHN Supervisor: Public Health Nurse Supervisor

PHN-ARNP: Public Health Nurse – Advanced Registered Nurse Practitioner

## APPENDIX D

### HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

**Effective 1/1/2016 through 12/31/2016**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,367	2,485	2,609	2,739	2,876	3,020
		13.66	14.34	15.05	15.80	16.59	17.42
HPT-2	Custodian/Maintenance	2,828	2,969	3,117	3,273	3,437	3,609
		16.32	17.13	17.98	18.88	19.83	20.82
HPT-3	Health Services Worker Health Care Assistant	2,885	3,029	3,180	3,339	3,506	3,681
		16.64	17.48	18.35	19.26	20.23	21.24
HPT-4	Licensed Practical Nurse 1	2,856	2,999	3,149	3,306	3,471	3,645
		16.48	17.30	18.17	19.07	20.03	21.03
HPT-5	Licensed Practical Nurse 2	3,149	3,306	3,471	3,645	3,827	4,018
		18.17	19.07	20.03	21.03	22.08	23.18
HPT-6	Social Worker 1 Disease Intervention Spec	3,578	3,757	3,945	4,142	4,349	4,566
		20.64	21.68	22.76	23.90	25.09	26.34
HPT-7	Social Worker 2	4,242	4,454	4,677	4,911	5,157	5,415
		24.47	25.70	26.98	28.33	29.75	31.24
HPT-8	Public Health Educator	3,831	4,023	4,224	4,435	4,657	4,890
		22.10	23.21	24.37	25.59	26.87	28.21
HPT-9	Community Liaison Outreach & Educ Coord	4,394	4,614	4,845	5,087	5,341	5,608
		25.35	26.62	27.95	29.35	30.81	32.35
HPT-10	Laboratory Assistant	2,885	3,029	3,180	3,339	3,506	3,681
		16.64	17.48	18.35	19.26	20.23	21.24
HPT-11	Laboratory Specialist	3,844	4,036	4,238	4,450	4,673	4,907
		22.18	23.29	24.45	25.67	26.96	28.31
HPT-12	Clinic Practitioner 1/PA	5,281	5,545	5,822	6,113	6,419	6,740
		30.47	31.99	33.59	35.27	37.03	38.89
HPT-13	Info Technology Specialist 1	3,461	3,634	3,816	4,007	4,207	4,417
		19.97	20.97	22.02	23.12	24.27	25.48
HPT-14	Info Technology Specialist 2	4,417	4,638	4,870	5,114	5,370	5,639
		25.48	26.76	28.10	29.50	30.98	32.53
HPT-15	Info Technology Specialist 3	4,870	5,114	5,370	5,639	5,921	6,217
		28.10	29.50	30.98	32.53	34.16	35.87
HPT-16	Info Technology Specialist 4	5,370	5,639	5,921	6,217	6,528	6,854
		30.98	32.53	34.16	35.87	37.66	39.54

## HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

**Effective 1/1/2017 through 12/31/2017**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,414	2,535	2,662	2,795	2,935	3,082
		13.93	14.63	15.36	16.13	16.93	17.78
HPT-2	Custodian/Maintenance	2,885	3,029	3,180	3,339	3,506	3,681
		16.64	17.48	18.35	19.26	20.23	21.24
HPT-3	Health Services Worker	2,943	3,090	3,245	3,407	3,577	3,756
	Health Care Assistant	16.98	17.83	18.72	19.66	20.64	21.67
HPT-4	Licensed Practical Nurse 1	2,913	3,059	3,212	3,373	3,542	3,719
		16.81	17.65	18.53	19.46	20.44	21.46
HPT-5	Licensed Practical Nurse 2	3,212	3,373	3,542	3,719	3,905	4,100
		18.53	19.46	20.44	21.46	22.53	23.65
HPT-6	Social Worker 1	3,650	3,832	4,024	4,225	4,436	4,658
	Disease Intervention Spec	21.06	22.11	23.22	24.38	25.59	26.87
HPT-7	Social Worker 2	4,327	4,543	4,770	5,009	5,259	5,522
		24.96	26.21	27.52	28.90	30.34	31.86
HPT-8	Public Health Educator	3,908	4,103	4,308	4,523	4,749	4,986
		22.54	23.67	24.85	26.09	27.40	28.77
HPT-9	Community Liaison	4,482	4,706	4,941	5,188	5,447	5,719
	Outreach & Educ Coord	25.86	27.15	28.51	29.93	31.43	32.99
HPT-10	Laboratory Assistant	2,943	3,090	3,245	3,407	3,577	3,756
		16.98	17.83	18.72	19.66	20.64	21.67
HPT-11	Laboratory Specialist	3,921	4,117	4,323	4,539	4,766	5,004
		22.62	23.75	24.94	26.19	27.50	28.87
HPT-12	Clinic Practitioner 1/PA	5,387	5,656	5,939	6,236	6,548	6,875
		31.08	32.63	34.26	35.98	37.78	39.66
HPT-13	Info Technology Specialist 1	3,530	3,707	3,892	4,087	4,291	4,506
		20.37	21.39	22.45	23.58	24.76	26.00
HPT-14	Info Technology Specialist 2	4,506	4,731	4,968	5,216	5,477	5,751
		26.00	27.29	28.66	30.09	31.60	33.18
HPT-15	Info Technology Specialist 3	4,968	5,216	5,477	5,751	6,039	6,341
		28.66	30.09	31.60	33.18	34.84	36.58
HPT-16	Info Technology Specialist 4	5,477	5,751	6,039	6,341	6,658	6,991
		31.60	33.18	34.84	36.58	38.41	40.33

## HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

**Effective 1/1/2018 through 12/31/2018**

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,463	2,586	2,715	2,851	2,994	3,144
		14.21	14.92	15.66	16.45	17.27	18.14
HPT-2	Custodian/Maintenance	\$2,942	3,089	3,243	3,405	3,575	3,754
		16.97	17.82	18.71	19.64	20.63	21.66
HPT-3	Health Services Worker	\$3,002	3,152	3,310	3,476	3,650	3,833
	Health Care Assistant	17.32	18.18	19.10	20.05	21.06	22.11
HPT-4	Licensed Practical Nurse 1	\$2,971	3,120	3,276	3,440	3,612	3,793
		17.14	18.00	18.90	19.85	20.84	21.88
HPT-5	Licensed Practical Nurse 2	3,276	3,440	3,612	3,793	3,983	4,182
		18.90	19.85	20.84	21.88	22.98	24.13
HPT-6	Social Worker 1	3,723	3,909	4,104	4,309	4,524	4,750
	Disease Intervention Spec	21.48	22.55	23.68	24.86	26.10	27.40
HPT-7	Social Worker 2	4,413	4,634	4,866	5,109	5,364	5,632
		25.46	26.74	28.07	29.48	30.95	32.49
HPT-8	Public Health Educator	3,986	4,185	4,394	4,614	4,845	5,087
		23.00	24.14	25.35	26.62	27.95	29.35
HPT-9	Community Liaison	4,572	4,800	5,040	5,292	5,557	5,835
	Outreach & Educ Coord	26.37	27.69	29.08	30.53	32.06	33.66
HPT-10	Laboratory Assistant	3,002	3,152	3,310	3,476	3,650	3,833
		17.32	18.18	19.10	20.05	21.06	22.11
HPT-11	Laboratory Specialist	3,999	4,199	4,409	4,629	4,860	5,103
		23.07	24.23	25.44	26.71	28.04	29.44
HPT-12	Clinic Practitioner 1/PA	5,494	5,769	6,057	6,360	6,678	7,012
		31.70	33.28	34.94	36.69	38.53	40.45
HPT-13	Info Technology Specialist 1	3,601	3,781	3,970	4,169	4,377	4,596
		20.77	21.81	22.90	24.05	25.25	26.52
HPT-14	Info Technology Specialist 2	4,596	4,826	5,067	5,320	5,586	5,865
		26.52	27.84	29.23	30.69	32.23	33.84
HPT-15	Info Technology Specialist 3	5,067	5,320	5,586	5,865	6,158	6,466
		29.23	30.69	32.23	33.84	35.53	37.30
HPT-16	Info Technology Specialist 4	5,586	5,865	6,158	6,466	6,789	7,128
		32.23	33.84	35.53	37.30	39.17	41.12

# MEMO

**To:** Kitsap Public Health Board  
**From:** Karen Holt, Human Resources Manager  
**Date:** December 22, 2015  
**Re:** Approval of Salary Adjustments for Unrepresented Employees

The Kitsap Public Health District is requesting Kitsap Public Health Board approval of Resolution 2016-03, Approving 2016-2018 Salary Adjustments for Unrepresented Employees. Approval of this resolution will result in wage adjustments and premium pay allowances for unrepresented employees equivalent to those provided to represented employees through the District's new collective bargaining agreement with Professional and Technical Engineers Local 17. Historically, the Board has approved wage adjustments for the District's non-union and management staff similar to those provided to union staff. This practice is consistent with the Kitsap Public Health Board's Compensation Policy, the purpose of which is to maintain a compensation program that ensures fairness, internal equity, and external competitiveness for purposes of attracting and retaining employees.

Attached, please find the following documents related to this request:

- Kitsap Public Health Board Resolution 2016-03, Approving 2016 – 2018 Salary Adjustments for Unrepresented Employees; and
- Salary Schedules for 2016, 2017, and 2018

For our unrepresented employees, as we provided to union staff, we are also including the weekly stipend of one-hundred fifty dollars (\$150.00) for communicable disease subject matter expert Duty Officer response and the bilingual stipend increase from fifty dollars (\$50.00) to one-hundred twenty (\$120.00). The District values the ability to provide these vital services to fulfill our agency mission in the promotion and protection of the health of all persons in Kitsap County.

If you have questions, comments or need additional information, please contact me at (360) 337-5294, or [karen.holt@kitsappublichealth.org](mailto:karen.holt@kitsappublichealth.org).

## Approving the 2016-2018 Salary Adjustments For Unrepresented Employees

**WHEREAS**, the Kitsap Public Health Board has today approved a Collective Bargaining Agreement between the Kitsap Public Health District and the Professional and Technical Employees Local 17 that provides wage adjustment for represented employees; and

**WHEREAS**, the employees listed on the attached salary schedules are not represented by a Local 17 or any other bargaining group; and

**WHEREAS**, the wage increases proposed in this Agreement are consistent with the Kitsap Public Health Board's Compensation Policy, which established a philosophy to be competitive in the relevant labor market in order to attract and retain dedicated, hardworking, and talented employees who effectively support the District's mission; and

**WHEREAS**, in the past, the Board has approved similar wage adjustments for the District's non-union and management staff; and

**WHEREAS**, to be consistent with the wage adjustments negotiated for represented employees, the District will extend the following revisions to the Collective Bargaining Agreement to apply to unrepresented employees, except where noted:

- **2016 Wages:** Effective January 5, 2016: Increase all salary ranges by 2.0%. Note: the 2015-2016 employment agreement for the Administrator does not include a wage adjustment for 2016. Employment agreements for both the Administrator and Health Officer have yet to be negotiated for 2017 and 2018.
- **2017 Wages:** Effective January 1, 2017: Increase all ranges by 2.0%.
- **2018 Wages:** Effective January 1, 2018: Increase all ranges by 2.0%.
- **On-Call Assignments and Stipend:** Effective January, 2016, the District is establishing an on-call assignment for the purpose of providing Communicable Disease subject matter expertise for response to Duty Officer inquiries during evenings, weekends, and holidays. The District will provide a weekly stipend of one-hundred fifty dollars (\$150.00) for employees participating in the on-call rotation assignment.
- **Bilingual Stipend Increase:** This monthly stipend is increasing from fifty dollars (\$50.00) to one hundred twenty dollars (\$120.00) per month for any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services. Part-time employees shall be paid the stipend prorated based on their full-time equivalency.

**NOW THEREFORE BE IT RESOLVED** that the Kitsap Public Health Board approves the wage and stipend changes described above and as indicated in the attached salary schedules. Appropriate adjustments shall be effective upon approval.

**APPROVED:** January 5, 2016

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Mayor Becky Erickson, Chair  
Kitsap Public Health Board



**MANAGEMENT AND NON-UNION SALARY SCHEDULE**

Effective 1/5/2016 through 12/31/2016

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Non-Exempt</b>									
10	Confidential Secretary	\$ 2,759	\$ 2,897	\$ 3,042	\$ 3,194	\$ 3,354	\$ 3,521	\$ 3,697	\$ 3,882
20	Clinic Practitioner 2	5,414	5,685	5,969	6,267	6,581	6,910	7,255	7,618
<b>Exempt</b>									
30	Administrative Assistant	3,490	3,665	3,848	4,040	4,242	4,454	4,677	4,911
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	4,242	4,454	4,677	4,911	5,156	5,414	5,685	5,969
50	Epidemiologist 2 Program Coordinator 2	4,677	4,911	5,157	5,414	5,685	5,969	6,268	6,581
60	Program Manager 1 Support Services Program Manager	5,254	5,517	5,793	6,082	6,386	6,706	7,041	7,393
70	Program Manager 2	5,684	5,968	6,267	6,580	6,909	7,254	7,617	7,998
80	Assistant Division Director	5,968	6,267	6,580	6,909	7,254	7,617	7,998	8,398
90	Division Director	6,267	6,580	6,909	7,254	7,617	7,998	8,398	8,818
*	Administrator	11,035	*Appointed position						
*	Health Officer	14,162	*Appointed position						



**MANAGEMENT AND NON-UNION SALARY SCHEDULE**

Effective 1/1/2017 through 12/31/2017

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Non-Exempt</b>									
10	Confidential Secretary	\$ 2,814	\$ 2,955	\$ 3,103	\$ 3,258	\$ 3,421	\$ 3,592	\$ 3,771	\$ 3,960
20	Clinic Practitioner 2	5,522	5,798	6,088	6,393	6,712	7,048	7,400	7,770
<b>Exempt</b>									
30	Administrative Assistant	3,560	3,738	3,925	4,121	4,327	4,544	4,771	5,009
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	4,327	4,544	4,771	5,009	5,260	5,523	5,799	6,089
50	Epidemiologist 2 Program Coordinator 2	4,771	5,009	5,259	5,522	5,799	6,088	6,393	6,713
60	Program Manager 1 Support Services Program Manager	5,359	5,627	5,908	6,204	6,514	6,840	7,182	7,541
70	Program Manager 2	5,798	6,088	6,392	6,712	7,047	7,399	7,769	8,158
80	Assistant Division Director	6,088	6,392	6,712	7,047	7,399	7,769	8,158	8,566
90	Division Director	6,392	6,712	7,047	7,399	7,769	8,158	8,566	8,994
*	Administrator	11,035	*Appointed position / contract yet to be negotiated for 2017						
*	Health Officer	14,162	*Appointed position / contract yet to be negotiated for 2017						



**MANAGEMENT AND NON-UNION SALARY SCHEDULE**

Effective 1/1/2018 through 12/31/2018

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Non-Exempt</b>									
10	Confidential Secretary	\$ 2,870	\$ 3,014	\$ 3,165	\$ 3,323	\$ 3,489	\$ 3,664	\$ 3,847	\$ 4,039
20	Clinic Practitioner 2	5,633	5,914	6,210	6,521	6,847	7,189	7,548	7,926
<b>Exempt</b>									
30	Administrative Assistant	3,631	3,813	4,003	4,204	4,414	4,634	4,866	5,109
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	4,414	4,634	4,866	5,109	5,365	5,633	5,915	6,211
50	Epidemiologist 2 Program Coordinator 2	4,866	5,109	5,364	5,633	5,914	6,210	6,521	6,847
60	Program Manager 1 Support Services Program Manager	5,466	5,740	6,027	6,328	6,644	6,976	7,325	7,692
70	Program Manager 2	5,914	6,209	6,520	6,846	7,188	7,547	7,925	8,321
80	Assistant Division Director	6,209	6,520	6,846	7,188	7,547	7,925	8,321	8,737
90	Division Director	6,520	6,846	7,188	7,547	7,925	8,321	8,737	9,174
*	Administrator	11,035	*Appointed position / contract yet to be negotiated for 2018						
*	Health Officer	14,162	*Appointed position / contract yet to be negotiated for 2018						

# MEMO

**To:** Kitsap Public Health Board  
**From:** Karen Holt, Human Resources Manager  
**Date:** December 22, 2015  
**Re:** Approval of Kitsap Public Health District Personnel Manual Revisions

The District is requesting Kitsap Public Health Board approval of Resolution 2016-04, Approving Revisions to the Kitsap Public Health District Personnel Manual. To be consistent with the items negotiated for represented employees, the District recommends that the Board extend similar policy changes to unrepresented employees, and approve such items in amendments to the District's Personnel Manual effective January 5, 2016.

Attached, please find the following documents related to this request:

- Kitsap Public Health Board Resolution 2016-04, Approving Revisions to the Health District Personnel Manual; and
- The red-lined version showing only the proposed changes; and
- The final clean version the revised Personnel Manual in its entirety.

If you have questions, comments or need additional information, please contact me at (360) 337-5294, or [karen.holt@kitsappublichealth.org](mailto:karen.holt@kitsappublichealth.org).

## Approving Revisions to the Health District Personnel Manual

**WHEREAS**, the Kitsap Public Health Board has today approved a 2016-2018 Collective Bargaining Agreement between the Kitsap Public Health District and Professional and Technical Employees Local 17 that in addition to wage adjustments, includes other policy changes for represented employees; and

**WHEREAS**, the Kitsap Public Health District Personnel Manual also applies to unrepresented employees, and to union employees when the provisions of the Manual are adopted by specific reference in the collective bargaining agreement or when the collective bargaining agreement is silent; and

**WHEREAS**, to be consistent with the recent items negotiated for represented employees, in addition to items of compensation outlined in Kitsap Public Health Board Resolution 2016-03, the District will extend the following revisions of the Collective Bargaining Agreement to apply to unrepresented employees and include these changes where applicable in the District's Personnel Manual:

1. In response to changes in the state regulatory environment, specifically with regard to compliance with the Public Records Act, and under the recommendation of the District's attorneys, per policy, the District will provide a cell phone for business use only for staff who are required and assigned to use a cell phone for work; allow employees until March 31, 2016, to move to a District-provided cell phone; and end existing cell phone stipends at the time a District cell phone is issued to the employee or on March 31, 2016, whichever is first.
2. In the event of a shutdown of state or federal government and an associated reduction of funding to the District, a temporary reduction in hours or furlough may be necessary, therefore the District will provide a minimum notice of seven (7) calendar days for the affected employee(s) for a furlough lasting no more than fourteen (14) days and normal lay-off procedures will not apply, and such employees will continue to receive benefits on the terms applicable prior to the temporary reduction or furlough and will maintain all accrued leave balances.
3. Because it benefits the District and the public to provide communicable disease subject matter expertise for response to District Duty Officer inquiries during evenings, weekends, and holidays, qualified employees who volunteer for, or are assigned to, an on-call rotation for communicable disease response will be required to remain within reasonable commuting time of the District, be accessible by cell phone, and have access to the Internet.

4. To provide clarity in regard to allowable periods of bereavement, the District will allow a period of six (6) months following the death of an immediate family member to utilize bereavement leave.

**NOW THEREFORE BE IT RESOLVED** the Kitsap Public Health Board finds that the attached Personnel Manual revisions meet with their approval and are effective immediately.

**APPROVED:** January 5, 2016

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Mayor Becky Erickson, Chair  
Kitsap Public Health Board



# KITSAP PUBLIC HEALTH DISTRICT

## PERSONNEL MANUAL

[January 5, 2016](#)~~November 4, 2014~~

Adopted: April 1, 1967  
Revised: June 11, 1981  
May 6, 1982  
November 10, 1983  
October 4, 1984  
June 6, 1985  
July 31, 1985  
January 2, 1986  
September 6, 2000  
March 6, 2001  
February 3, 2003  
June 2, 2009  
February 1, 2011  
June 7, 2011  
December 6, 2011  
January 1, 2013  
September 2, 2014  
November 4, 2014  

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[January 5, 2016](#)

For questions, call Human Resources  
(360) 337-5294

7.4.11 Salary Step for Working Out-of-Class: An employee who performs work in a higher job classification for ten (10) or more consecutive working days will be paid wages of the higher job classification for all the time he/she performs work in the higher classification; provided

- A. That the referred ten (10) working days will relate to consecutive work days for each separate and specific incident or work project, and
- B. Pre-approval is obtained from the Human Resources Manager, and
- C. The employee working out-of-class is performing the full scope of duties principally ascribed to the higher-level classification.

## 7.5 ADVANCEMENT WITHIN A SALARY RANGE

Employees may receive increases in pay within the steps of the salary range for their classification as follows:

- 7.5.1 Newly hired employees usually receive their first step increase on the anniversary of their date of hire.
- 7.5.2 Promoted employees usually receive a step increase annually on the anniversary of the date of the promotion.
- 7.5.3 Employees usually receive additional step increases annually on the anniversary of their first step increase unless that date has been adjusted in accordance with this Manual. If an employee's performance is consistently unsatisfactory, the Division Director may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

## 7.6 PREMIUM PAY

7.6.1 Bilingual Premium: The Health District will pay a bilingual premium of one-hundred twenty (\$120.00) ~~fifty dollars (\$50.00)~~ per month to any employees who is assigned to use one or more additional languages as a job requirement or ~~working in a position for which proficiency in a foreign language is a required qualification, or employees who are assigned in writing to perform interpreter services~~ for the District, on a regular basis in addition to their other job duties, provided they demonstrate to the satisfaction of the District the ability to perform those services. To receive a stipend, employees must demonstrate to the satisfaction of the District the ability to perform services in the applicable foreign language. Bilingual assignments that are not job requirements will be renewed annually and may be terminated at any time by the District or the employee. ~~Employees assigned in this manner will be expected to provide interpreter services as needed, and will receive the premium pay regardless of the extent to which their services are used during a particular month. Such premium pay will be pro-rated for part-time employees based on their full-time equivalency.~~

7.6.2 Veterinarian Premium: In the event an employee has a valid Washington State veterinarian's license although the employee's essential functions do not include veterinary duties or credentials, the Health District will pay a premium of an additional

three percent (3%) of the employee's regular base salary, provided the employee is assigned to perform additional veterinary duties on behalf of the Health District. Such additional duties include providing technical assistance and advice to veterinarians, health care professionals, animal control personnel and the general public regarding zoonotic disease exposures.

7.6.3 Lead Premium: The Health District will pay a premium of an additional three percent (3%) of the employee's regular base salary when assigning that employee to a designated Lead position. A Lead works with one or more employees who are in the same or closely related job classifications, and performs additional administrative or quasi-supervisory duties, such as assigning tasks, monitoring work quality, training and coaching employees. Lead responsibilities are incidental to the normal duties performed. Such an assignment will be made only as necessary to meet the business needs of the District, subject to approval by a Director. Lead responsibilities do not include performance evaluation, discipline, or termination of employees or the ability to effectively recommend such action. Lead premium pay is for the work assignment and should not be considered an entitlement by the employee should the employee no longer be assigned as a Lead. This premium cannot be applied to classifications where lead or supervisory responsibility is already outlined in the classification description.

7.6.4 On-Call Premium: The Health District will pay a premium of one-hundred fifty dollars\* (\$150.00) per to employees for each week that an to employees who participate completes in a weekly on-call rotation. Such employees are required to remain on-call during off-duty hours for the purpose of providing Communicable Disease subject matter expertise for response to Duty Officer inquires during evenings, weekends, and holidays. While in an on-call status, employees are required to remain within reasonable commuting time of the District, be accessible by cell phone and have access to the internet. The District will assign on-call responsibilities on a rotating, reverse-seniority basis to qualified employees who have not volunteered only in the event that it cannot obtain reasonable coverage through the use of volunteers. The starting and ending time for on-call periods will be 8:00 a.m. Monday morning; the District will consult with the affected employees prior to making any changes to on-call periods.

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## 7.7 LONGEVITY BONUS

7.7.1 The Health District recognizes extended service through a longevity bonus. A longevity bonus is paid to the eligible employees annually at the end of the month that is their anniversary date of hire. Upon completion of the following years of employment, full-time employees shall receive an annual longevity bonus as follows:

▪ Completed five years of employment	\$200.00
▪ Completed ten years of employment	\$300.00
▪ Completed fifteen years of employment	\$400.00
▪ Completed twenty years of employment	\$500.00
▪ Completed twenty-five years of employment	\$600.00

Annual bonus amounts will be prorated for part-time employees based on the employee's full-time equivalency.



- B. If a holiday falls on a Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday. However, for any employees who are regularly scheduled to work on weekends, the holiday is observed on the actual holiday.
- C. Full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Eligible pProbationary, provisional and regular part-time employees receive prorated holiday pay.
- D. Nonexempt regular employees will be paid for the holiday plus one and one half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the Program Manager.

### 9.7.3 Personal Holiday

- A. An employee may take the personal holiday at any time during the calendar year subject to the prior approval of the Program Manager. The personal holiday will not be carried over into the succeeding calendar year. Probationary and provisional employees are eligible for taking their personal holiday after they have been employed for four months.
- B. Upon resignation with two weeks' notice, retirement, layoff, dismissal or death, the employee or the employee's beneficiary will receive payment for an unused personal holiday.
- C. Employees separating in January must have a full month of employment in January in order to be eligible for a personal holiday for that year.

### 9.7.4 Religious Holidays

Employees may take up to two unpaid holiday per calendar year for reasons of faith or acts of conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization as provided in Washington State Substitute Senate Bill 5173. Such unpaid holidays are available for use on January 1 or each year and the unpaid holidays must be taken in full work day increments. If an employee's religious beliefs require observance of a holiday as outlined above, or that is not included in the basic holiday schedule, the Health District will use its best efforts to accommodate that employee. The employee may take the day off using his or her personal holiday, general leave, compensatory time, or leave without pay with his or her Program Manager's preapproval provided that the accommodation does not create an undue hardship for the Health District or its employees.

## 9.8 GENERAL LEAVE

- 9.8.1 Each regular, probationary and provisional full-time employee accrues general leave, which is leave that is earned by the employee and used at the employee's discretion with supervisory approval for such purposes as vacation, bereavement, personal appointments, preventive health care, illness of less than five (5) consecutive days, etc. Each Program

- 9.11.4 The Health District may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.
- 9.11.5 All on-the-job injuries must be reported as soon as possible to the employee's Program Manager and the Health District's Human Resources Manager, as provided for in Section 10.5.3 of this Manual.

## 9.12 LEAVES OF ABSENCE

### 9.12.1 Bereavement Leave:

Employees will receive up to twenty-four (24) hours off with pay per occurrence in the event of death in the immediate family, to include the employee's spouse, domestic partner, children, parents, stepparents, grandparents, grandchildren, sisters, brothers, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, or any person living in the employee's immediate household as a member of the family. Paid bereavement leave [is not available for events more than six \(6\) months following the death of an individual covered by this section](#). Paid bereavement leave will be prorated for part-time employees based on full-time equivalency. With approval of the employee's manager, employees may use general leave in addition to the bereavement leave provided in this section.

### 9.12.2 Civil Leave:

- A. Civil leave with pay will be allowed to permit an employee to serve as a juror for a period up to two (2) weeks. Additional leave for jury service will be allowed pursuant to RCW 2.36.165; however, the employee must use accrued general leave, compensatory time, or serve on a leave without pay basis. An employee must notify his or her Program Manager prior to taking civil leave and provide the manager with a copy of Summons for Jury Duty. If an employee summoned for jury duty is excused during any portion of the workday, that employee must report to work for the duration of that day.
- B. The jury stipend and reimbursement to the employee for travel, lodging, food, or other actual expenses will not be considered compensation requiring repayment to the Health District.
- C. All employees who are subpoenaed to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless the employee has been subpoenaed by the Health District or its agent. For exempt salaried employees, consult with the Human Resources Office to ensure compliance with wage and hour laws.
- D. Civil leave with pay may be granted to an employee who needs time off from work due to an illness or injury for any period not covered by Workers' Compensation time loss payments under the following conditions. The illness or injury occurred because of or rising out of the employee's performance of his or her public health civil duties in response to a *bona fide* public health emergency, disaster, or

D. Laid off employees are eligible for recall for a period of eighteen (18) months from their effective date of layoff. For re-employment beyond the eighteen (18) month recall period, refer to Section 4.1.4 of this Manual.

D.E. In the event of a shutdown of state/federal government and associated elimination of District funding, the District may temporarily reduce the hours of, or furlough, employees whose positions are affected. Such temporary reductions/furloughs require a minimum of seven (7) calendar days' notice to the affected employees and will last no longer than fourteen (14) calendar days. Employees affected by a temporary reduction/furlough under this section will not have the option to displace another employee and will not be placed on a recall list. Such employees will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary reduction/furlough, and will maintain the leave balances accrued at the time of the temporary reduction/layoff.

#### 15.4.3 Recall From Layoff

- A. When the Health District rehires after a layoff has occurred, the Health District will first attempt to rehire those employees who were laid off from the affected classification in the reverse order of layoff. Laid off employees will also be considered, if available for work, for positions at the same salary classification or lower classifications. Laid off employees must meet the minimum qualifications for the position to be considered for recall.
- B. Recalled employees will return with credit for seniority at time of layoff.
- C. Notification of recall will be by registered mail and the employee response is required within seven (7) calendar days of notification.
- D. Laid off employees will be eligible for recall for eighteen (18) months following the effective date of layoff.

#### 15.5 INVOLUNTARY SEPARATION

Employees may be involuntarily terminated. In addition to other grounds listed elsewhere in this Manual, employees may be terminated involuntarily if they no longer meet the minimum qualifications of their position. Accrued general leave will be paid at the end of the next pay period after the effective date of separation.

#### 15.6 RETURN OF HEALTH DISTRICT PROPERTY

All employees terminating employment with the Health District whether by resignation, retirement, discharge, or layoff are required to turn in all Health District property to their Program Manager on their last day worked or on a day mutually agreed upon with the Program Manager. Failure to return Health District property may result in legal action.

#### 15.7 FINAL PAYCHECK



# KITSAP PUBLIC HEALTH DISTRICT

## PERSONNEL MANUAL

**January 5, 2016**

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November 4, 2014  
January 5, 2016

For questions, call Human Resources  
(360) 337-5299 or 337-5294

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# CHAPTER I – INTRODUCTION

## 1.1 ABOUT THE HEALTH DISTRICT

The Kitsap Public Health District (“Health District”) was established in 1947 under Chapter 70.46 Revised Code of Washington (RCW). In accordance with RCW 70.05, the governing Board for the Health District consists of the three (3) Kitsap County Commissioners and the Mayor or a City Councilmember as appointed by each of the cities of Bremerton, Bainbridge Island, Port Orchard, and Poulsbo. The Health District works to protect people from harmful conditions and to promote healthy behaviors. Through a broad range of critical activities, the Health District helps to reduce disease and injury, as well as the health care costs associated with them. To accomplish these broad responsibilities, the Kitsap Public Health Board (“Board”) has established the following mission statement, vision statement, and guiding principles:

### 1.1.1 Mission Statement

Kitsap Public Health District prevents disease and protects and promotes the health of all persons in Kitsap County.

### 1.1.2 Vision Statement

Striving to make Kitsap County a safe and healthy place to live, learn, work, and play.

### 1.1.3 Guiding Principles

Prevention	We believe prevention is the most effective way to protect our community from disease and injury.
Partnerships	We work with others when collaboration will produce better and faster results.
Effectiveness	We make data-driven decisions and use science-based practices to produce the best possible outcomes.
Equity	We believe all Kitsap residents should have an equal opportunity to live healthy and safe lives.
Quality	We continuously improve the quality of our services and systems to better serve the community to which we are accountable.

## 1.2 ORGANIZATION

The Board serves as the Health District’s governing body. It is responsible for developing the Health District policies, guidelines, and the classification plan contained herein. It is responsible for setting the annual budget, which reflects the salary ranges for classifications.

The Board appoints a Health Officer and may appoint an Administrator under RCW 70.05.040. The Health Officer, who must be an experienced physician licensed to practice medicine as required by

RCW 70.05.050 and hold a degree of master of public health or its equivalent, is responsible for the powers and duties set forth in RCW 70.05.070 and other applicable state law, and is also responsible for the Health District's public health functions of community health assessment, public health policy development, and assurance of health service delivery. The Administrator, if appointed, acts as executive secretary and administrative officer for the Board, and is responsible for administering the operations of the District including such other administrative duties required by the local health board, except for duties assigned to the Health Officer in RCW [70.05.070](#) and other applicable state law.

The Administrator has the authority to approve Health District reorganizations and changes in the classification plan within the adopted Health District budget. The Administrator has the responsibility to ensure that the Division Directors and staff adhere to the Health District's policies, rules, and guidelines, including the provisions contained in this Manual.

The Human Resources Manager has been delegated the responsibility to administer all of the human resources activities of the Health District and implement and maintain a professional system of personnel management in accordance with the Health District's policies, rules, annual budget, and this Manual. The Human Resources Manager has the responsibility under the direction of the Administrator to develop administrative, legal and personnel policies, procedures and guidelines as necessary to assist in the administration of the Health District, provided that such policies, procedures and guidelines are consistent with the intent of the provisions contained in this Manual.

### **1.3 PURPOSE**

This Personnel Manual is provided as a reference source relating to the hiring, compensation, working conditions, promotions, transfers, discipline, and other matters affecting the status of Health District employees. While this Manual is not a legal agreement, nor an express or implied promise of specific treatment in particular circumstances, you will find it helpful to read this Manual entirely to understand the Health District's general guidelines, policies, procedures, rules, and benefits. The provisions contained in this Manual will change over time. Subject to approval by the Board, the Health District reserves the right to amend, modify, delete, alter, supplement, suspend, or terminate any statements or policies in this Manual and any employee benefits at any time, with or without notice. The Administrator and the Board also reserve the right to deviate from the statements or policies contained herein in individual situations to avoid disruptions in the public employer function, or to achieve its primary mission of providing orderly and cost efficient public health services to the public. As the Health District is the author of this Manual, interpretation of the provisions contained herein is determined by the Health District.

### **1.4 APPLICABILITY**

#### **1.4.1 Positions Covered**

All positions and offices in the Health District service are covered by this Manual except:

- A. The Health Officer.
- B. The Administrator.

- C. The members of all boards and committees appointed by the Board or the Health Officer, Administrator, or their designee.
- D. Persons covered by a separate contract of employment.
- E. All student interns and volunteers.
- F. At-will employees in positions as prescribed by state law, or as may be designated by the Administrator or by the Board.

#### 1.4.2 Supplementation of Collective Bargaining Agreement

This Manual applies to represented employees who are covered by the terms and conditions of a collective bargaining agreement, but only in accordance with the following:

- A. The provisions of this Manual may be adopted by specific reference and included as a part of the collective bargaining agreement.
- B. The provisions of this Manual apply where the collective bargaining agreement is silent on any subject covered herein to clarify or elucidate any provision of a collective bargaining agreement.

### **1.5 EMPLOYER RIGHTS**

- 1.5.1 The Health District reserves all legal rights with respect to matters of general legislative, executive, and/or administrative policy, which include, but are not limited to the exclusive right to:
- A. Determine its mission.
  - B. Select standards for employment and promotion.
  - C. Direct its employees.
  - D. Take disciplinary action.
  - E. Relieve its employees from duty because of lack of work or other reason.
  - F. Contract out work.
  - G. Maintain the efficiency of governmental operations.
  - H. Determine the methods, means, and personnel by which governmental operations are to be conducted.
  - I. Take all necessary actions to carry out its mission in an emergency.
  - J. Exercise complete control and discretion over its organization and the technology of performing its work.

- 1.5.2 The Health District also reserves the right of the Administrator and the Board to deviate from the statements or policies in this Manual in individual situations to avoid disruptions in the public employer function, or to achieve its primary mission of providing orderly and cost efficient services to the public.

## **1.6 EMPLOYEE RIGHTS**

- 1.6.1 Employees have the right and shall be protected in the exercise of such right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or to refrain there from.
- 1.6.2 No employee will knowingly be directed to work in a condition, location, or assignment that would constitute a hazard to the employee's health or well being.
- 1.6.3 Employees shall be protected from discrimination or harassment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, the presence of any sensory, mental or physical disability, veteran's status, or any other bases forbidden by federal, state, or local laws.

## **1.7 SEVERABILITY**

If any provision within this Manual or application of the guidelines, policies, procedures and rules contained herein to a person or circumstances is held invalid, the remainder of this Manual or the application of the provisions to other persons or circumstances will not be affected.

## **1.8 REVISIONS, ADDITIONS AND DISTRIBUTION**

As changes occur, all divisions will receive the revisions and additions to this Manual. A memorandum may be included with the revised pages giving instructions and explanations for each change, when necessary. The current date of each edition is entered in the lower right-hand corner of each page. The Human Resources Manager is responsible for updating the provisions in this Manual and making it accessible to all employees.

## **1.9 NOTICES**

Any notice given by the Health District as provided for in this Manual shall be effective on the date of delivery. Any notice by an employee or applicant is effective upon receipt of such notice by the Health District.

## CHAPTER 2 – DEFINITIONS

- 2.1 ADMINISTRATOR** – Appointed by and acting under the direction of the Board, the Administrator is the executive secretary and administrative officer for the Board, and is responsible for administering the operations of the District including such other administrative duties required by the Board, except for duties assigned to the Health Officer as enumerated in RCW [70.05.070](#) and other applicable state law.
- 2.2 ADMINISTRATIVE LEAVE** – Paid time off as determined by the Administrator for an investigation or other administrative proceeding or for time lost due to inclement weather.
- 2.3 ADMINISTRATIVE TIME** – Time off for exempt employees for any time worked in excess of the exempt employee’s regular workweek, calculated on an hour-for-hour basis, and as authorized by the exempt employee’s direct supervisor or Division Director. The maximum accrual of administrative time shall not exceed forty (40) hours at any time.
- 2.4 BREAK IN SERVICE** – A break in continuous service occurs when an employee is on unpaid leave for fifteen (15) calendar days or more.
- 2.5 COMPENSATORY TIME** – Paid time off the job that is granted to a non-exempt employee in lieu of overtime pay for hours worked beyond forty (40) hours in a workweek.
- 2.6 CONTINUOUS SERVICE/SENIORITY** – Length of continuous service by an employee, which includes periods of authorized paid leave and time between separation and re-employment not to exceed two (2) years. All benefits based on length of service are computed on the basis of seniority, unless otherwise specified. Seniority does not accrue during periods of unpaid leave of fifteen (15) calendar days or more.
- 2.7 DEMOTION** - The downgrade of an employee from one classification to another having a lower pay range.
- 2.8 DIRECTOR OF HEALTH** – The administrative and health officer of the Health District prior to November 5, 2013. The Board currently appoints two individuals, an Administrator and a Health Officer under RCW 70.05.040. Any use of the use of the term, Director of Health, in Health District policies and agreements shall refer to the Administrator, unless the term references powers, duties, or responsibilities of the Health Officer set forth in RCW 70.05.070 and other applicable state law.
- 2.9 DIVISION DIRECTOR** - An employee who reports directly to the Administrator and is responsible for directing one or more of the Health District divisions.
- 2.10 EMPLOYING OFFICIAL** - A person responsible for the employment, discipline, or termination of employees, usually a Program Manager, Division Director, or designee.
- 2.11 EXEMPT EMPLOYEE** – An executive, administrative, or professional employee exempt from the minimum wage and overtime requirements of the Washington Minimum Wage Act and Fair Labor Standards Act (FLSA). Exempt employees are hired to fulfill the duties of their positions and expected to work the hours needed to complete work assignments.

- 2.12 EXTRA-HELP HOURLY EMPLOYEE** – Non-regular employees who are at-will for the entire period of employment, whose employment may be terminated for convenience by the employing official, and who work variable hours and are paid on an hourly basis. Hourly employees receive only those benefits required by federal or state laws and do not receive Health District benefits unless authorized by the Administrator.
- 2.13 FULL MONTH OF EMPLOYMENT** – For purposes of paid leave and benefits eligibility, a full month of employment is any calendar month in which a probationary, provisional or regular employee is in a paid status for at least eighty (80) hours if a full-time employee, or for prorated hours based on the regular full-time equivalency if a part-time employee.
- 2.14 FULL-TIME EMPLOYEE** – A regular employee who is hired to work forty (40) hours per week in a budgeted position.
- 2.15 HEALTH OFFICER** – An experienced physician who must be licensed to practice medicine as required by RCW 70.05.050 and hold a degree of master of public health or its equivalent. Appointed by and acting under the direction of the Board, the Health Officer is responsible for the powers and duties set forth in RCW 70.05.070 and other applicable state law, and is also responsible for the Health District’s public health functions of community health assessment, public health policy development, and assurance of health service delivery.
- 2.16 IMMEDIATE FAMILY** – Includes the employee's spouse, children (including step and foster children), parents, parents-in-law or grandparents, or as otherwise specified in this Manual or other Health District policies.
- 2.17 NON-EXEMPT EMPLOYEE** – An employee who is subject to the minimum wage and overtime requirements of the Washington Minimum Wage Act and the Fair Labor Standards Act.
- 2.18 PART-TIME EMPLOYEE** - A regular employee who has successfully completed a probation period as defined in these policies, and who is hired to work less than forty (40) hours in a workweek. Regular part-time employees are eligible for Health District benefits prorated based on their full-time equivalence.
- 2.19 PROBATIONARY EMPLOYEE** - Employees who have not yet completed their probation period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they include probationary employees. Probationary employees are eligible for all employment benefits offered to regular employees; however, they are not eligible to use any leave accrued until successful completion of their probation period. The employment of probationary employees may be terminated for convenience at any time during the probation period by the employing official with or without notice and without right to appeal.
- 2.20 PROJECT EMPLOYEE** - Non-regular employees who are at-will for the entire period of employment, whose employment may be terminated for convenience at any time by the employing official, and who hold jobs of limited duration to accomplish special projects. Project employees receive only those benefits required by federal or state laws and do not receive Health District benefits unless authorized by the Administrator.

- 2.21 PROVISIONAL EMPLOYEE** - An employee who is hired into a position for a period of time up to a maximum of two (2) years. Provisional employees are eligible for Health District benefits prorated based on their full-time equivalence; however, they are not eligible to use any accrued paid leave until completion of six (6) months of provisional service. The employment of provisional employees may be terminated for convenience at any time by the employing official with or without notice and without right to appeal. Regular employees who accept a provisional appointment are not considered provisional employees and have the right to revert to their previous or comparable position at the end of the provisional appointment.
- 2.22 REGULAR EMPLOYEE** – Employees in budgeted positions, who have successfully completed their probationary employment period. Regular employees are credited with continuous service from the date of hire into a budgeted position.
- 2.23 SEXUAL ORIENTATION** – Heterosexuality, homosexuality, bisexuality, and gender expression or identity. As used in this definition, “gender expression or identity” means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.
- 2.24 SUPERVISOR** – An employee with the Health District who has been delegated the responsibility and authority to hire, suspend, promote, discipline, terminate, or direct other employees, or recommend such action; assign, monitor, and evaluate the work, approve leave requests, authorize overtime, etc. of assigned staff.
- 2.25 TEMPORARY EMPLOYEE** – Non-regular employees who are at-will for the entire period of employment, whose employment may be terminated for convenience by the employing official, and who hold jobs for no more than six (6) months duration usually due to abnormal workloads or emergencies. Temporary employees receive only those benefits required by federal or state laws and do not receive Health District benefits unless authorized by the Administrator. A temporary assignment may extend beyond the six-month limitation only with specific approval from the Administrator.

## CHAPTER 3 – RECRUITMENT

### 3.1 RECRUITMENT

3.1.1 The Human Resources Office develops and conducts a recruitment program designed to meet current and projected employment needs. The Health District selects qualified applicants to fill job openings based on job qualifications to ensure a highly skilled, productive, and diverse workforce. Discrimination in selection because of race, color, religion, sex, national origin, age, marital status, sexual orientation, the presence of any sensory, mental or physical disability, veteran’s status, or any other bases forbidden by federal, state, or local laws is prohibited.

3.1.2 Any applicant or employee who feels that he or she has been discriminated against because of race, color, religion, sex, national origin, age, marital status, sexual orientation, the presence of any sensory, mental or physical disability, veteran’s status, or any other bases prohibited by federal, state, or local laws must follow the grievance procedure set forth in this Manual or in the Health District’s [Harassment and Discrimination Policy](#) (See Appendix A).

#### 3.1.3 Types of Job Announcements

- A. Outside Posting: An employing official may request to post a notice of job vacancy to the general public. Applications are accepted from any qualified persons who wish to apply. The notice is posted for a minimum of five (5) working days before filling a job vacancy. Note: No posting is required in a re-employment situation.
- B. Internal Posting: An employing official may request to post a notice of job vacancy internally only to Health District employees. Applications are restricted to employees in regular, budgeted Health District positions. The notice is posted for a minimum of five (5) working days prior to filling the vacancy.

#### 3.1.4 Recruitment Procedures

- A. Position Vacancy: To begin the recruitment process, the employing official submits a completed “Request for Personnel” form to the Human Resources Office. The Human Resources Office will prepare a job announcement and begin the recruitment process, coordinating the recruitment activities with the employing official. There is no posting requirement in a rehire situation.
- B. Distribution of Posting: All job vacancy postings should be posted on the official bulletin board at the main office. Outside Job Vacancy Notices may also be posted on the Health District’s web page on the Internet, recorded on the 24-hour job line, advertised in local newspapers, and sent to other agencies as appropriate.

#### 3.1.5 Applications

- A. Filing of Applications: Applications for employment need to be filed on such forms as may be prescribed by the Human Resources Office. These forms must be filled

out completely by each applicant. A separate application must be completed for each position open. Applications must be signed with the applicant's original signature. Applicants are responsible for promptly notifying the Human Resources Office of any changes of address or telephone number so that the information may be corrected on the application. Applications will not be returned to the applicant.

1. To be accepted, an application must be received by the Human Resources Office by the close of business on or before the final filing date specified in the announcement. If indicated on the job announcement, applications postmarked by the final closing date will be accepted. The Human Resources Office is not responsible for the manner, method of delivery, or defective delivery.
  2. All information submitted in the application process will be subject to investigation and verification prior to appointment. The Human Resources Office may require proof of education, experience, and other claims as is deemed appropriate.
  3. Any applicant who supplies false or misleading information on his or her application, or anytime during the recruitment process, is disqualified or subject to immediate termination if hired.
- B. Review of Applications: All application packets submitted for job openings will be reviewed following a screening process based on the job requirements outlined in the job vacancy notice, including the skills, knowledge, and experience that are necessary to perform the work of the position.
- C. Notice to Applicants: Each person who files an application for an announced vacancy may obtain information concerning the status of his or her application upon request. Each applicant who is accepted for an examination will be notified by telephone or in writing of the scheduled time and place of the examination. The Human Resources Office is not responsible for the quality of mail delivery service.
- D. Rejection of Applications: The Human Resources Manager or designee has discretion to reject any applicant from further consideration. What follows is a non-exclusive list of reasons for which an applicant may be rejected:
1. The applicant does not meet the minimum qualification requirements established for the position.
  2. The applicant, through examination, does not successfully meet the minimum established passing score to be considered further for the position.
  3. The applicant has made a false statement of fact in the application process.
  4. The applicant has used or attempted to use illegal means to secure an advantage in the application process.

5. The applicant has improperly obtained and used information regarding the examination to which he/she is not entitled.
6. The applicant has failed to reply to a letter of inquiry sent to his/her last address and/or phone messages left at numbers designated on the application form.
7. Within the past ten years, the applicant has been convicted of a crime, and the conviction is directly related to the requirements of the job.
8. The applicant does not meet the minimum age requirement specified in the current class specification.
9. The applicant has declined an interview, failed to appear for a scheduled test or interview, or conveyed a lack of interest in the position.
10. The applicant failed to provide a completed application packet as required by the designated closing date.

## **3.2 EXAMINATIONS**

3.2.1 Suitability for appointment to Health District positions is determined by examination relating to those matters that test the capacity and fitness of the candidates to perform the essential functions of the position. Examinations may include written, oral, physical or performance exercises, evaluations of training and experience, reference checks, review of the application and supplemental questionnaire, or other valid examination processes. Such factors as experience, education, aptitude, knowledge, skill, ability, character, or any other job-related qualifications may be taken into consideration. The Human Resources Office specifies the nature and content of examinations based upon information from the employing official and subject matter experts.

- A. Conduct of Examinations: Examinations are held at such times and places, and in such a manner as, in the judgment of the Human Resources Office, most nearly meet the practicability of administration and needs of this service. The examination is conducted under the direction of the Human Resources Manager. Where improper conduct on the part of a candidate is observed by the examination proctor, the candidate may be disqualified from further consideration.
- B. Inability to Appear for an Examination: In the event an applicant fails to appear at the designated time and place for an examination, the applicant foregoes the competition on that examination. The Human Resources Manager or designee may consider justifiable reasons for an applicant's inability to appear and may provide for a makeup examination when it is in the best interests of the Health District.
- C. Retake of Examinations: Applicants who fail an examination shall not be permitted to retake the examination during that examination process, but may be permitted to retake the examination again when the position is next announced. On all tests, the Human Resources Office has the right to determine how often an applicant may take a test within a specified period.

- D. Veterans Scoring Criteria: Veterans qualifying under the provisions of RCW 41.04 will have added to their passing score on competitive examinations appropriate scoring criteria in accordance with State law. Eligible applicants must request such preference and provide proof of discharge in the manner prescribed by the Human Resources Manager or designee.
  
- E. Background Checks: A criminal background check through law enforcement agencies pursuant to RCW 43.43.830 through 43.43.845 will be conducted on all successful applicants prior to their being appointed to any position requiring unsupervised work with children or vulnerable adults.

## CHAPTER 4 – APPOINTMENT

### 4.1 TYPES OF APPOINTMENTS

- 4.1.1 Regular Appointment: Regular appointment is any appointment to a vacant budgeted position in Health District service. Appointments are made in accordance with this Manual. Such appointments include initial appointments to the Health District service, promotions, transfers, and recalls. A regular appointment is tentative pending successful completion of a probation period.
- 4.1.2 Transfer: To meet the needs of the Health District, a lateral transfer may be made. An employee transferring to a different position must meet the minimum qualifications for that position. Transfers are based on job knowledge, past performance, seniority, and agency needs. Transfers are tentative pending successful completion of a trial service period.
- 4.1.3 Promotions: The Health District encourages promotion from within the organization. Openings will be posted so employees may become aware of opportunities and apply for positions in which they are interested and qualified. There are two (2) types of promotions available to Health District employees, noncompetitive and competitive. All promotions are made based on job knowledge, past performance, and seniority. Promotions are tentative pending successful completion of a trial service period.
- A. Noncompetitive Promotions: This type of promotion occurs through normal career growth and satisfactory performance. It is the regular progression through a classification series. These promotional opportunities are not posted. It is incumbent upon the employees to initiate the process for noncompetitive promotions once they believe they have become qualified for the higher class. A recommendation from the Program Manager and an evaluation for promotion must be completed in order to accomplish a noncompetitive promotion. The effective date of the promotion will be established by the Human Resources Manager.
  - B. Competitive Promotions: This type of promotion occurs when a position in a higher classification opens for competitive consideration. Employees must proceed with the regular application process to be considered for this type of promotion. These openings will be posted for a minimum of five (5) working days.
- 4.1.4 Re-employment: Employees who may be rehired by the Health District within two (2) years after their separation from Health District employment will be placed on the same salary step as that attained prior to the separation if they are rehired into the same or an equivalent position. If they are rehired within two (2) years of separation into a higher classification, they will be placed on the first step on the higher salary range which will afford them a salary increase over their previous appointment and as defined in Section 4.1.3 of this Manual. They will also retain the same benefits they had attained in their previous Health District employment including: the same general leave accrual rate, their previously accrued extended leave balance, and their accrued seniority. Their original hire date, evaluation date, and step increase date will be adjusted for the amount of time

they were separated from Health District employment. Rehires are tentative pending successful completion of a trial service period.

- 4.1.5 Provisional Appointment: A provisional appointment may be made to fill a vacant position for a period of time up to two (2) years in duration. A provisional appointment does not require any advertising, and the regular Health District recruitment procedures as outlined in Chapter 3 of this Manual do not apply. The incumbent is entitled to all Health District benefits afforded regular employees. If the incumbent is a regular Health District employee, he/she is entitled to revert to his/her former or equivalent classification at the end of the provisional appointment.

## CHAPTER 5 –PROBATION/TRIAL SERVICE PERIOD

### 5.1 PURPOSE

The probation period is an essential part of the selection process and is a continuing evaluation of the candidate prior to granting regular employee status. During the probation period an employee is required to demonstrate suitability for the position by actual performance of the work.

### 5.2 PROBATION PERIOD - NEW EMPLOYEE

5.2.1 Duration: The introductory probation period for a new employee is usually a period of six (6) months. The probation period may be extended on a month-to-month basis for up to three (3) months by the employing official. What follows is a non-exclusive list of reasons for which the probation period may be extended:

- A. Additional training is required to achieve satisfactory performance;
- B. The employing official determines that there has been an insufficient time for the individual to perform the full range of duties for the job classification or inadequate opportunity to evaluate the probationary employee's performance;
- C. A performance or disciplinary problem has developed which may be correctable with more time, and it is in the best interests of the Health District to do so; or
- D. Other reasons determined to be appropriate by the employing official.

5.2.2 Notification of Extension: Notification by the employing official, in writing, stating the reason for the extension and the employee's obligation during the extension period will be provided to the probationary employee, with a copy to the Human Resources Manager.

5.2.3 Conditions of the Probation Period: During the probation period, each employee should receive two performance evaluations. One evaluation should be performed approximately three (3) months after the date of appointment to clarify goals, provide feedback, and compare perceptions about performance. This initial evaluation may be informal and use of the formal evaluation is optional. The second evaluation should be performed approximately two (2) weeks prior to the end of the normal probation period. During the probation period, the employing official may, with or without cause, dismiss an employee. The probationary employee does not have the right to appeal or the right of access to the grievance process upon demotion, dismissal, or disciplinary action.

5.2.4 Paid Time Off During the Introductory Period: Probationary employees may not use any accrued paid leave during the first six (6) months of employment. Probationary employees may use their personal holiday after four (4) months of employment. Use of leave without pay, accrued compensatory time, or administrative time may be authorized during the probation period.

5.2.5 Termination of Probationary Employee: A probationary employee is an at-will employee, whose employment may be terminated by the employing official for convenience, and

with or without notice. During the probation period, the probationary employee shall not have the right to appeal or the right of access to the grievance process.

### **5.3 TRIAL SERVICE PERIOD – PROMOTION, TRANSFER, OR REHIRE**

5.3.1 Duration: The trial service period for a promoted, transferred or rehired employee is a period of three (3) months for union positions and six (6) months for management and non-union positions. The employing official may extend the trial service on a month-to-month basis for up to three (3) months under the following conditions:

- A. Additional training is required to achieve satisfactory performance;
- B. The employing official determines that there has been insufficient time for the individual to perform the full range of duties for the job classification or inadequate opportunity to evaluate the employee's performance;
- C. A performance or disciplinary problem has developed which may be correctable with more time, and it is in the best interests of the Health District to do so.
- D. Other reasons determined to be appropriate by the employing official.

5.3.2 Notification of Extension: Notification, in writing, which states the reason for the extension and the employee's obligation during the extension period, will be provided to the trial service employee, with a copy to the Human Resources Office.

5.3.3 Conditions of Trial Service Period: During the trial service period the employing official may, for convenience, demote an employee to his/her prior position or an equivalent position in the same salary range at the step previously held if there is such a position vacant. If no such position is vacant, the employment of a trial service employee may be terminated. During the trial service period, a trial service employee shall not have the right to appeal or the right of access to the grievance process.

## CHAPTER 6 – CLASSIFICATION

### 6.1 APPLICABILITY

The Board has the sole authority to approve the classifications for all positions within the Health District, except as provided for herein.

### 6.2 DEFINITION

Classification is the systematic arrangement of positions into groups or categories according to common criteria established by the Health District such as type and level of work duties and/or responsibilities, skills, abilities, and qualifications. Classifications are adopted by the Board. Positions are assigned to classifications to facilitate pay administration, recruitment, retention, and other personnel actions.

### 6.3 CLASSIFICATION PLAN

6.3.1 Development and Maintenance: The Human Resources Office shall develop and maintain a classification plan for all positions within the Health District subject to approval by the Board. The placement of each position in the classification plan is determined in accordance with the qualifications required, difficulty, and responsibility of its designated duties. Approval by resolution of the Board is required for a newly created classification, a change in salary range placement of a classification, or revisions to a classification which reflect substantive changes in the type and level of responsibilities and qualifications.

6.3.2 Allocation: The plan groups positions together in classifications according to the following considerations:

- A. Difficulty/Responsibility of Work: The type of work, its difficulty, and the responsibility of the positions are substantially similar.
- B. Similar Qualifications: Applicants for the position are required to have substantially similar levels of education, experience, skill, knowledge, and ability.

6.3.3 Similar Pay: The same pay schedules for the positions can be fairly applied.

### 6.4 CLASSIFICATIONS

6.4.1 The Human Resources Office shall maintain a classification description (also referred to as “classification”) for each class of positions and may add, combine, abolish, or revise the classifications. Each classification includes the class title, a description of representative duties and responsibilities of positions included in the class, and a statement of the required, desirable, and/or preferred qualifications for positions in the class. The Human Resources Manager, under the direction of the Administrator, has the discretionary authority to make reasonable modifications to classification descriptions to reflect current standards, terms and practices; such modifications do not require approval by the Board.

- A. Interpretation of Classifications: Classifications are intended to be a general description of the kinds of positions contained within the class as determined by their duties and responsibilities, and are not to be construed as prescribing specific duties for any individual position. The classifications are to be used as a guide by the employing official in assigning, directing, and controlling the work of the employees under his/her supervision. The use of specific expressions or illustrations pertaining to the duties, qualifications, or other requirements of the position are descriptive only and should not be construed to exclude others not specifically mentioned.
- B. Use in Examinations: Classifications are used as the basis for determining the suitability of candidates for employment by supplying information basic to the preparation of qualifying tests and examinations. The specification for any class constitutes the basis and source of authority for the examination for the class and for the evaluation of the qualifications of applicants.
- C. Vested Rights: The Health District may review and revise the classification of any position. While a classification may attach to a position, an employee filling the position has no vested right in any existing job classification. Modification or abolishment of a classification description is not a personnel action subject to the grievance procedure described in this Manual.

## **6.5 CLASSIFICATION STUDIES**

- 6.5.1 From time to time, classification studies may be made of individual positions or groups of positions.
- 6.5.2 Whenever an employing official desires to create a new position, a notice of such proposed action together with a description of the duties and responsibilities of the proposed position is submitted to the Division Director. If the proposal submitted by the employing official is preliminarily approved by the Division Director, the Human Resources Manager will complete a formal review and submit recommendations regarding the classification request. The recommendations of the Human Resources Manager are submitted to the Administrator for approval. When applicable under Section 6.3.1 above, such requests are then submitted to the Board for final approval.

## **6.6 RECLASSIFICATION**

- 6.6.1 The adoption of the Health District's annual budget establishes the programmatic, financial, and staffing plans for the Health District. It is recognized, however, that changes in budget, service demands, legal, technical, organizational, or programmatic requirements may necessitate changes in levels of positions. A position may be reclassified when the duties and responsibilities change to the extent that they are no longer similar to the scope of duties and level of responsibilities, skills, and abilities set forth in the classification.
- 6.6.2 Reclassification Upgrade: A reclassification upgrade is the result of an increase in the level of responsibilities, tasks, and duties of a position which changes areas of emphasis and the level of skill required in the current position.

- A. A reclassification upgrade may not be used as a merit raise, nor as a reward for employment longevity, nor may it be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.
- B. As a result of reclassification upgrade, and due to an overall increase in the responsibilities of a position, the monetary compensation (pay range) established for the position may increase. The reclassification upgrade of a job involves an analysis of the critical elements of the position against predetermined standards for measuring the relative worth of a position and placement in the Health District's classification/pay scale. It is also critical to understand that a classification analysis focuses upon the qualifications, responsibilities, tasks, and duties of the position and not the qualifications of the incumbent in the position.

6.6.3 Approval to Review Reclassifications: Prior to reassigning duties to positions within their program or reorganizing work flow and responsibilities that may affect the classification of a position, employing officials shall obtain the approval of the Administrator and Human Resources Manager. Any change in classification or compensation shall be effective only on the date such approval is obtained.

6.6.4 Procedure: The procedure for obtaining a reclassification review and decision is:

- A. Employing officials meet with the Human Resources Manager to discuss their request and provide the following information:
  - 1. Concise explanation of changes in service demands, legal, technical, organizational or programmatic requirements that have differed since the adoption of the affected annual budget and necessitate changes.
  - 2. If applicable, copies of old and proposed organizational charts.
  - 3. Summary of potential financial impact to the program's current budget and anticipated following year's budget, and the identification of funding source (i.e., grants, contracts, and the like).
- B. The Human Resources Manager will review and submit recommendations regarding the reclassification request to the Administrator for approval.

6.6.5 Reclassification Downgrade: A reclassification downgrade is the result of a decrease in the level of responsibilities, tasks, and duties of a position which changes areas of emphasis and the level of skill required in the current position.

- A. A position may be reclassified to a lower range if the responsibilities of the job are determined to be less than originally indicated, or if certain responsibilities are removed from the job. Employing officials may request a formal review and recommendation by the Human Resources Office.
- B. All reclassification downgrade reviews that affect an incumbent employee shall be shared with the employee, and the employee shall be offered the opportunity to

meet with the Human Resources Manager, and the affected employing official to discuss the results of the review, prior to the approval by the Administrator.

- C. An incumbent employee affected by a reclassification downgrade shall not be paid less than his/her present salary, but that salary is frozen and the employee will receive sixty percent (60%) of any future cost of living adjustments approved until the incumbent's salary falls within the reclassified salary range. A reclassification downgrade is not considered a demotion.

## **6.7 WORKING OUT-OF-CLASS**

All requests from an employing official regarding employees working out-of-class will be reviewed by the Human Resources Manager. The Human Resources Manager will complete a review and submit his or her recommendations regarding the working out-of-class request to the employing official. The employing official may appeal the Human Resources Manager's decision to the Administrator.

## CHAPTER 7 – COMPENSATION ADMINISTRATION

### 7.1 APPLICABILITY

The Board has the sole authority to approve the Health District's pay plan. Approval by resolution of the Board is required for substantive changes in salary schedules or changes in salary range placement of classifications. Note this section applies to positions established within the Health District's budget.

### 7.2 PAID STATUS

Paid status is defined as the normal employment situation where the employee is paid for time worked or is on a paid leave; i.e., general leave, extended leave, or other paid leave of absence. Time loss received under Worker's Compensation is not considered time worked or paid leave, and, therefore, an employee receiving time loss is considered on unpaid status.

### 7.3 PAY PLAN

7.3.1 The Human Resources Office maintains a pay plan for all positions within the Health District subject to approval by the Board. The Board may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change the employee's step increase date.

7.3.2 The pay plan is comprised of the following two salary structures:

- A. Nonexempt: Includes most regular non-management Health District employees. Nonexempt employees shall have any absence deducted from their accrued leave balances. If leave is not available, wages shall be deducted for leaves without pay.
- B. Exempt: Includes professional, executive, management and administrative employees as defined by the Fair Labor Standards Act (FLSA) and the Washington State Minimum Wage Act and as designated in the Health District's pay plan. An exempt employee is paid to perform a job that may not necessarily be completed in a normal workweek. In certain circumstances, partial deductions from an exempt employees' salary for absences of less than one day are prohibited by state and/or federal law; however, absences may be charged against the employee's accrued leave balances. In instances involving leave without pay and/or partial day deductions, consult with the Human Resources Office to ensure compliance with wage and hour laws.

### 7.4 RATES OF PAY

7.4.1 Salary Range: A pay range that comprises a series of steps through which employees in classifications assigned to the particular salary range may progress. See Chapter 6 for information regarding the assignment of classifications.

7.4.2 Minimum and Maximum Salaries: No employee will be paid at a rate of pay less than the minimum nor more than the maximum amount on the salary range established for his/her

classification as set forth in the pay plan unless otherwise provided for in this Manual. Monthly salaries in the pay plan are based upon full-time employment at the normal working hours for the position. Placement at compensation levels that are not in accordance with this Manual will require the approval of the Administrator.

- 7.4.3 Starting Salary Upon Initial Employment: New employees are normally appointed to the minimum step of the salary range in effect for the particular classification to which the appointment is made; however, the Human Resources Manager will consider the applicant's qualifications, prior work experience, and salary history in determining the appropriate salary step assignment at the time of hire. Also, if the employing official has determined that it is not possible to hire the most qualified and/or desirable candidate at the entry-level step, the employing official shall ask the Human Resources Manager for a review and approval of above the initial step appointment.
- 7.4.4 Salary Step Upon Promotion: When an employee is promoted from one classification to another, the employee will be assigned to the salary step for the new position which affords the employee an increase in pay over the employee's former pay.
- 7.4.5 Salary Step Upon Demotion: An employee who is demoted to a lower classification may be assigned to any step of the lower salary range for the new classification as determined by the Human Resources Manager, not to exceed the wage closest to the employee's pay rate prior to the demotion.
- 7.4.6 Salary Step Upon Recall: An employee who is recalled from layoff will be reinstated to the same step in the salary range as held prior to the break in service.
- 7.4.7 Salary Step Following Reclassification: If a position is reclassified to a higher classification, the employee will be assigned to the salary step in the new salary range which will afford the employee an increase in pay as provided for in cases of promotion. If a position is reclassified to a class with a lower salary range, the employee's pay will be established as provided in this Manual for reclassification downgrade or frozen pay rate.
- 7.4.8 Salary Step Following Allocation to a Different Pay Range: If a classification is assigned to a different salary range, with no change in duties or responsibilities, the employee will be paid at the step in the new pay range that most closely corresponds to the employee's placement in the original salary range.
- 7.4.9 Salary Step Upon Re-employment: For employees who have been laid off and rehired within six (6) months into the same classification as held previously, and for employees who are separated for two years or less and rehired into the same classification as that held previously, the employee will be reinstated to the same step in the salary range as held prior to the break in service.
- 7.4.10 Frozen Pay Rate: An employee's pay rate is frozen if his/her pay rate exceeds the maximum step of the salary range of the classification assigned. Employees whose pay rates are frozen receive sixty percent (60%) of the Cost of Living Adjustment granted to the respective salary range until such time as they can be moved to the top step of the adjusted salary range without suffering a decrease in pay.

7.4.11 Salary Step for Working Out-of-Class: An employee who performs work in a higher job classification for ten (10) or more consecutive working days will be paid wages of the higher job classification for all the time he/she performs work in the higher classification; provided

- A. That the referred ten (10) working days will relate to consecutive work days for each separate and specific incident or work project, and
- B. Pre-approval is obtained from the Human Resources Manager, and
- C. The employee working out-of-class is performing the full scope of duties principally ascribed to the higher-level classification.

## **7.5 ADVANCEMENT WITHIN A SALARY RANGE**

Employees may receive increases in pay within the steps of the salary range for their classification as follows:

7.5.1 Newly hired employees usually receive their first step increase on the anniversary of their date of hire.

7.5.2 Promoted employees usually receive a step increase annually on the anniversary of the date of the promotion.

7.5.3 Employees usually receive additional step increases annually on the anniversary of their first step increase unless that date has been adjusted in accordance with this Manual. If an employee's performance is consistently unsatisfactory, the Division Director may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

## **7.6 PREMIUM PAY**

7.6.1 Bilingual Premium: The Health District will pay a bilingual premium of one-hundred twenty (\$120.00) per month to any employee who is assigned to use one or more additional languages as a job requirement or to perform interpreter services for the District. To receive a stipend, employees must demonstrate to the satisfaction of the District the ability to perform services in the applicable foreign language. Bilingual assignments that are not job requirements will be renewed annually and may be terminated at any time by the District or the employee.. Such premium pay will be pro-rated for part-time employees based on their full-time equivalency.

7.6.2 Veterinarian Premium: In the event an employee has a valid Washington State veterinarian's license although the employee's essential functions do not include veterinary duties or credentials, the Health District will pay a premium of an additional three percent (3%) of the employee's regular base salary, provided the employee is assigned to perform additional veterinary duties on behalf of the Health District. Such additional duties include providing technical assistance and advice to veterinarians, health care professionals, animal control personnel and the general public regarding zoonotic disease exposures.

- 7.6.3 Lead Premium: The Health District will pay a premium of an additional three percent (3%) of the employee's regular base salary when assigning that employee to a designated Lead position. A Lead works with one or more employees who are in the same or closely related job classifications, and performs additional administrative or quasi-supervisory duties, such as assigning tasks, monitoring work quality, training and coaching employees. Lead responsibilities are incidental to the normal duties performed. Such an assignment will be made only as necessary to meet the business needs of the District, subject to approval by a Director. Lead responsibilities do not include performance evaluation, discipline, or termination of employees or the ability to effectively recommend such action. Lead premium pay is for the work assignment and should not be considered an entitlement by the employee should the employee no longer be assigned as a Lead. This premium cannot be applied to classifications where lead or supervisory responsibility is already outlined in the classification description.
- 7.6.4 On-Call Premium: The Health District will pay a premium of one-hundred fifty dollars (\$150.00) to employees for each week that an employee completes a weekly on-call rotation. Such employees are required to remain on-call during off-duty hours for the purpose of providing Communicable Disease subject matter expertise for response to Duty Officer inquires during evenings, weekends, and holidays. While in an on-call status, employees are required to remain within reasonable commuting time of the District, be accessible by cell phone and have access to the internet. The District will assign on-call responsibilities on a rotating, reverse-seniority basis to qualified employees who have not volunteered only in the event that it cannot obtain reasonable coverage through the use of volunteers. The starting and ending time for on-call periods will be 8:00 a.m. Monday morning; the District will consult with the affected employees prior to making any changes to on-call periods.

## 7.7 LONGEVITY BONUS

7.7.1 The Health District recognizes extended service through a longevity bonus. A longevity bonus is paid to the eligible employees annually at the end of the month that is their anniversary date of hire. Upon completion of the following years of employment, full-time employees shall receive an annual longevity bonus as follows:

▪ Completed five years of employment	\$200.00
▪ Completed ten years of employment	\$300.00
▪ Completed fifteen years of employment	\$400.00
▪ Completed twenty years of employment	\$500.00
▪ Completed twenty-five years of employment	\$600.00

Annual bonus amounts will be prorated for part-time employees based on the employee's full-time equivalency.

7.7.2 Breaks in Continuous Service: The longevity bonus is based upon continuous employment, exclusive of periods when an employee is in a leave of absence without pay status for periods of fifteen (15) or more calendar days; provided that:

- A. When an employee is laid off and rehired, and the separation does not exceed six (6) months, the longevity bonus shall be computed from the continuous employment date excluding the lay-off period.

- B. When an employee separates from employment and is subsequently rehired, the longevity bonus is computed from the original hire date, which has been adjusted forward for the period of time the employee was separated from Health District employment.

**7.8 COMPENSATION FOR TRAVEL AND TRAINING**

7.8.1 Travel Time Compensation - Nonexempt Employees: Travel time will be compensated in accordance with the Fair Labor Standards Act (FLSA). The hours that may or may not be compensated when traveling are:

Category	Definition	Compensated Travel Time?
Home to work travel	Normal home-to-work/ work-to-home commute time at the beginning and end of the work day.	No.
Home to work on a special one-day assignment in another city.	Employee is sent on a one-day assignment to another city and travels directly from the employee's residence.	Yes, except that the employee's normal commute time is deducted OR the commute time to the special assignment is deducted, whichever is less
Overnight travel	Travel that keeps an employee away from home overnight.	Yes, except that the employee's normal commute time is deducted when traveling directly to and/or from the employee's residence.
Free time	Regular meal periods, sleep time, and other free time while on work-related travel.	No.

7.8.2 Travel Time Compensation - Exempt Employees: Exempt employees are compensated on a salary basis for their regularly scheduled work hours. Exempt employees do not earn administrative time for travel or while attending training or conferences; flexible hours within a particular workweek may be made to adjust for such time by mutual agreement between the supervisor and the affected employee.

7.8.3 Compensated Time for Training: Computation of work time for nonexempt employees while attending training or traveling to and from training will be in accordance with the Fair Labor Standards Act (FLSA).

- A. Employees will be permitted to use work time for continuing education or professional development that is required as a condition of renewal for District-paid licensure or is otherwise approved by the employee's Program Manager or director. Employees are required to coordinate and schedule all such activities with the prior approval of their supervisor, which will not be unreasonably denied. Where possible, employees are expected to submit requests a minimum of thirty (30) calendar days in advance of the activity.
- B. Training which is required for professional licensure or certification or as a condition of practice in the employee's profession is not considered work time.

- C. Time spent studying for training classes shall not be considered work time.
- D. Employees whose positions are exempt from the FLSA shall be compensated for all time in training during normal work hours as part of their monthly salary.

7.8.4 Expenses for Training, Licensing and Certification: The District recognizes the value and benefit of training designed to enhance employee's abilities to perform their job duties. Training and professional development opportunities will be provided to employees in accordance with legal requirements, District/employee goals, and available resources.

- A. The District will reimburse employees for the annual renewal cost of any license/certification required by the position, other than driver's licenses. With approval of the Division Director, the District will also reimburse employees for the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it.
- B. The District will pay or will assist in the payment of expenses associated with continuing education for licensing/certification requirements and for employees' professional development. Professional development courses or programs must include subject matter that is directly related to the improvement of the employee's current job skills or that reasonably relates to the employee's career objectives at the District. Approved expenses may include course tuition and registration fees, materials fees and travel expenses. Such financial assistance will be subject to available resources, the approval of the employee's Program Manager or Director, and verification of the employee's attendance and completion of the course.

## 7.9 OVERTIME

Overtime is the time a nonexempt employee works in excess of 40 hours in a workweek.

7.9.1 Authorization of Overtime: All overtime worked must be authorized by the Program Manager. Non-exempt employees who work unauthorized overtime must be compensated for the time worked, but they may be subject to discipline.

7.9.2 Overtime and Compensatory Time: Nonexempt employees performing work in excess of forty (40) hours in a work week shall be paid overtime at the rate of one and one half (1½) times the employee's regular rate of pay; except, that an employee may, at his/her option, take compensatory time off at the rate of one and one half (1½) hours off for each hour of overtime earned in lieu of overtime pay. The maximum allowable accrual for compensatory time is forty (40) hours. Any overtime worked in excess of the maximum compensatory time accrual shall be paid as it is accrued. An employee may submit a written request to Payroll by June 15<sup>th</sup> of any year to have any compensatory time accrued paid in the July paycheck. The Health District reserves the right to pay overtime in lieu of compensatory time accrual or to cash out accrued compensatory time balances.

7.9.3 Computation of Overtime: For the purpose of computing overtime compensation, fractional parts of an hour will be rounded to the nearest 15-minute increment.

- 7.9.4 Compensated and Non-Compensated Working Time: Questions regarding compensated and non-compensated time should be referred to the Human Resources Office.
- 7.9.5 Exempt Employees Administrative Time: Employees holding positions that have been determined as exempt under the provisions of the Fair Labor Standards Act will not be entitled to overtime pay or compensatory time off. Those employees may, subject to the discretion of and with the approval of the exempt employee's direct supervisor or Division Director, receive administrative time off on an hour-for-hour basis for hours worked in excess of their regular work hours during any workweek. The maximum accrual of administrative time shall not exceed forty (40) hours at any time.

## CHAPTER 8 – CONTINUOUS SERVICE/SENIORITY

### 8.1 SENIORITY

Seniority is the length of continuous service with the Health District and determines eligibility for annual leave accruals, longevity, and retirement benefits. Seniority begins to accrue from the first day of employment or rehire into a regular position. When it is necessary to reduce the work force, performance, ability, and seniority will be considered.

#### 8.1.1 Seniority Will Be Retained Under the Following Situations:

- A. Periods of authorized paid leave.
- B. Separation and re-employment which does not exceed two (2) years.
- C. Transfers, demotions, promotions.
- D. Military leave paid or unpaid in accordance with state and federal laws.
- E. Time off while on Time Loss due to an on-the-job injury.

8.1.2 Adjustment to Original Date of Hire: The date of hire, which is used to indicate seniority, is adjusted to exclude those unpaid time periods of fifteen (15) or more calendar days when an employee returns from leave without pay, recall from layoff, or is rehired. There will be no adjustment to the original date of hire for properly certified FMLA absences. When an employee is off work due to qualifying military leave (in accordance with state and federal laws - see Leaves of Absence, Military Leave, Chapter 9) or for Workers Compensation Time Loss, there is no adjustment to the original date of hire.

#### 8.1.3 Adjustment to Step Increase Date:

- A. The step increase date is adjusted in accordance with the effective date of promotion or reclassification to a new classification in a higher salary range.
- B. The step increase date is adjusted to reflect the unpaid period of fifteen (15) or more calendar days when an employee returns from leave without pay or is rehired.

## **CHAPTER 9 – EMPLOYEE BENEFITS**

### **9.1 GENERAL POLICY**

It is the Health District's policy to provide employees with a comprehensive benefits program. Employee benefits help the Health District attract and retain quality employees. The Health District reviews its benefits periodically and makes changes as warranted. Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are:

- 9.1.1 Regular Part-time Employees: All leaves, including holidays, health insurance premium contributions, and benefit allowances are prorated for eligible employees. Prorated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.
- 9.1.2 Temporary Employees: Temporary employees normally are not eligible to receive benefits, including paid leave, a personal holiday, health insurance, and benefit allowances.

### **9.2 ORIENTATION**

New employee orientation is a responsibility shared by the Human Resources Office and the hiring Program Manager. The Program Manager or designee will explain specific job requirements, description and explanation of duties, and program hours, policies, and procedures. The Human Resources Office provides basic employment-related information to all new employees early in the employment relationship.

### **9.3 BENEFITS PROGRAM**

The Health District offers all probationary, provisional and regular employees participation in its benefits program. Part-time employees receive prorated benefits based on the employee's full-time equivalence.

- 9.3.1 The District will pay the premiums to provide basic life (which includes employee accidental death and dismemberment (AD&D)), and the base plan for long-term disability insurance to all eligible employees. Employees may, at their option and expense, purchase additional life, disability, and AD&D insurance coverage from the District's provider according to the rates and terms set by the provider.
- 9.3.2 Medical and Dental Insurance and Benefit Allowances.
  - A. The District will provide medical insurance for eligible employees through the Public Employees Benefits Board (PEBB). The District will offer dental insurance through the Western Healthcare Insurance Trust or through a comparable provider. Information regarding current insurance plans and policies can be obtained from the Human Resources Office.
  - B. Employees may opt out of coverage under the District's medical insurance plans with proof of group coverage under another comprehensive medical insurance plan; if PEBB underwriting rules change regarding eligibility to opt out of coverage, such

rules will apply. Employees may opt out of the District's dental insurance plan at their election. Eligible employees may elect to cover their dependents under the insurance plans in which they are participating, and may make different choices with respect to dependent coverage under the District's medical insurance and its dental insurance.

C. Medical Insurance Premiums.

1. The District will contribute the following percentages of the average medical insurance costs for full-time employees and dependents:

Employees	100%
Employee + Spouse	90%
Employee + Child(ren)	90%
Full Family	85%

2. The average medical insurance cost will be determined by computing the average cost of the medical plans available to employees through the District's provider.

D. Dental Insurance Premiums.

1. The District will contribute the following percentages of the average dental insurance costs for full-time employees and dependents:

Employees	100%
Employee + Spouse	90%
Employee + Child(ren)	90%
Full Family	85%

2. The average cost of the dental insurance package will be determined by computing the average cost of the dental plans available to employees through the District's provider.

- E. Employees are responsible for paying through payroll deduction the difference between the District's contribution toward medical and/or dental insurance and the cost of the plans/options they choose.

F. Benefit Allowance.

1. Employees who choose a District medical insurance plan that is less costly than the District's contribution (as calculated above) will receive the difference between the District's contribution and the cost of their plan choice in the form of a benefit allowance.
2. The District will provide all employees opting out of the District's medical insurance plans a monthly benefit allowance of three-hundred seventy-five dollars (\$375), pro-rated for part-time employees. Employees will be required to present evidence of coverage under another plan to opt out.

3. The District will provide all employees opting out of the District's dental insurance plans a monthly benefit allowance of twenty-five dollars (\$25), prorated for part-time employees.
4. The District will provide a flexible benefit allowance plan including at least those options in place as of the effective date of this Agreement. At the employee's option, benefit allowance funds may be used to pay any employee share of District medical or dental insurance premiums. Benefit allowance funds remaining after payment of the employee's selected District benefits will be contributed to the employee's HRA-VEBA account, provided the amount is at least ten dollars (\$10) per month.
5. Any additional benefit allowances require approval by resolution of the Board.

## **9.4 INSURANCE AND MEDICAL BENEFITS**

### **9.4.1 Eligibility:**

- A. All regular, probationary and provisional employees whose regular work schedule is twenty (20) hours per week or more are eligible for health insurance benefits and employer premium contributions offered by the Health District. Employees whose regular work schedule is less than twenty (20) hours per week may participate in the Health District's monthly benefit allowances prorated based on the employee's full-time equivalence.
- B. Employees whose hours are reduced to less than twenty (20) hours per week due to a reduction in force may be eligible for medical coverage under WAC 182-12-129, with District contributions prorated based on the resulting full-time equivalence.
- C. Medical, dental and life insurance coverage for eligible employees commences the first day of the month following one full month of employment, or coverage commences upon employment if the hire date is the first business day of the month. For purposes of benefits eligibility after hire and throughout employment, a full month of employment is defined as a calendar month in which the employee is in a paid status for at least eighty (80) hours if full-time, or for prorated paid hours if a part-time employee.
- D. Upon separation, coverage terminates the last day of the month of the last full month of employment. At that time the employee may elect to continue coverage at his or her own expense under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

### **9.4.2 Benefits Administration:**

- A. The Health District provides group medical, dental, and life insurance coverage for regular, probationary and provisional employees who work twenty (20) hours or more per week.



- B. If a holiday falls on a Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday. However, for any employees who are regularly scheduled to work on weekends, the holiday is observed on the actual holiday.
- C. Full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Eligible probationary, provisional and regular part-time employees receive prorated holiday pay.
- D. Nonexempt regular employees will be paid for the holiday plus one and one half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the Program Manager.

### 9.7.3 Personal Holiday

- A. An employee may take the personal holiday at any time during the calendar year subject to the prior approval of the Program Manager. The personal holiday will not be carried over into the succeeding calendar year. Probationary and provisional employees are eligible for taking their personal holiday after they have been employed for four months.
- B. Upon resignation with two weeks' notice, retirement, layoff, dismissal or death, the employee or the employee's beneficiary will receive payment for an unused personal holiday.
- C. Employees separating in January must have a full month of employment in January in order to be eligible for a personal holiday for that year.

### 9.7.4 Religious Holidays

Employees may take up to two unpaid holiday per calendar year for reasons of faith or acts of conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization as provided in Washington State Substitute Senate Bill 5173. Such unpaid holidays are available for use on January 1 or each year and the unpaid holidays must be taken in full work day increments. If an employee's religious beliefs require observance of a holiday as outlined above, or that is not included in the basic holiday schedule, the Health District will use its best efforts to accommodate that employee. The employee may take the day off using his or her personal holiday, general leave, compensatory time, or leave without pay with his or her Program Manager's preapproval provided that the accommodation does not create an undue hardship for the Health District or its employees.

## **9.8 GENERAL LEAVE**

- 9.8.1 Each regular, probationary and provisional full-time employee accrues general leave, which is leave that is earned by the employee and used at the employee's discretion with supervisory approval for such purposes as vacation, bereavement, personal appointments, preventive health care, illness of less than five (5) consecutive days, etc. Each Program Manager is responsible for scheduling his or her employees' general leave without undue disruption of program operations.

9.8.2 Full-time employees shall accrue general leave at the following rates:

<b>Years of Service</b>	<b>8-Hour Days Accrued/Year</b>	<b>Hours Accrued/Month</b>
from 0 to 1 year	18 days	12.00 hours
from 1 to 2 years	19 days	12.67 hours
from 2 to 3 years	20 days	13.33 hours
from 3 to 4 years	21 days	14.00 hours
from 4 to 5 years	22 days	14.67 hours
from 5 to 6 years	23 days	15.33 hours
from 6 to 7 years	24 days	16.00 hours
from 7 to 8 years	25 days	16.67 hours
from 8 to 9 years	26 days	17.33 hours
from 9 to 10 years	27 days	18.00 hours
from 10 to 14 years	28 days	18.67 hours
from 14 to 24 years	29 days	19.33 hours
24 years and over	31 days	20.67 hours

9.8.3 All new employees must satisfactorily complete their probationary period to be entitled to the use of general leave.

9.8.4 Eligible part-time employees shall accrue general leave based on the above schedule prorated to their full-time equivalency.

9.8.5 Temporary employees are not eligible for any general leave benefits.

9.8.6 General leave accrues from the date of hire and may be used after completion of the probationary period. Provisional employees are eligible to use accrued paid leave after completion of six (6) months of provisional service. General leave continues to accrue during any paid leave of absence.

9.8.7 Employees do not accrue general leave when they are in a leave without pay status. To be eligible to accrue general leave in any calendar month, the employee must be in paid status for at least eighty (80) hours if a full-time employee, or in paid status for prorated hours if a part-time employee. General leave is credited to the employee's leave balance on the last day of the calendar month earned and is available for use the first day of the next month.

9.8.8 Leave requests must be submitted at least two weeks prior to taking planned general leave. Scheduled requests for leave are subject to the approval of the employee's supervisor. In the event of a conflict between two employees, the employee making the first request will prevail. Should the sequence of conflicting requests be unknown, the employee having greater seniority shall prevail.

- 9.8.9 Employees unable to work or unable to report to work on time shall notify their supervisor as soon as possible before the workday begins or within fifteen (15) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee must leave a message with the Program Manager or Division Director stating the reason for the tardiness or inability to report to work. If the Program Manager attempts to contact the employee regarding the absence and is unable to reach him or her, the employee must make every attempt to call and talk directly to either the Program Manager or the Human Resources Manager. An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.
- 9.8.10 If an employee provides reasonable notice when requesting general leave and is prevented from taking requested general leave by the employee's supervisor, and if, as a result of such, the employee has more than the maximum allowable amount of leave accrued for the year on December 31, the employee may be cashed out at the employee's salary rate at that time or the employee may carry-over the accumulated leave into the next year.
- 9.8.11 Upon separation of an employee by retirement, resignation, layoff, dismissal or death, the employee or beneficiary thereof will be paid for the unused general leave to a maximum of thirty days (240 hours) at the rate the employee was being paid at the time of separation. Notwithstanding any other provision to the contrary, no leave payout (cash out) shall exceed two-hundred forty (240) hours.
- 9.8.12 Non-exempt employees may accrue up to three-hundred sixty (360) hours of general leave. A non-exempt employee who has reached the maximum accrual level will not accrue additional general leave until his or her balance has been reduced through use; provided, however, that Division Directors may make written exceptions to this rule in the event an employee is precluded from taking a previously scheduled vacation through no fault of his or her own.
- 9.8.13 Exempt employees may accrue in excess of three-hundred sixty (360) hours of general leave; however, a maximum of three-hundred sixty (360) hours of general leave may be carried to the next calendar year. Division Directors may make written exceptions to this rule in the event an employee is precluded from taking a previously scheduled vacation through no fault of his or her own.

## **9.9 DONATION OF GENERAL LEAVE**

- 9.9.1 It is the policy of the Health District to allow employees who are or who have family members who are suffering from a qualifying serious illness, injury, impairment or condition, which is not work related and has caused or is likely to cause that employee to take leave without pay or to have no alternative but to terminate employment with the Health District, to accept a donation of general leave from other Health District employees who have accrued general leave. Extended leave is not eligible for donation. For details, see Appendix B, [General Leave Donation Policy](#).
- 9.9.2 The Administrator or designee will consider any exceptions to this policy on a case-by-case basis.

## 9.10 EXTENDED LEAVE

9.10.1 Extended leave has been established to reduce the financial loss an employee may have when the employee is unavoidably absent from work for any of the following reasons:

- A. An employee's own illness, injury or pregnancy;
- B. The need to care for the employee's, spouse's, or domestic partner's child (or foster child) who is 1) under 18 years of age and has a health condition requiring treatment or supervision, or 2) 18 years of age or older but incapable of self-care because of a mental or physical disability; or
- C. The serious health condition or emergency condition of the employee's spouse, domestic partner, parents, parents-in-law, grandparents, children or for other family members with the approval of the Administrator. The Administrator may grant an exception for other family members for whom the employee is the primary care giver.

9.10.2 The following conditions apply to extended illness leave:

- A. Regular full-time employees will accrue four (4) hours of extended leave for each month worked with unlimited accrual.
- B. Regular part-time employees will accrue extended leave prorated based on their full-time equivalency.
- C. Probationary employees accrue extended leave, prorated based on their full-time equivalence, from the date of hire; however, they are not entitled to use this leave during their probationary period.
- D. Temporary employees do not accrue extended leave.
- E. Employees do not accrue extended leave when they are in a leave without pay status. To be eligible to accrue extended leave in a calendar month, the employee must be in paid status for at least eighty (80) hours if a full-time employee, or in paid status for prorated hours if a part-time employee. Extended leave is credited to the employee's leave balance on the last day of the calendar month earned and is available for use the first day of the next month.

9.10.3 Employees become eligible for use of extended leave as described below.

- A. For full-time employees whose normal work schedule is five (5) 8-hour shifts per week, use of extended leave begins 1) after the fifth (5<sup>th</sup>) consecutive day of absence for a condition listed in Section 9.10.1; or 2) after forty (40) hours of absence for a condition that has been certified for use of intermittent leave under the Family and Medical Leave Act.

B. For full-time employees working an alternate schedule, and for part-time employees, use of extended leave shall begin 1) after the employee has been absent for the number of work days he/she is normally scheduled to work in a workweek for a condition listed in Section 9.10.1; or 2) after forty (40) hours of absence (prorated for part-time employees) for a condition that has been certified for use of intermittent leave under the Family and Medical Leave Act.

- 9.10.4 Upon the employee's presentation of verification from a licensed health care provider involved in treating the affected individual or family member that documents a condition qualifying for use of extended leave, the general leave used by the employee for the initial days or hours of his/her absence will be restored and a corresponding amount of extended leave will be drawn from his/her extended leave account.
- 9.10.5 Employees who use all their accumulated extended leave and require more time off work due to illness or injury may use their accrued general leave and compensatory time. Also, with Administrator prior approval, such employees may request a leave without pay (see Leaves of Absence Without Pay, Section 9.12.8).
- 9.10.6 Employees will not be paid for any unused extended leave upon leaving Health District employment for any reason.

#### **9.11 WORKERS COMPENSATION (INDUSTRIAL INSURANCE)**

- 9.11.1 All employees are covered by the State Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost and medical costs due to job-related injuries or illnesses. All job-related accidents shall be reported immediately to the supervisor.
- 9.11.2 When an employee requires medical treatment beyond simple first aid due to an on-the-job injury or illness, he/she is required to file a claim for Workers' Compensation. If the employee files a claim that results in an absence, the Health District will continue to pay (by use of the employee's unused extended leave) the employee's regular salary pending receipt of Workers' Compensation benefits. If the absence does not qualify for use of extended leave, or the employee exhausts all extended leave, accrued general leave may be used. For purposes of this policy, the term Workers' Compensation benefits means time loss or loss of earning power payments.
- 9.11.3 Coordination of Benefits: If the employee receives Workers' Compensation benefits, he/she is required to repay to the Health District the amount covered by Workers' Compensation benefits and previously advanced by the Health District. This policy is to ensure that the employee will receive prompt and regular wages during periods of injury or disability so long as accrued extended leave is available, until the employee begins receiving Workers' Compensation benefits. Upon the repayment by the employee of the funds previously advanced by the Health District, the appropriate amount of leave will be restored to the employee's account. In no case may accrued leave be utilized or restored to the extent that it would cause the employee's salary or leave balance to exceed his or her normal rate of pay had the injury not occurred.

- 9.11.4 The Health District may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.
- 9.11.5 All on-the-job injuries must be reported as soon as possible to the employee's Program Manager and the Health District's Human Resources Manager, as provided for in Section 10.5.3 of this Manual.

## 9.12 LEAVES OF ABSENCE

### 9.12.1 Bereavement Leave:

Employees will receive up to twenty-four (24) hours off with pay per occurrence in the event of death in the immediate family, to include the employee's spouse, domestic partner, children, parents, stepparents, grandparents, grandchildren, sisters, brothers, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, or any person living in the employee's immediate household as a member of the family. Paid bereavement leave is not available for events more than six (6) months following the death of an individual covered by this section. Paid bereavement leave will be prorated for part-time employees based on full-time equivalency. With approval of the employee's manager, employees may use general leave in addition to the bereavement leave provided in this section.

### 9.12.2 Civil Leave:

- A. Civil leave with pay will be allowed to permit an employee to serve as a juror for a period up to two (2) weeks. Additional leave for jury service will be allowed pursuant to RCW 2.36.165; however, the employee must use accrued general leave, compensatory time, or serve on a leave without pay basis. An employee must notify his or her Program Manager prior to taking civil leave and provide the manager with a copy of Summons for Jury Duty. If an employee summoned for jury duty is excused during any portion of the workday, that employee must report to work for the duration of that day.
- B. The jury stipend and reimbursement to the employee for travel, lodging, food, or other actual expenses will not be considered compensation requiring repayment to the Health District.
- C. All employees who are subpoenaed to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless the employee has been subpoenaed by the Health District or its agent. For exempt salaried employees, consult with the Human Resources Office to ensure compliance with wage and hour laws.
- D. Civil leave with pay may be granted to an employee who needs time off from work due to an illness or injury for any period not covered by Workers' Compensation time loss payments under the following conditions. The illness or injury occurred because of or rising out of the employee's performance of his or her public health civil duties in response to a *bona fide* public health emergency, disaster, or bioterrorism event. The employee must be assigned responsibilities to protect the

public's health in response to such public health emergency, disaster, or bioterrorism event, and a public health emergency must be declared by the District's Health Officer, or similar high-level authority.

#### 9.12.3 Administrative Leave:

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

- A. During an investigation or other administrative proceeding.
- B. For inclement weather or natural disaster when the Health District is closed for operations as determined by the Administrator. Administrative Leave is only provided to those employees who are scheduled to work during the Health District closure period. For details, see Appendix C, [Inclement Weather and Emergency Closures Policy](#).

#### 9.12.4 Military Leave:

- A. Any employee who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps of the United States or of any organized reserve of the Armed Forces of the United States, will be entitled to military leave with pay for a period not to exceed twenty-one (21) cumulative working days during each year beginning October 1<sup>st</sup> and ending the following September 30<sup>th</sup> in order that the employee may take part in active duty, when called, or active training duty. Such military leave will be granted pursuant to the provisions of RCW 38.40. The employee is responsible to provide military orders or such documentation as is readily available. Employees are required to notify their supervisors at the earliest possible date upon learning of scheduled military duty.
- B. Any employee who enters upon active duty serve or training in the Washington National Guard, the Armed Forces of the United States, or the United States Public Health Service may seek a leave of absence as set forth within this Manual and, upon return, will be entitled to re-employment pursuant to the provisions of RCW 73.16.031-73.16.061 and Title 38 U.S.C. § 4301 et seq. An employee is entitled to unpaid military leave for a cumulative length of up to five (5) years, and may be entitled to more time under certain circumstances. Upon return from military leave, health, retirement, and other rights and benefits are generally restored as if the employee had never taken a military leave of absence; provided, statutorily mandated National Guard and Reserve training requirements are excluded from the cumulative five-year limit, pursuant to the provisions of Title 38, U.S.C. § 4301 et seq.

#### 9.12.5 Military Family Leave:

- A. Any employee whose spouse is a member of the United States Armed Forces, National Guard, or reserves who has been notified of an impending call or order to

active duty, or who has been deployed, or when the military spouse is on leave from deployment, will be entitled to a total of fifteen (15) cumulative working days of unpaid leave per deployment pursuant to the provisions of RCW 49.77, provided: 1) the leave is requested during a period of active military conflict, as declared by the President or Congress, or a period in which members of the reserve are ordered to active duty; and 2) the employee works an average of twenty (20) hours or more per week; and 3) notice of intent to take leave is made within five (5) business days of receiving official notice of an impending call or order to active duty or notice of a leave from deployment.

- B. Military family leave under state law is unpaid, but employees may elect to use accrued general leave or compensatory time during the military family leave period. Military family leave is in addition to leave available under the FMLA and other leave the employee may be entitled. If an employee on military family leave is on leave without pay such that he or she is not eligible for the Health District's contribution to health care benefits, the employee may continue, at the employee's expense, health care coverage according to RCW 49.78.290.

#### 9.12.6 Domestic Violence Leave:

Pursuant to RCW 49.76, employees who are victims of domestic violence, sexual assault, or stalking, or who are family members of such victims, may take reasonable leave from work, intermittent leave, or leave on a reduced leave work schedule, by use of accrued leave or compensatory time or leave without pay to seek or obtain, or assist a family member in obtaining: 1) legal or law enforcement assistance to ensure the health and safety of the victim; 2) enforcement assistance to ensure the health and safety of the victim; 3) treatment by a health care provider for physical or mental injuries; 4) services from a domestic violence shelter, rape crisis center, or other related social services program; 5) related mental health counseling; or for 6) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking. For details, see Appendix D, [Domestic Violence Policy](#).

#### 9.12.7 Leaves of Absence Without Pay:

A leave of absence without pay may be granted to Health District employees at the discretion of the employing official. If the leave of absence exceeds five (5) consecutive working days, the following conditions should be met before granting the leave:

- A. A written request for a leave of absence without pay must be submitted to the Program Manager on forms prescribed by the Human Resources Office. The written request must include the reason for leave, the length of time requested, and the expected date of return to service. The leave of absence form must then be completed and approved by the Program Manager, submitted to the Division Director, and finally to the Human Resources Office.
- B. All accrued general leave must be exhausted before leave without pay will be granted. If the leave is for medical reasons, accrued extended leave must also be exhausted.

- C. The Program Manager must be assured that the granting of leave will not cause a hardship to the Health District.
- D. Arrangements must be made in advance by the employee to pay for insurance premiums if continued coverage is desired for the duration of the leave.
- E. The Program Manager must be reasonably assured that the employee will return to work after the agreed leave time is exhausted.
- F. The granting of leave without pay is completely discretionary. The reason(s) for the need for leave, and the employee's ability and performance will be taken into consideration before the request for leave without pay is granted.
- G. If during the authorized leave of absence, the Program Manager determines that the absence of the employee is causing a hardship to the Health District, the employee may be required to return to work. The Program Manager will send a written notice certified through the U. S. Mail, requiring the employee to return to work. An employee who fails to return to work will be considered on unauthorized leave and is subject to disciplinary actions.
- H. All leaves of absence without pay of fifteen (15) or more calendar days results in a suspension of accruals for seniority, general and extended leave, longevity, and other benefits except as provided herein during the time of leave.

### **9.13 FAMILY AND MEDICAL LEAVE**

- 9.13.1 The Health District authorizes leaves of absence to eligible employees for family and medical reasons in compliance with the Family and Medical Leave Act (FMLA), other relevant statutes and regulations. For details regarding employee protections and obligations related to family and medical leave, as well as the procedures to be followed, see Appendix E, [Family and Medical Leave Policy](#).
- 9.13.2 Leave for Maternity-Related Disability and to Care for Newborn. Under Washington State regulations and the District's Family and Medical Leave Policy, female employees are entitled to additional unpaid leave for the period of time that they are physically disabled because of pregnancy and/or childbirth. The pregnancy disability period includes any medically necessary leave prior to the birth, plus a recovery period after the birth. Women are entitled to leave for the entire period of actual disability from pregnancy and childbirth, and then, if they are eligible, to an additional twelve (12) weeks of leave under the Washington Family Leave Act (WFLA) to care for the newborn child. Thus, a pregnant employee with no complications in the pregnancy and childbirth is likely entitled to eighteen (18) total weeks of leave (i.e., six (6) weeks of maternity-related disability leave recovering from the birth under WAC 162-30-020, plus twelve (12) weeks of leave to care for the newborn). For details, see Appendix E, [Family and Medical Leave Policy](#).

## CHAPTER 10 – GENERAL POLICIES AND CODE OF CONDUCT

### 10.1 EQUAL EMPLOYMENT OPPORTUNITY

The Health District is an equal opportunity employer. The Health District believes the participation of men and women of diverse ages, races, religions, cultures, abilities, and the like will add to personal development and organizational success. The Health District is committed to promoting and protecting the rights and opportunities for equal employment for all and to ensure that no unlawful discrimination is committed against any person on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, the presence of any sensory, mental or physical disability, veteran's status, or any other bases prohibited by federal, state, or local laws. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, disciplinary matters, demotions, layoffs and terminations, testing and training, working conditions, awards and benefits, and all other terms and conditions of employment.

Furthermore, the Health District strives to enhance cultural competence in staff relations and client service delivery. Cultural competence is the development of skills to work with, educate and serve diverse individuals and communities.

If a Health District employee believes he or she is being discriminated against on the basis of sex, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation, veteran status, disability, or any other basis prohibited by federal, state, or local laws, he or she may follow the complaint procedures set forth in Appendix A, [Harassment and Discrimination Policy](#).

### 10.2 HARASSMENT AND DISCRIMINATION

The Health District is committed to fostering and maintaining a work environment that is free from discrimination and harassment, including sexual harassment. In keeping with this commitment, the Health District maintains a strict policy prohibiting all forms of unlawful harassment or discrimination. Employees are expected to show respect for each other and the public at all times, despite individual differences. Any person who commits such a violation may be subject to personal liability, as well as discipline by the Health District. Furthermore, employees who report violations of this policy will not be subjected to any form of retaliation. Any employee who feels that he or she has been harassed or discriminated against should follow the complaint procedures outlined in Appendix A, [Harassment and Discrimination Policy](#).

10.2.1 Discrimination is defined as any act or failure to act (whether by itself or as a part of a practice), the effect of which is to adversely affect or adversely differentiate against individuals or group of individuals, by reasons of their protected status, such as age, sex, marital status, sexual orientation, race, creed, color, national origin, veteran status or disability or any other characteristic protected by state or federal law, unless based upon a bona fide occupational qualification. For details, see Appendix A.

10.2.2 Harassment is a form of discrimination and is defined as unwelcome verbal or physical conduct toward another employee or members of the public on the basis of their protected status. Harassment occurs when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to

create a work environment that a reasonable person would consider to be intimidating, hostile, or abusive. For details, see Appendix A.

### **10.3 REASONABLE ACCOMMODATION FOR DISABILITIES**

It is the policy of the Health District that no qualified individual with a disability will be subjected to unlawful discrimination, to include job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. A qualified individual with a disability is an individual who satisfies the requisite skills, experience, education and other job-related requirements and who, with or without reasonable accommodation,, can perform the essential functions of the job in question. Pursuant to the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination, the Health District will make reasonable accommodations on a case-by-case basis to enable qualified individuals with disabilities to perform essential job functions, provided that the accommodation does not create an undue hardship for the Health District or its employees. Any employee who believes he or she needs a reasonable accommodation in order to perform the essential functions of his or her job must submit a written request for a reasonable accommodation as outlined in Appendix F, [Reasonable Accommodation for Disabilities Policy](#).

Any employee who feels that he or she has been discriminated against on the basis of a disability should follow the grievance procedures outlined in Appendix F.

### **10.4 DISCRIMINATION COMPLAINT PROCEDURE**

All employees are responsible for creating an atmosphere free of discrimination and harassment, sexual, or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. Appendix A, [Harassment and Discrimination Policy](#), outlines the steps to follow should an employee believe that he/she has experienced harassment or discrimination on the job.

### **10.5 HEALTH AND SAFETY**

It is the policy of the Health District to provide safe and healthful work environments. This can be accomplished if every employee observes all Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) regulations and District policies and procedures for health and safety, which are protections for the individual employee and for co-workers and the public.

10.5.1 The Health District has safety and risk management policies and procedures to provide employees with written guidelines to be followed to reduce accidents. Included in these policies and procedures are such topics as: Work Safety, the role of the Safety Committee, Building Access and Security, Use of Pepper Spray, Safety Procedures for Field Staff, Cellular Telephone Use, Risk Management, Identification Badges, Hazard Communication Program, Personal Protective Equipment (PPE), Blood Borne Pathogens, and Incident Reporting. Safety policies are available to all staff on the Health District's Intranet.

10.5.2 In addition to the above safety and risk management policies, all new employees receive a required orientation by their supervisor/Program Manager on the appropriate topics included in this plan, along with program and job specific safety training. This training will

allow new employees to perform their work responsibilities safely and efficiently. It is the responsibility of every Health District employee to help maintain a safe and healthful work environment.

- 10.5.3 Reporting an Occupational Accident, Injury, or Illness, or Incident: All employee injuries or illnesses or other incidents which may create some risk for the employee or the Health District that occur during working hours must be reported immediately or as soon after the accident as is possible. Any employee who suffers a workplace injury requiring treatment beyond simple first aid or who is a witness to any such incident must immediately verbally report the incident to the employee's supervisor or Program Manager, Division Director, Human Resources Manager, Health Officer, or Administrator. The internal Incident Report Form (see the reporting requirements/form in the [Risk Management Policy](#), Appendix G) must be completed within twenty-four (24) hours. Blank report forms are available from the employee's supervisor, Program Manager, or Human Resources Manager, and on the Health District's Intranet.

Anytime a workplace incident causes illness or injury requiring treatment by a health care provider, the employee must inform his or her supervisor as soon as possible. The employee must inform his or her health care provider that 1) the injury or illness is work-related; 2) he/she is the employee of the Health District (not Kitsap County); and 3) the Washington State Department of Labor and Industries form must be completed (available from the treating health care provider).

For any workplace incident that causes in-patient hospitalization of one or more employees, the supervisor, Program Manager, Division Director or Human Resources Manager must be notified immediately. WAC 296-800-32005 requires the Health District to notify the Department of Labor and Industries within eight (8) hours of such an incident. This notification requirement does not cover emergency room treatment where the employee is treated and released, or scheduled surgeries.

After completion, processing, and review of the workplace incident report, the Safety Committee reviews the completed incident reports to assure that appropriate follow-up and modifications are implemented as needed in accordance with the procedures outlined in the Risk Management Plan. For more information, refer to the Health District's [Risk Management Policy](#), Appendix G.

## **10.6 LIFE THREATENING/COMMUNICABLE DISEASE**

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The Health District will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow employees or the public exists.

## **10.7 REPORTING IMPROPER GOVERNMENTAL ACTION**

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, the Health District's [Whistleblower Protection Policy](#) (Appendix H) was created to encourage

employees to disclose any improper governmental action taken by Health District officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the Health District, with a process provided for speedy dispute resolution.

## **10.8 CODE OF CONDUCT**

10.8.1 Purpose: The Health District is committed to the highest standards of performance, integrity and ethical conduct in serving the citizens of Kitsap County, and has established this Code of Conduct to assist its employees in understanding and carrying out this commitment. The orderly and efficient operation of the Health District requires that employees accept certain responsibilities. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, to maintain uninterrupted services, and to protect the Health District's property. Furthermore, public service is a public trust, and as an organization entrusted with public funds, it is critical that every Health District employee be committed to the highest standards of ethical behavior.

All employees are expected to be aware of, and comply with, this Code of Conduct and its related policies. Violation of these principles is a serious matter and will be dealt with as such by the Health District. Any employee who violates these requirements will be subject to appropriate disciplinary action, up to and including discharge.

10.8.2 Disclosure: This Code of Conduct applies to all Health District employees. Each employee is expected to be knowledgeable about the Code of Conduct, all related policies, laws, regulations, guidelines and internal controls applicable to their jobs. As such, each employee is required to address any situations of actual or potential non-compliance. For example, when an employee believes that they may be in breach of the Code of Conduct, then that employee must make prompt and full disclosure in writing to their Program Manager or delegated official. This disclosure should include a detailed description of the actual or potential breach. An actual or potential breach may arise without any intentional wrongdoing or improper conduct on the part of the employee. In those circumstances, employees will not be disciplined or treated adversely for making prompt and full disclosure. However, all employees are expected to make every effort to avoid such circumstances. An employee failing to disclose an actual or potential breach of the Code may be subject to discipline.

10.8.3 Reporting Allegations: In addition to the self-disclosure obligation, any suspected fraud, breach of trust or other wrongdoing by another employee must be reported to a Program Manager, Division Director, or the Human Resources Manager. All employees must cooperate fully during an investigation of suspected wrongdoing in relation to any activities outlined in this Code of Conduct. Retaliation against someone who is a witness or is involved in such investigations is prohibited. When in doubt about the interpretation or application of this Code of Conduct, clarification should be sought from a Program Manager or the Human Resources Manager.

10.8.4 General Standards: As an employer, the Health District strives for an environment in which all staff can reach their full potential as efficient and effective employees so that the Health District can provide efficient and effective public service. The Health District and its

employees must continuously examine, evaluate, challenge, and streamline their methods and processes, and identify new ways of providing the best possible public services. The Health District and its employees must also maintain certain standards of conduct, including the following:

- A. Conduct Health District business ethically, professionally, and competently.
- B. Provide quality services within available resources.
- C. Provide timely and accurate information.
- D. Respond promptly to requests.

10.8.5 Respect for Others: The Health District is committed to creating a workplace that is free from harassment and discrimination, where people are respected, and diversity is embraced. To achieve this goal employees are expected to:

- A. Treat the public and coworkers with dignity, respect, courtesy, honesty, fairness, and sensitivity.
- B. Respect different values, beliefs, cultures and religions.
- C. Value the contribution of coworkers, and work cooperatively.
- D. Not bully, intimidate, harass or discriminate against other people.

10.8.6 Work Rules: The following work rules are applicable to all Health District employees. These rules are not intended to be all-inclusive and Division Directors and Program Managers may establish additional work rules that are unique to their divisions and programs. It is the expectation that all employees will abide by these additional work rules and any other work rules or division or program policies and procedures. Failure to do so may result in disciplinary action up to and including discharge.

- A. Employees will consistently be at their designated work area on time and ready to work. Employees will remain at their work area, at work, except during lunch and rest periods, until the scheduled quitting time, unless permission to leave is granted by the Supervisor/Program Manager or the duties of the position require such absence from the work area.
- B. All employees are responsible for accurately reporting all hours worked on forms or systems supplied by the Health District. It is a violation of Health District policy for any employee to falsify work time records. It is also a serious violation of Health District policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's work time record to under- or over-report hours worked. Any employee who fails to report or inaccurately reports hours worked will be subject to disciplinary action, up to and including discharge.

- C. All employees are expected to maintain regular, predictable, and punctual attendance. They must report any absence to their supervisor or other authority in accordance with this Manual. Employees unable to work or unable to report to work on time shall notify their supervisor as soon as possible before the workday begins or at least fifteen (15) minutes prior to the employee's usual starting time. Refer to Section 9.8.9 for further information on call-in procedures.
- D. Employees are required to follow all safety regulations to include the wearing of personal protective equipment (PPE) or other safety or protective articles. Employees are required to immediately report safety hazards, accidents, or injury to their supervisor, Program Manager, or a safety committee member.
- E. Employees are responsible for and must not misuse Health District property, records, or other materials in their care, custody, or control.
- F. Employees are required to interact with the public and other Health District employees in a courteous and professional manner.
- G. Employees are required to notify the Human Resources Office whenever there is a change in their personal data affecting their personnel or payroll records.
- H. Employees are not to restrict or interfere with the work of others.
- I. Employees are required to report for and remain at work only in a fit physical and mental condition, which will enable them to perform their regular duties.
- J. Employees will not engage in political activity while on duty.
- K. Employees will not use their positions for personal gain, to solicit or conduct personal business, for political purposes, or to coerce others.
- L. Employees will not deal with an application to the Health District for a permit, grant, award, or other benefit which involves themselves or immediate relatives.
- M. Employees will not make false or misleading statements in connection with their employment.

10.8.7 Fraud/Theft: In general, fraud is an act committed which, through deceit, falsehood or other such behavior, either deprives the Health District of its assets, property or other resources (this includes theft), or causes the Health District to act to its own detriment or prejudice. Fraud may include acts committed with the intent to deceive, involving either misappropriation of Health District assets, property or other resources and/or misrepresentations of financial and/or other information to conceal such misappropriation, by such means as:

- A. Manipulation, falsification or alteration of records or documents.
- B. Suppression of information, transactions or documents.

- C. Recording of transactions without substance.
- D. Misapplication of accounting principles.

All employees shall work in accordance with both the Health District controls established to prevent fraudulent misconduct and all applicable laws, regulations and government guidelines. All employees shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft. Each employee is encouraged to report, in writing, any knowledge or suspicion of fraud to their Program Manager or Division Director. All Health District managers are responsible for ensuring that adequate internal controls are in place to prevent and detect fraud. Management is accountable for monitoring employee activity and performance and ensuring all employees are aware of, and in compliance with, controls, policies and procedures. All confirmed incidents of fraud or theft committed against the Health District will be viewed as acts of criminal activity and will be treated accordingly.

- 10.8.8 Dress and Grooming: An important part of the image presented to the citizens of Kitsap County is the appearance of Health District employees. Since the Health District is a public agency, employees need to present a professional appearance when working with the Health District's clients/patients and their families, co-workers, other community agencies, and the community as a whole. It is the Health District's policy to require staff members to dress and groom in a manner that inspires confidence and conveys professionalism to our citizens. The manner of dress may vary according to the amount and nature of public contact. It is the employee's responsibility to maintain a neat and business-like appearance. For details on dress and grooming, see Appendix I, [Personal Appearance and Signage Policy](#).
- 10.8.9 Personal Signage: The Health District is a public agency and, as such, staff need to promote a positive image and attitude in the work environment by not displaying in the workplace personal signage that conveys a negative attitude or discriminates against, harasses, or offends co-workers or the public. This excludes signage used by the Health District to protect and promote public health as described in the Health District's Mission Statement. For details on personal signage, see Appendix I.
- 10.8.10 Conflict of Interest: Public confidence of the citizens of Kitsap County in the operation of the Health District is built on integrity. Accordingly, all employees are expected to maintain high standards of personal conduct in their relationships with the public and with working associates.
  - A. Confidential Information: Many of the operations of the Health District are considered public information, but many are not. The confidential business of the Health District should not be discussed outside the Health District facilities. Providing confidential information to unauthorized persons may be grounds for disciplinary action. If you are unsure, contact your supervisor or Program Manager. Employees shall not benefit from the use of information acquired during the course of official duties that is not generally available to the public. See the Health District's Confidentiality Procedures for further details or contact the Health District's Privacy Officer.

- B. Loans, Gifts, Gratuities, Etc.: Health District employees must not directly or indirectly give or accept any compensation, gift, award, reward, hospitality, entertainment, or gratuity in the course of their work responsibilities from any source other than the Health District. Some items of nominal value (i.e., food), which are given on special occasions, may be acceptable. Check with your Program Manager before accepting any gifts.
- C. Outside Employment: Health District employees who choose to have an additional job, contractual commitment or self-employment, may do so provided that before accepting the outside employment, they are required to notify their Program Manager about such employment. No employee may engage in any occupation which:
1. Is incompatible with the proper discharge of official Health District duties.
  2. May impair independence of judgment or action in the performance of such official duties.
  3. May subject the Health District to adverse criticism or adverse publicity.
  4. May encroach upon regular Health District work hours and duties, or necessitate long hours, which might adversely affect the employee's physical or mental abilities to perform Health District work.
  5. Utilizes Health District telephones, computers, supplies or any other resources, facilities or equipment.
  6. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredit public service.
- D. Political Activities: Health District employees have the same right to campaign in support of, or in opposition to, a candidate or a ballot proposition as any other citizen. However, public employees are restricted in their political activities while at work. Public funds and facilities may not be used, nor may an employee campaign on Health District time or while representing the Health District in any way. Examples of prohibited activities include, but are not limited to:
1. Using Health District stationery, letterhead, postage, or copying equipment to prepare and mail campaign literature.
  2. Publishing a statement supporting a candidate or issue in the Health District newsletters or other communications.
  3. Campaigning by Health District employees on Health District time.
  4. Using Health District telephones to make calls in support of a candidate at any time.

5. Using Health District vehicles, or the employees' personal vehicle with Health District signs attached to it, to attend political rallies, drop off mailers at a printer, or distribute campaign materials.
  6. Holding campaign strategy meetings in any Health District building or office.
  7. Wearing Health District identification badges while campaigning or using the employee's title or position to campaign.
- E. Nepotism: Employees shall not give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise. Furthermore, relatives of current Health District employees and Board members will not be employed by the Health District where:
1. One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
  2. One party would handle confidential material that creates inappropriate access to that material by the other;
  3. One party would be responsible for auditing the work of the other; or
  4. Other circumstances that might lead to actual or reasonably foreseeable conflict among the parties or conflict between the interest of one or both parties and the best interests of the Health District.

(See Washington Administrative Code 162-16-250). For purposes of this section, relatives include: mother, father, son, daughter, brother, sister, husband, wife, aunt, uncle, niece, nephew, grandfather, grandmother, grandson, granddaughter, daughter-in-law, son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, step-brother, step-sister, stepmother, stepfather, and individuals residing with a Health District employee.

If two (2) employees marry, become related, or begin sharing living quarters with one another, and in the Health District's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the Health District, unless reasonable accommodations, as determined by the Administrator can be made to eliminate the potential problem. The decision as to which employee will remain with the Health District must be made by the two (2) employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the Health District reserves the right to terminate either employee.

- F. Affect on Employment: The existence of a conflict of interest precludes the hiring, or the continued employment, of one of the parties when such conflict is created. When it is necessary to exclude a person because of a conflict, the persons involved will be given the opportunity to determine who of the two remains employed.

Should the persons involved be unable to determine who will remain employed, the Administrator will make the determination.

#### 10.8.11 Use of Health District Resources

- A. It is the policy of the Health District to restrict the use of Health District resources, including Health District time, to the authorized conduct of official business and to such services as are available to the public generally. Employees may not use Health District property, systems or work time for personal reasons. However, occasional and limited personal use of Health District resources is permissible, but only if specifically allowed by Health District policy and in accordance with WAC 292-110-010, as follows: such use must be brief, infrequent, at no cost to the Health District, and must not interfere with the performance of the employee's duties, disrupt other employees, disrupt or distract from the conduct of Health District business, or compromise the security or integrity of the Health District. Violations of this policy may result in disciplinary action up to and including discharge and/or prosecution as appropriate
- B. Such occasional and limited personal use is not allowed for items designated by the Internal Revenue Service as "listed property." Listed property includes items obtained by the Health District for business use, but designated by the IRS as lending themselves easily to personal use. Refer to Internal Revenue Code Section 280F(d)(4), as amended.

#### 10.8.12 Electronic Communications

The Health District provides telephones, cell phones, pagers, voice mail systems, e-mail, faxes, and access to the Internet for internal and external business communication purposes. The Health District's electronic communications are for official business and are not to be used for employee personal gain or to support or advocate for non-Health District related business. The Health District reserves the right to monitor the use and content of electronic communications. Electronic communications are not private or confidential. Employees are expected to comply with the Health District's procedures regarding electronic communications. For details about information technology resources and communications, see Appendix J, [Information Technology Resources Policy](#). For details about cell phones, see Appendix K, [Cellular Telephones Policy](#).

#### 10.8.13 Personal Internet Communications

- A. The District recognizes that in today's environment, with the increasing prevalence of the Internet, employees will use the Internet at home to communicate with friends and associates. The Health District views Internet venues as an employee's right to self expression and generally regards them in a positive light. However, employees should be mindful that the Health District's policies and procedures can apply to off-duty conduct as described herein, including online social networking and blogging activities.
- B. Social networking communications can appear in several forms, including, but not limited to, blogs, message boards, chat rooms, postings of comments, pictures, or

videos on websites, or such communications sent by email from a desktop computer, laptop, or other device such as a smart phone or mobile phone.

- C. Online social networking and blogging activities are subject to the Health District's policies and procedures, including, for example, the Health District's policies 1) protecting the confidentiality of information, 2) safeguarding District property, 3) prohibiting any type of employment discrimination or harassment, 4) governing use of the District's property, including electronic communication and computer systems, 5) prohibiting use of position to secure special privileges, 6) restricting outside employment as described in Section 10.8.10, 7) prohibiting solicitation of illegal actions, and 8) prohibiting defamation and slander. For example, the following activities are prohibited:
1. Disclosing or discussing confidential or proprietary information of the Health District or the District's clients, agency partners, or employees.
  2. Using the Health District's name, logos, or other identifying marks in any personal online social networking or blogging activities. Employees shall not use their Health District email address in their personal profiles on social networking sites.
  3. False and defamatory statements about the Health District, its activities and services, its employees, clients, and agency partners, and its vendors, contractors, and suppliers, and their products and services.
  4. Internet communications which harm the Health District's reputation, mission, or functions, renders the employee unable to perform his/her duties, results in other employees being unwilling or unable to work with the employee, or undermines the ability of the District to direct the workforce. As examples, material should not be posted about illegal drugs, or that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, or hateful to another person or entity.
- D. Employees are personally responsible for the commentary they express and the material they post while engaging in online social networking and blogging activities. Employees must make it clear in any online social networking and blogging activities that the views and opinions they express about work-related matters are their own, have not been reviewed or approved by their employer, and do not necessarily represent the views and opinions of their employer.

#### 10.8.14 Drug and Alcohol Free Workplace

The Health District is obligated and committed to providing its employees and the citizens of Kitsap County with an alcohol and drug-free, healthful, safe, and efficient workplace. Therefore, in accordance with the federal Drug Free Workplace Act, the manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on Health District premises or during work hours by Health District employees is strictly prohibited. Furthermore, the Health District expects its employees to report to work free from drug and/or alcohol impairment and to remain at work in a condition that enables them to

perform their job duties in a safe, efficient, legal and professional manner. For further details, see Appendix L, [Drug and Alcohol Free Workplace Policy](#).

#### 10.8.15 Prevention of Workplace Violence

The Health District is committed to protecting the safety of its employees and will not tolerate acts or threats of violence which involve or affect its employees. Therefore, it is the Health District's policy to prohibit threatened or actual workplace violence, including the possession of any weapons by employees, volunteers, or the public on Health District property or while conducting Health District business. For details, see Appendix M, [Workplace Violence Policy](#).

#### 10.8.16 No Smoking Policy

For health and safety considerations, the Health District prohibits smoking in or near (within 50 feet) of any Health District facilities including its buildings, vehicles, offices or other facilities rented or leased by the Health District.

#### 10.8.17 Property

The Health District furnishes desks, closets, cabinets, etc. for security of employee personal belongings. The Health District does not, however, assume responsibility for any theft or damage to the personal possessions of employees. Property owned by the Health District, including but not limited to, property used by employees such as desks, cabinets, restrooms, break rooms and lockers, are not private. The Health District reserves the right to search Health District property at its convenience.

#### 10.8.18 Drivers License, Personal Auto Insurance, and Driving Records

- A. Employees using their personal vehicle on Health District business shall be required to maintain auto liability insurance in an amount not less than the Washington State minimum standards pursuant to RCW 46.29 and 46.30.
- B. Employees using personal vehicles on Health District business shall conform to all applicable laws for vehicles and maintain current Washington State driver's licenses. Any employee whose job duties require driving on a regular basis must notify his or her immediate supervisor no later than the next business day if the employee's driver's license, including any work-related endorsements, is denied, expired, suspended, revoked or otherwise becomes invalid, or if he or she is ticketed by a law enforcement agency for any at fault accidents or moving violations while conducting District business. Depending on the duration of license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, including termination. Employees are required to submit copies of their driver's licenses at each renewal to the Human Resources Office.
- C. Driving Records. Those employees who are required to operate motor vehicles on a regular basis while conducting District business shall have their motor vehicle driving record reviewed by the Health District upon hire and at least once every three (3) years thereafter. Such driving record will be checked, at the Health District's

expense and with the employee's knowledge, by having the employee sign a driving record request form from the Washington State Department of Licensing.

#### 10.8.19 Seat Belt and Cell Phone Policy

Per Washington State law, any employee operating or riding in a Health District vehicle or a private vehicle while performing Health District work must wear seat belts at all times. An employee may not perform text messaging or hold a cellular to his or her ear while operating a Health District vehicle or a private vehicle while performing Health District work. See [Cellular Telephones Policy](#), Appendix K, for details regarding cell phone usage.

#### 10.8.20 Solicitation

- A. Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of Health District property. The following limitations apply:
- B. Persons not employed by the Health District may not solicit, survey, petition, or distribute literature on Health District premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Exceptions to this rule may be made in special circumstances where the Health District determines that an exception would serve the best interests of the agency and its employees. An example of an exception is the United Way campaign or a similar, community-based fund raising effort.
- C. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted only during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchrooms are considered a non-work area under this policy.

#### 10.8.21 Recording of Employee Conversations

- A. Employees shall not record a private conversation between or among individuals without the consent of all the persons engaged in the conversation, in accordance with Chapter 9.73 RCW. The statute also sets forth various exceptions. For example, it is not unlawful to intercept and record emergency calls; extortion, blackmail, and bodily harm calls; or anonymous or repeated calls at extremely inconvenient hours.
- B. Employees should start any such audio recording by identifying everyone participating. When recording a meeting or event, employees should make a statement at the beginning, such as "This conversation is being recorded," and explain the purpose of the recording, so the participants are aware when the microphone has been switched on.
- C. Any conversation by a Health District employee in their official capacity shall **not** be considered a "private conversation" if that conversation is made at an open public meeting or at any other advertised meeting, workshop, study session or similar

gathering at which the public is invited to attend. As such, the employee's conversation may be recorded or recorded without their permission.

## **CHAPTER II - PERFORMANCE EVALUATIONS**

### **11.1 POLICY**

Employee performance evaluation is intended to promote productivity and strengthen employer/employee relations. The performance evaluation system provides employees and Program Managers with a tool for establishing communication regarding performance standards and expectations, identification of problems and concerns, identification of training needs, and the provision of positive reinforcements for areas of excellence. The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a step increase, or is to be promoted, transferred, demoted, laid off, or terminated.

### **11.2 PERFORMANCE EVALUATION SYSTEM**

- 11.2.1 The Administrator may develop and maintain performance evaluation systems as appropriate.
- 11.2.2 The performance evaluation system should be based on standards related to an employee's individual work assignments.
- 11.2.3 The performance evaluation system provides the employee with an opportunity to submit a written response to the contents of his or her evaluation.

### **11.3 PERFORMANCE EVALUATION PROCESS**

- 11.3.1 Probationary employees are to be evaluated by their Program Manager twice prior to completion of their probation period, one evaluation should be performed approximately three months after the date of appointment to clarify goals, provide feedback, and compare perceptions about performance. This initial evaluation may be informal and use of the formal evaluation is optional.
- 11.3.2 Regular employees are evaluated twelve (12) months after the completion of their probationary period and once every twelve (12) months thereafter. If an employee remains in the same position for five (5) years or more, the employee's performance evaluation should be conducted every two (2) years.
- 11.3.3 The Program Manager may deem additional performance evaluations appropriate in some circumstances. An employee may also request an additional evaluation if a work-related problem exists that may be resolved through the formal evaluation process.
- 11.3.4 The employee may file a rebuttal statement. The statement becomes a permanent part of the personnel file.
- 11.3.5 Employees are encouraged to be active participants in the evaluation process.
- 11.3.6 The performance evaluation, together with related correspondence, is placed in the employee's official personnel file. A copy may be provided to the employee.

#### **11.4 ADJUSTMENTS TO EVALUATION DATES**

Evaluation dates will be adjusted forward due to periods in which an employee is on unpaid leave for fifteen (15) calendar days or more. Step increase eligibility dates will also be adjusted based on unpaid leaves of fifteen (15) calendar days or more.

## CHAPTER 12 – WORKING CONDITIONS

### 12.1 WORKING HOURS

The Health District's standard workweek is forty (40) hours beginning and ending at midnight on Friday. The Health District may redefine the workweek as prescribed by the Fair Labor Standards Act. Due to the nature of the Health District's operations, the workday may be adjusted and longer hours may be necessary in some instances. Each employee's Program Manager will advise the employee regarding his/her specific working days and hours. Part-time and temporary employees will work hours as specified by their Program Manager. Flexible hours within a particular workweek may be made by mutual agreement between the Program Manager and the affected employee. Alternative work schedules on a regular basis, such as flextime schedules, compressed workweeks, teleworking, or other alternative work arrangements require written authorization as specified in Section 12.5 below.

### 12.2 ATTENDANCE AND ABSENTEEISM

Employees are responsible for complying with policies and procedures regarding hours of work, attendance, timeliness, leaves of absence, and the like. An essential function of most Health District positions is the ability to appear regularly for work and report to work on time. Absenteeism causes low morale and reduces productivity. Tardiness or absenteeism may result in discharge depending on the frequency and duration of the absence. Absences covered by the federal Family and Medical Leave Act (FMLA) will not be counted in evaluating absenteeism. Accrued extended leave is a protection against risk, it is like a disability insurance policy designed to give an employee financial protection due to an extended illness. Extended leave use may, in some circumstances, be considered in determining excessive absenteeism.

12.2.1 Absenteeism: Absenteeism is the voluntary or involuntary absence from work for failure to report to work, for failure to report to work on time, leaving work before the end of the shift, and absences from the work area during the day.

#### A. Degree of Absenteeism

1. Routine Absences - Occur infrequently and are of short duration.
2. Chronic Absenteeism - Absences that occur frequently for valid or invalid reasons. Use of leave due to illness or otherwise unscheduled leave in excess of one day per month and/or occurring in an established pattern such as the day before or after days off, holidays, scheduled general leave, or weekends. Such absences may be grounds for disciplinary action.

#### B. Controlling Absenteeism

1. Supervisors and Program Managers are encouraged to enforce consistent and fair attendance/absenteeism standards within their work groups. It is recognized that the nature of each position's requirements needs to be evaluated in determining these standards.

2. Records of absenteeism should be maintained and monitored for all employees in the work group.
- C. Authorized Absences - An authorized absence requires the employee to comply with all the reporting requirements specified in this Manual.
- D. Unauthorized Absences
1. If invalid reasons are given for an absence or an employee fails to personally notify the supervisor or Program Manager prior to or at the beginning of the work shift as established by the employing official, of the reason for not reporting to work, the employee will not be compensated for the absence. Such absences may be grounds for disciplinary action. An employing official may establish different notification standards for various work units.
  2. Three consecutive workdays of unauthorized, unjustified absence will result in dismissal.

### **12.3 REST PERIODS/BREAKS**

Per WAC 296-126-092 rest periods of not less than ten (10) minutes shall be scheduled for each four (4) hours of working time. However, where the nature of the work allows employees to take intermittent rest periods equivalent to ten (10) minutes for each four (4) hours worked, scheduled rest periods are not required. As a matter of policy, however, the Health District allows a 15-minute rest period for each four (4) hours of working time. They will be arranged so that they do not interfere with Health District operations. Rest periods are to be scheduled as closely as possible to the midpoint of each four-hour work period. Rest periods may not be accumulated nor used to shorten the workday or to make up time for tardiness, to extend the lunch period, or to leave early, or as a replacement for general leave or leave without pay.

### **12.4 MEAL PERIODS**

The Health District will allow each employee working five (5) or more consecutive hours per day an unpaid meal period of at least thirty (30) minutes midway in the workday.

### **12.5 ALTERNATIVE WORK SCHEDULES**

The Health District recognizes that there are circumstances where non-traditional alternative working arrangements can be a benefit to both the Health District and the employee. Alternative arrangements, such as flextime schedules, compressed workweek schedules, and teleworking, may increase productivity, reduce commuter trips, eliminate workspace congestion in Health District offices, and more efficiently provide services throughout the county. In order to avoid overtime, some schedules may require different workweek designations other than the standard workweek.

An employee or the District may request consideration of an alternative work schedule and both parties will investigate the feasibility of the request. Alternative work arrangements will be mutually agreed upon in writing by the Program Manager and the employee in accordance with this Manual, subject to approval by the Division Director in consultation with the Human Resources Manager.

Approval will be contingent upon Health District policies, guidelines, and any applicable collective bargaining agreements. In addition, the following criteria must be met.

12.5.1 The alternative work schedule/arrangement does not adversely affect the Health District, program assignments or projects, customer relations, or other work units, and the quantity and quality of work is maintained or exceeded.

12.5.2 The employee has demonstrated sustained high performance. For example, there has been no excessive or unexcused absences, no observed problems with productivity, no observed need for close supervision including the employee's consistent need for guidance on technical matters, and no disciplinary action taken during the employee's employment with the Health District.

12.5.3 Types of Alternative Work Schedules/Arrangements: What follows is a non-exclusive list of alternative work schedules and work arrangements.

- A. Flextime Work Schedule: An alternative work schedule on a regular basis with different starting and quitting times for the employee other than the standard work day.
- B. Compressed Workweek Schedule: An alternative work schedule on a regular basis with agreed upon work hours that permit employees to increase the length of each day, to provide one day off every week or every other week.
- C. Teleworking: An arrangement in which employees are permitted to work at home, or to access work remotely, for at least part of the workweek on a regular basis in accordance with a Health District teleworking agreement. See Appendix N, [Teleworking Policy](#), for details.

## **12.6 JOB-SHARING**

Upon agreement by the Program Manager and the employee with the approval of the Administrator, a job-sharing arrangement may be established. All rights, terms, and conditions of the job-sharing agreement will be in writing.

## **12.7 EMERGENCY HEALTH DISTRICT CLOSURE**

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

An employee who is unable to get to work or leaves work early because of unusual weather conditions may charge the time missed to general leave, personal holiday, compensatory time, or leave without pay. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

In the event of an official Health District closure and/or late opening due to severe weather conditions or other extraordinary events (earthquake, power outage, and the like), the closure or late opening will be announced on the District's Weather Line (337-5200).

If the District offices are closed for one (1) or more full business day(s) due to weather conditions or for some other emergency as declared by the District Director, employees scheduled to work will be provided paid administrative leave for a maximum of two (2) full consecutive days per occurrence of such closure and/or assigned to work from home or another location as provided by the Health District's policy. For details, see Appendix C, [Inclement Weather and Emergency Closures Policy](#).

## **12.8 EMERGENCY DUTIES**

All Health District employees may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to their job classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

## **12.9 CALL-BACK**

All employees are subject to call-back in emergencies or as needed by the Health District to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. When non-exempt employees are called back to work after completion of their regular workday, they will be compensated in either pay or compensatory time at the rate of one-and-one-half (1½) times the actual hours worked; a minimum callback will be two (2) hours, and the employee must physically report to a worksite.

## **12.10 REMOTE CALL-BACK**

When it is necessary to call back employees without advance notice to perform unscheduled work outside of their regular shift hours to handle an emergency, system failure, or other urgent situation, and they are able to perform such duties without physically reporting to a worksite, they will be compensated for the actual hours worked for the particular incident, or a minimum of one-half hour of straight time, whichever is greater. If such remote call-back time results in overtime, normal overtime pay or compensatory-time provisions will apply. Directors and Program Managers who authorize remote call-back must ensure that it is noted as such on the employee's time card.

Remote call-back does not apply to work performed remotely for non-urgent matters, regular telework or otherwise scheduled remote access. Refer to the Information Technology Resources Policy (Appendix J), the [Teleworking Policy \(Appendix N\)](#), and the Compensatory Time, Overtime and Flextime Policy (Appendix P).

## **12.11 PAYDAYS**

Health District employees are paid monthly on the last working day of the month or on a more frequent schedule as determined by the Director of Health. If a regularly scheduled payday falls on Saturday, Sunday, or holiday, paychecks will be distributed the last regular working day prior to such day.

## CHAPTER 13 – DISCIPLINE AND DISCHARGE

### 13.1 DISCIPLINE

The goal of corrective action and discipline is to change or improve an employee's behavior by providing guidance and strengthening an employee's self-discipline. Rules and standards are needed to help everyone get the job done quickly, safely, and well. The Health District encourages those forms of disciplinary actions that teach rather than punish, when appropriate. Follow-up and observation of performance by the supervisor often helps to correct an unsatisfactory situation. However, in the case of more serious infractions, a progressive approach may not be suitable and the Health District may proceed directly to the appropriate disciplinary action, including termination.

**Note: Program Managers should consult with the Human Resources Manager in order to maintain consistency of discipline.**

13.1.1 Causes for Disciplinary Action: The following is a non-inclusive list provided for illustration of cause for disciplinary action:

- A. Incompetence or inefficiency - Failure to meet minimum requirements set forth in the job classification or failure to meet reasonable work performance standards.
- B. Neglect of duty or dereliction of duty - Engaging in any activity or personal business which causes the employee to neglect or be inattentive to his/her job responsibilities.
- C. Conduct unbecoming a Health District employee.
  - 1. Discourteous treatment or wantonly offensive conduct toward clients, the public or fellow employees.
  - 2. The use of indecent, obscene, or otherwise coarse or offensive language, including but not limited to racist or sexist slurs, directed toward the public or fellow employees.
  - 3. Threat of physical harm directed toward the public or fellow employees.
  - 4. Misuse or abuse of power when dealing with members of the public for personal gain.
  - 5. Violations of the Health District's dress and grooming standards.
- D. Unauthorized use of Health District property or equipment.
- E. Deliberately or recklessly destroying, damaging, or defacing Health District property.
- F. Misappropriation or theft of Health District property, funds or services; or the property/funds of the public or co-workers in the workplace.
- G. Bribery - Making a bribe, accepting a bribe, or soliciting a bribe in the course of Health District business.

- H. False Statements - False or misleading statements, intentional misrepresentations, or fraudulent conduct by an employee or such actions by others with his/her collusion. Falsifying records or reports.
- I. Violation of the Health District Drug and Alcohol Free Workplace Policy.
- J. Violation of the Information Technology Resources Policy.
- K. Violation of the Prevention of Workplace Violence Policy.
- L. Violation of the Health District's Code of Conduct or related policies.
- M. Violation of work rules - Violation of state, Health District, or program work rules, policies, safety rules or regulations.
- N. Solicitation of illegal actions - The attempt to induce an employee of the Health District to commit an illegal act or violate any lawful and reasonable Health District regulation.
- O. The commission of a crime.
  - 1. The commission of a felony, the offense of which is directly related to the responsibilities of the position held or so disruptive to the work relationship between the Health District and the employee or the employee and their coworkers that the Health District feels compelled to discharge the employee rather than tolerate the disruptions and inefficiencies that continued employment may cause. Such conduct may include child molestation, sex crimes, and others.
  - 2. The commission of a misdemeanor during the performance of Health District business.
  - 3. The commission of a misdemeanor, the offense of which is directly related to the responsibilities of the position held.
- P. Insubordination - Disobedience, unwilling to submit to established authority, the refusal to perform assigned work unless such performance would constitute a safety hazard or illegal act.
- Q. Absences without authorization - Failure to report for work, failure to give actual reasons for an absence, or failure to return to work upon the expiration of a vacation or authorized leave.
- R. Chronic tardiness or excessive absenteeism.
- S. Violation of the Harassment and Discrimination Policy.
- T. Smoking in any unauthorized areas.
- U. Creating fire hazards in any area.

## 13.2 DISCIPLINE PROCESS

The following is a list of corrective and disciplinary actions. It is not intended to be an all-inclusive list, nor is there any intent that discipline necessarily start at the lowest level and be sequential. The District will tailor discipline to respond to the nature and severity of the offense, and the employee's prior corrective/disciplinary record.

- 13.2.1 Oral Warning: Inappropriate conduct or performance may initially be brought to the attention of the employee by oral discussion or reprimand. The employing official is to take reasonable precaution not to embarrass the employee before other employees or the public. The Program Manager is encouraged to keep a record of the date and subject of oral warnings. An oral warning is not subject to the notice and hearing requirements set forth below nor the grievance procedure set forth in this Manual.
- 13.2.2 Written Reprimand: When inappropriate conduct or performance is continual, or when in the judgment of the Program Manager the severity of such conduct or performance warrants it, a written reprimand may be issued to an employee. A copy of the written reprimand will be kept in the employee's official personnel file. A written reprimand is not subject to the notice and hearing requirement set forth below nor the grievance procedure set forth in this Manual.
- 13.2.3 Work Improvement Plan: When unsatisfactory work performance or inappropriate work behavior is continual following disciplinary action or an unsatisfactory performance evaluation, the employee may be issued a document outlining areas of improvement required within a designated time frame. Work performance and/or work behavior will be closely monitored and may require frequent performance evaluations.
- 13.2.4 Setback in Range: The Program Manager may move an employee backward to a lower step in his/her salary range for disciplinary reasons. The employee must be provided with five days or more advance notice of such action. The notice must include the cause for action and a new evaluation date.
- 13.2.5 Delay of Step Increase: The Program Manager may delay an employee's step increase based on performance evaluation ratings. The employee must be given advance notice of such action five days in advance of the effective date, and the notice must include the cause for action and a new step increase date.
- 13.2.6 Suspension with Pay: The employing official may remove an employee from work with pay for a specific period of time when necessary to investigate a situation pending a pre-disciplinary hearing/pre-termination hearing, or for business necessity.
- 13.2.7 Suspension Without Pay: The Program Manager may remove an employee from work without pay for a specific period of time for continuing inappropriate conduct or performance of any one severe offense, or to investigate complaints of employee misconduct in accordance with the process set forth in Section 13.3 of these Rules.

Employees who are exempt from the overtime laws are not subject to unpaid disciplinary suspensions except in increments of full workweeks unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

- 13.2.8 Demotion: The Program Manager may demote an employee to a classification that has a lower salary range. This type of action is usually only taken where an employee is unable or unwilling to perform the duties required for his/her current position, but meets the qualifications for the position to which he/she is being demoted or in lieu of discharge. Demotion for any cause can only be made to a vacant position. An employee demoted for disciplinary reasons has no right to displace a subordinate or junior regular employee. The employee must be provided with a minimum of five days notice of such action.
- 13.2.9 Discharge: Discharge is the termination of the employment relationship. Discharge is the most severe form of disciplinary action and should only be used after previous attempts at corrective discipline have failed or when the offense is very serious. Instances which warrant discharge without prior written notice or suspension may include, but are not limited to, such conduct as insubordination, assault, theft, being under the influence of alcohol or drugs, and illegal or destructive acts on the job. Employees discharged will be paid all accrued general leave and compensatory time.

### **13.3 DISCIPLINARY PROCEDURE**

- 13.3.1 Hearing Required: Prior to imposing discipline involving a reduction in pay, suspension, or discharge, a notice and a hearing are required. A Program Manager in consultation with the Human Resources Manager provides and arranges for a pre-disciplinary or pre-termination hearing prior to the imposition of a disciplinary action that may result in suspension without pay, demotion, or discharge.
- 13.3.2 Notice: The Program Manager in consultation with the Human Resources Manager will provide the employee with a written notice of the hearing described above. The notice informs the employee of:
- The reasons for the disciplinary action or possible discharge, including any specific policies and procedures, which have been violated.
  - A summary of any previous incidents or disciplinary actions, if applicable.
  - A date, time, location of the hearing
  - The opportunity to respond to the reasons discipline is being considered at the pre-disciplinary hearing.
- 13.3.3 Pre-Disciplinary or Pre-Termination Hearing: The hearing is conducted by the Administrator or designee and is informal. The purpose of the hearing is to allow the employee to present information that would assist the Administrator or designee in reaching a final determination.
- 13.3.4 Final Disciplinary Action: As a result of the pre-disciplinary or pre-termination hearing, the Administrator or designee will issue a determination within a reasonable period of time and include the following:
- The discipline imposed, if applicable.
  - The effective date and duration of the discipline imposed, if applicable.
  - The required corrective action by the employee, if applicable.

- 13.3.5 Discipline During Trial Service: An employee who is on trial service following a promotion has the same right of appeal as any other regular employee with the exception that during his/her trial service, he/she may be returned to the job class held prior to promotion without receiving notice of cause or have a right to appeal.
- 13.3.6 Discipline During the Probation Period: Employees undergoing their probation period may be subject to any of the aforementioned disciplinary actions without notice of cause or right of appeal. The minimum advance notice of such action need not be more than the normal time requirement for dismissal of a probationary employee.
- 13.3.7 Placement in Personnel File: It is recommended that the employee acknowledge the disciplinary action taken by signature on the final notice of the disciplinary action. The disciplinary action notice is forwarded to the Human Resources Office for placement in the employee's official personnel file. If the employee refuses to acknowledge the final disciplinary action notice, the employee may be subject to further disciplinary action. Further, the Program Manager may fulfill this obligation by securing the signature of a witness.

## CHAPTER 14 – GRIEVANCE PROCEDURE

### 14.1 PURPOSE

The purpose of this process is to provide an orderly method for resolving grievances. The objective of this process is to provide an opportunity for employees to understand and resolve matters where the employees believe they have received inequitable treatment. A determined effort should be made to settle any such differences at the lowest possible level in the grievance procedure.

### 14.2 GRIEVANCE DEFINED

A grievance is a dispute or disagreement arising between the employee and the Health District in regard to the interpretation or application of the specific provisions of this Personnel Manual, or other Health District policies or procedures. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided and grievances not presented within the time limits established. Oral warnings and written reprimands are not grievable.

### 14.3 WHO MAY GRIEVE

Any employee who believes he/she has a grievable dispute as defined above and which directly affects the employee has the right to file a grievance. Probationary employees do not have the right to grieve dismissal or the extension of the probationary period.

### 14.4 TIME LIMITS

In order to maintain good employee relations and employee morale, it is important that grievances be handled promptly and fairly. If an employee fails to submit a grievance within the time schedule in the steps below, the employee waives his right to grieve. If the Program Manager or Division Director fails to respond within the time limits established in the steps below, the next step in the grievance process will apply. If mutually agreed upon, the time limits established in the steps below and any individual step in the grievance procedure may be waived. Where time limits are expressed in working days in these Rules, working days are defined as Monday through Friday, excluding holidays.

**Note: It is recommended that the Program Manager and Division Director work with the Human Resources Manager as soon as any grievance is submitted.**

### 14.5 PROCEDURE

#### Step 1 - Oral Discussion

Within ten (10) working days after the occurrence of the situation, condition, or action giving rise to an alleged employee grievance, the employee affected may personally present a grievance to his/her Program Manager. The Program Manager shall have ten working days after the date of this initial meeting to respond to the employee's grievance.

## Step 2 - Written Grievance

If the employee believes that the matter has not been settled or cannot be adjusted to his/her satisfaction by the Program Manager, the employee may present his/her grievance in writing to his/her Division Director within ten (10) working days after the delivery of the response or expiration of the timeframe for response or if the employee elects to bypass step one. The written grievance is to include the following:

- The facts upon which the grievance is based.
- Reference to the policy or policies alleged to have been violated or misapplied.
- The date of the circumstances leading to the grievance or the date when the employee first became aware of those circumstances.
- The remedy sought.

Upon receipt of the written grievance, the Division Director will review the grievance along with all documents and evidence provided, and may if deemed appropriate meet with the employee and Program Manager. The Division Director will usually provide a written response within ten (10) working days of receipt of the employee's written grievance if possible.

## Step 3 - Administrator

If a satisfactory settlement is not reached in the above steps, the grievance may be delivered in writing to the Administrator within ten (10) working days after the date of the response from the Program Manager. Within five (5) workdays after receipt of the written grievance, the Administrator may schedule a meeting to hear the grievance. This meeting may be held within ten working days. The Administrator may render a decision within fifteen (15) working days after such hearing.

## Step 4 – Board

In the event the grievance is not satisfactorily settled in Step 3 above, the employee may deliver a written grievance to the Board within seven (7) working days of the written response from the Administrator. The Board will render a written decision within thirty (30) days. The Board, at its discretion, may appoint a hearings examiner to hear the grievance and render a decision on its behalf. The decision of the Board or its designee is binding.

**Note:** Employees represented by a bargaining unit should follow grievance procedures set forth in their respective labor contracts.

## CHAPTER 15 – SEPARATION FROM EMPLOYMENT

### 15.1 RESIGNATION

Employees may voluntarily terminate their employment at any time. To resign in good standing, a regular employee will give the Health District at least two (2) weeks written notice of separation. Management and professional staff are requested to give thirty (30) days notice. Employees who terminate without two (2) weeks notice forfeit up to ten (10) days of accrued general leave.

### 15.2 RETIREMENT – REGULAR

A written application must be filed with the Public Employees' Retirement System (PERS). The effective retirement date from which benefit payments accrue is always the first day of a calendar month. PERS will make the employee's effective date of retirement at least thirty (30) days after the application is filed with them. The retiree should take this into consideration in planning for retirement. Potential retirees are required to fill out medical conversion forms two (2) months prior to the effective date of retirement. Those retirees who are eligible for COBRA (continued health care coverage for former employees and their eligible dependents) will receive information and forms in the mail after the Health District receives the separation notice.

### 15.3 RETIREMENT – DISABILITY

Employees who may be eligible for disability retirement should contact PERS by telephone to obtain the appropriate forms to be filed. The Retirement System Medical Review Board will approve or disapprove the request for disability retirement.

### 15.4 REDUCTION IN FORCE – FURLOUGH AND LAYOFF PROCEDURES

The Health District may declare a mandatory furlough, reduction in hours and or layoff in the event that a reduction in force is necessary due to lack of work, lack of funds, or reorganization.

15.4.1 Furlough Procedure. Involuntary unpaid furlough days or reduction in hours may be imposed on a uniform basis agency-wide or by job classification.

#### 15.4.2 Layoff Procedure

- A. No regular Health District employee will be laid off while another person in the same classification is employed in a probationary status.
- B. In determining who, in an affected classification, is to be laid off, consideration is to be given to ability, performance, special skills, and seniority. When ability, performance, and special skills are substantially equal, seniority will be the determining factor. Ability and performance will be determined by the use of the employee's performance evaluations within the last two years within the affected classification.
- C. Employees laid off will be given thirty (30) days notice in writing, or at the option of the Administrator, thirty (30) days separation pay.

- D. Laid off employees are eligible for recall for a period of eighteen (18) months from their effective date of layoff. For re-employment beyond the eighteen (18) month recall period, refer to Section 4.1.4 of this Manual.
- E. In the event of a shutdown of state/federal government and associated elimination of District funding, the District may temporarily reduce the hours of, or furlough, employees whose positions are affected. Such temporary reductions/furloughs require a minimum of seven (7) calendar days' notice to the affected employees and will last no longer than fourteen (14) calendar days. Employees affected by a temporary reduction/furlough under this section will not have the option to displace another employee and will not be placed on a recall list. Such employees will continue to receive medical and other insurance benefits on the terms applicable immediately prior to the temporary reduction/furlough, and will maintain the leave balances accrued at the time of the temporary reduction/layoff.

#### 15.4.3 Recall From Layoff

- A. When the Health District rehires after a layoff has occurred, the Health District will first attempt to rehire those employees who were laid off from the affected classification in the reverse order of layoff. Laid off employees will also be considered, if available for work, for positions at the same salary classification or lower classifications. Laid off employees must meet the minimum qualifications for the position to be considered for recall.
- B. Recalled employees will return with credit for seniority at time of layoff.
- C. Notification of recall will be by registered mail and the employee response is required within seven (7) calendar days of notification.
- D. Laid off employees will be eligible for recall for eighteen (18) months following the effective date of layoff.

### **15.5 INVOLUNTARY SEPARATION**

Employees may be involuntarily terminated. In addition to other grounds listed elsewhere in this Manual, employees may be terminated involuntarily if they no longer meet the minimum qualifications of their position. Accrued general leave will be paid at the end of the next pay period after the effective date of separation.

### **15.6 RETURN OF HEALTH DISTRICT PROPERTY**

All employees terminating employment with the Health District whether by resignation, retirement, discharge, or layoff are required to turn in all Health District property to their Program Manager on their last day worked or on a day mutually agreed upon with the Program Manager. Failure to return Health District property may result in legal action.

## **15.7 FINAL PAYCHECK**

The employee will receive pay for accrued general leave or compensatory time or work-related expenses if applicable. If an employee received an overpayment of wages and/or benefits in a previous paycheck in error or the employee otherwise owes monies to the Health District, the full amount will be deducted from the employee's final paycheck. If the final paycheck is not adequate to cover the monies owed the Health District, the employee is required to remit payment to the Health District within thirty (30) days of separation, or otherwise by mutual agreement with the Health District.

## **15.8 INQUIRIES REGARDING EMPLOYMENT REFERENCES**

All requests whether formal (written) or informal (verbal) for employment references, or verifications of employment must be referred to the Human Resources Office. Programs are asked not to complete such forms prior to contacting the Human Resources Office. Without the written consent and release of an employee or a former employee, the Health District will only verify an employee's name, job title, salary, and employment dates, unless additional information is required by federal or state law or a court order. Upon receipt of a signed release, and after consultation with the Human Resources Office, employees may provide the following reference information, pursuant to RCW 4.24.730: the individual's ability to perform his or her job; the diligence, skill or reliability with which the employee carried out the duties of his or her job; and any illegal or wrongful act committed by the individual when related to the duties of his or her job. For details, see Appendix O, [Providing Personnel References Policy](#).

## **15.9 UNEMPLOYMENT CLAIMS**

There are very restrictive time limitations for responding to claims from any State Employment Security office. In order to guarantee that information is processed quickly and accurately, programs must immediately submit to the Human Resources Office any requests for information. The Health District is a self-funded employer and a lack of response may cause unnecessary expenditures.

## CHAPTER 16 – RECORDS AND REPORTS

### 16.1 PERSONNEL RECORDS AND FILES

The Human Resources Office will establish and maintain a personnel records system, which becomes the Health District's official records for each employee. Reporting procedures and forms are established by the Human Resources Manager. Information compiled and retained in the official personnel file consists of records and reports deemed pertinent which will include, but is not limited to:

Personal Data: Legal name, mailing address, home telephone number, date of birth; copies of Social Security Card, driver's licenses (if required), certifications (if required); emergency contact information.

Basic Employment Information: Job title, program assignment, employee's application, salary range and step, dates of employment, benefit selection forms, retirement information.

Personnel Actions: Reports of personnel actions will be reported to the Human Resources Office in writing in the manner, time, form, and method as determined by the Human Resources Manager. Examples of personnel actions are:

- Appointments
- Transfers
- Promotions
- Demotions
- Resignations
- Dismissals
- Disciplinary actions
- Performance evaluations and other reports of work performance
- Commendations and awards
- Leaves of absences
- Changes of salary ranges and/or steps
- Temporary or permanent changes in an employee's status
- Employment history and other such records and reports as deemed pertinent.

Other Information: Authorization to release information and verifications of employment.

### 16.2 CONFIDENTIALITY AND PUBLIC DISCLOSURE

Each employee's personnel records will be kept confidential to the maximum extent permitted by law, and will not be open to inspection by any person other than the employee's supervisor, Program Manager, Division Director, and Human Resources staff in the conduct of their jobs prescribed by this Manual, unless such person has obtained the written consent of the employee.

Although personnel files are considered confidential, the Health District may be obligated to release certain personnel information to labor organizations or other entities or individuals who make a

valid request under state or federal law, (i.e., Washington State's Public Disclosure Act, Chapter 42.56 RCW; the Public Employee Collective Bargaining Act, Chapter 41.56 RCW; subpoenas). Information relating to employees will be maintained in a restricted-access file separate from the employee's personnel file in order to be consistent with the requirements of federal laws including the Americans With Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA). The decision to release or not release information is made by the Human Resources Manager.

Any employee who fails to maintain the confidentiality of personnel records and files will be subject to disciplinary action.

### **16.3 EMPLOYEE ACCESS TO PERSONNEL FILES**

Each employee may review the contents of his/her own official personnel file. Requests for inspection of personnel files are made to the Human Resources Office. An authorized staff member will set aside a time and place for the employee to review the file during the employee's rest or meal break, during normal and customary office hours for the Human Resources Office. Official personnel files are not to be removed from the Human Resources Office without prior specific approval from the Human Resources Manager.

### **16.4 CHALLENGES TO THE PROPRIETY OF DOCUMENTS IN PERSONNEL FILES**

An employee may challenge the propriety of any document in his or her personnel file. If, after discussion, the Health District retains the material in the file, the employee will have the right to insert contrary documentation into the file. If the affected employee believes that a deficiency has been corrected by later action, he/she may request in writing to have a review of this action included in the file.

## APPENDICES

<u>Appendix</u>	<u>Title</u>
A	<a href="#"><u>Harassment and Discrimination Policy</u></a>
B	<a href="#"><u>General Leave Donation Policy</u></a>
C	<a href="#"><u>Inclement Weather and Emergency Closures Policy</u></a>
D	<a href="#"><u>Domestic Violence Policy</u></a>
E	<a href="#"><u>Family and Medical Leave Policy</u></a>
F	<a href="#"><u>Reasonable Accommodation for Disabilities Policy</u></a>
G	<a href="#"><u>Risk Management Policy</u></a>
H	<a href="#"><u>Whistleblower Protection Policy</u></a>
I	<a href="#"><u>Personal Appearance and Signage Policy</u></a>
J	<a href="#"><u>Information Technology Resources Policy</u></a>
K	<a href="#"><u>Cellular Telephones Policy</u></a>
L	<a href="#"><u>Drug and Alcohol Free Workplace Policy</u></a>
M	<a href="#"><u>Workplace Violence Policy</u></a>
N	<a href="#"><u>Teleworking Policy</u></a>
O	<a href="#"><u>Providing Personnel References Policy</u></a>
P	<a href="#"><u>Compensatory Time, Overtime and Flextime Policy</u></a>

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# KITSAP PUBLIC HEALTH DISTRICT

## ACKNOWLEDGMENT RECEIPT

### *Receipt for the Kitsap Public Health District Personnel Manual*

I hereby acknowledge that I have reviewed a copy of the *Kitsap Public Health District Personnel Manual*, revised effective November 5, 2013. I understand that the *Personnel Manual* is not a contract of employment, and may be modified by the Health District at any time.

I further acknowledge my responsibility for adhering to the contents of the *Personnel Manual* and understand that any questions regarding the contents should be directed to the Human Resources Manager for explanation or clarification. I understand that this *Personnel Manual* supersedes all other prior versions.

My signature below further signifies that I have reviewed this *Personnel Manual* and that I accept and will abide by the provisions therein.

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

*Employee: Submit original to Human Resources for placement in personnel file.*

# MEMO

**To:** Kitsap Public Health Board  
**From:** Scott Daniels, Administrator  
**Date:** December 28, 2015  
**Re:** 2016 Budget Amendment

At the January 5, 2016, Kitsap Public Health Board (KPHB) meeting, we will propose approval of Resolution 2016-05, amending the Health District’s 2016 Budget (resolution and amended budget attached). The purpose of the amendment is to incorporate 1) wage adjustments for the District’s represented (union) negotiated after the 2016 Budget was adopted on December 1, 2015, 2) wage adjustments for unrepresented staff, 3) expected new revenues and associated expenditures, and 4) other budgetary housekeeping changes. At the meeting, I’ll provide an overview of the budget changes, including changes to total estimated 2016 revenues, expenditures, and cash and investment reserves.

As amended, the 2016 Budget now equals **\$11,987,474**, an increase of \$548,489 over the previously adopted 2016 Budget of \$11,438,985. Action from the Board is required at the Board’s January 5<sup>th</sup> meeting on Resolution 2016-05, approving the Amended 2016 Health District Budget. Here is a summary of the changes:

## REVENUES

1. **Revenues Changes:**

Revenue Description	Increase (Decrease)
Olympic Community of Health Year 2 HCA Contract	\$388,000
Food Fees	82,110
Medicaid Match	4,135
PHEPR Program Funding	(1,754)
Reserves: Unrestricted Fund Use	70,043
Reserves: Designated Fund Use	5,955
<b>TOTAL</b>	<b>\$548,489</b>

2. **Other Unbudgeted Revenues:** The District is tracking other currently unconfirmed and unbudgeted 2016 revenues, including potential increased funding for the Nurse Family Partnership Program and potential increased clinic fee collections and insurance reimbursements. The latter is aided by increased health insurance coverage for our population as a result of the Affordable Care Act (ACA) and the District’s use of a medical coder to improve billing effectiveness and increase the timeliness of payments. We will closely evaluate the results of these changes in 2016.

**EXPENDITURES**

1. **Expenditure Changes:**

Expenditure Description	Increase
<b>Personnel</b>	
2% Salary Increase, All Staff Excluding Clerical Unit	\$143,761
Additional Clerical Unit Salary Increase	37,908
On-Call Nurse Pay	5,580
Increased Bi-Lingual Pay	3,432
New Olympic Community of Health Director <sup>1</sup> - 3/1/16	120,214
New Olympic Community of Health Project Coordinator <sup>1</sup> - 3/1/16	83,863
New Epidemiologist <sup>2</sup>	90,330
Other Staffing Adjustments	8,475
Payroll Tax Adjustment	685
<b>Subtotal</b>	<b>\$494,248</b>
<b>Non-Personnel</b>	
Professional Services <sup>1</sup>	39,080
Supplies <sup>1</sup>	8,000
Travel <sup>1</sup>	4,000
Miscellaneous <sup>1</sup>	2,120
Communications <sup>1</sup>	1,041
<b>Subtotal</b>	<b>\$54,241</b>
<b>TOTAL</b>	<b>\$548,489</b>

<sup>1</sup> Funded through Olympic Community of Health Year 2 HCA Contract.

<sup>2</sup> Funded 50% through Olympic Community of Health Year 2 HCA Contract and as the result of additional new program revenue received through a 1/10th of 1% sales tax contract with Kitsap County.

**RESERVES**

1. **Budget Deficit.** The Health District’s current projected 2016 budget deficit (expenditures over revenues) equals \$490,049. The deficit projection has fluctuated over the budget preparation cycle as follows:

Date	2016 Budget Presented At	Deficit Projection <sup>1</sup>
9/21/15	Kitsap County Budget Committee Meeting	\$748,196
10/21/15	October 2015 KPHB Finance Committee Meeting	\$653,639
11/3/15	November 2015 KPHB (Meeting 2016 Budget Initial Presentation)	\$467,153
12/1/15	December 2015 KPHB Meeting (2016 Budget Adopted)	\$414,051
1/5/16	January 2016 KPHB Meeting (2016 Budget Amendment Requested)	\$490,049

<sup>1</sup> In the table above, only the Amended 2016 Budget includes 2016 salary and benefit increases for represented and unrepresented staff. Represented staff wage adjustments in 2016 are part of a new three-year collective bargaining agreement negotiated with the District’s union. The District provides identical wage adjustments for unrepresented staff.

2. **Budgeted Reserves.** The Amended 2016 Budget is balanced using \$372,473 in unrestricted and undesignated reserves and \$117,576 in designated program reserves.
3. **Reserve Spending in Future Years:** As we have stated previously, we project that the amount of *available* reserves at the end of 2016 will exceed the minimum reserve goal of two months of operating expenditures as established by the Board, but may dip below the minimum goal in 2017 under current budget scenarios. Continued reliance on reserve spending beyond 2016 is not sustainable under current revenue and expenditure projections unless other structural changes are made to the District’s programs to create more financial stability. This will be a topic of a Board study session to be scheduled in Spring 2016.

## Amending the 2016 Kitsap Public Health District Budget

The attached Amended 2016 Kitsap Public Health District Budget, with total projected sources and uses of funds increased from \$11,438,985 to \$11,987,474, and with full-time equivalent employees increased from 97.93 to 101.16, is hereby approved by the Kitsap Public Health Board, and constitutes the authorized 2016 Budget for the Kitsap Public Health District.

**APPROVED:** January 5, 2016

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Mayor Becky Erickson, Chair  
Kitsap Public Health Board



**KITSAP PUBLIC  
HEALTH DISTRICT**

**2016 AMENDED BUDGET**

# Kitsap Public Health District

## 2016 AMENDED BUDGET

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<sup>1</sup> Includes Child Care Consultation, Children with Special Health Care Needs and New Parent Support programs previously reported separately.

**Kitsap Public Health District  
2016 AMENDED BUDGET  
AGENCYWIDE REVENUES & OTHER SOURCES OF FUNDS**

REVENUES	APPROVED BUDGET	AMENDED BUDGET	DIFFERENCE	DIFFERENCE
	2016	2016	2016 APPROVED BUDGET (\$)	2016 APPROVED BUDGET (%)
<b>CONTRACTS &amp; GRANTS</b>				
Administrative Services: General Services & Vital Statistics	\$0	\$388,000	\$388,000	N/A
Administration Services: PHEPR & Assessment/Epidemiology	520,574	518,820	(1,754)	-0.34%
Community Health	1,622,503	1,626,638	4,135	0.25%
Environmental Health	1,266,960	1,266,960	0	N/A
<b>Total Contracts &amp; Grants</b>	<b>\$3,410,037</b>	<b>\$3,800,418</b>	<b>\$390,381</b>	<b>11.45%</b>
<b>FEES</b>				
Administrative Services: General Services & Vital Statistics	\$178,200	\$178,200	\$0	N/A
Administration Services: PHEPR & Assessment/Epidemiology	0	0	0	N/A
Community Health	597,955	597,955	0	N/A
Environmental Health	4,299,117	4,381,227	82,110	1.91%
<b>Total Fees</b>	<b>\$5,075,272</b>	<b>\$5,157,382</b>	<b>\$82,110</b>	<b>1.62%</b>
<b>LOCAL &amp; STATE GOVERNMENT FLEXIBLE FUNDING - GENERAL PUBLIC HEALTH</b>				
Bainbridge Island	\$41,516	\$41,516	\$0	N/A
Bremerton	41,949	41,949	0	N/A
Kitsap County	1,259,486	1,259,486	0	N/A
Kitsap County - Allocated to Tuberculosis Control	99,868	99,868	0	N/A
Port Orchard	9,314	9,314	0	N/A
Poulsbo	10,036	10,036	0	N/A
State Public Health Assistance Funds	997,476	997,476	0	N/A
<b>Total Local Government Flexible Funding</b>	<b>\$2,459,645</b>	<b>\$2,459,645</b>	<b>\$0</b>	<b>N/A</b>
<b>LOCAL GOVERNMENT CONTRIBUTIONS - NDGC MORTGAGE</b>				
Bainbridge Island	\$7,715	\$7,715	\$0	N/A
Bremerton	7,003	7,003	0	N/A
Kitsap County	42,113	42,113	0	N/A
Port Orchard	1,602	1,602	0	N/A
Poulsbo	1,717	1,717	0	N/A
<b>Total Local Government NDGC Mortgage</b>	<b>\$60,150</b>	<b>\$60,150</b>	<b>\$0</b>	<b>N/A</b>
<b>MISCELLANEOUS INCOME</b>				
Interest Income	\$15,500	\$15,500	\$0	N/A
Other Income	4,330	4,330	0	N/A
<b>Total Miscellaneous Income</b>	<b>\$19,830</b>	<b>\$19,830</b>	<b>\$0</b>	<b>N/A</b>
<b>TOTAL REVENUES</b>	<b>\$11,024,934</b>	<b>\$11,497,425</b>	<b>\$0</b>	<b>N/A</b>
<b>FUND BALANCE</b>				
Use or (Designate): Drinking Water	\$71,018	\$71,460	\$442	0.62%
Use or (Designate): HIV/AIDS	(2,737)	6,750	9,487	140.55%
Use or (Designate): On-Site Sewage	(7,723)	(8,188)	(465)	5.68%
Use or (Designate): Solid & Hazardous Waste	67,134	64,627	(2,507)	-3.88%
Use or (Designate): Tuberculosis	(16,071)	(17,073)	(1,002)	5.87%
Use or (Source) of Unrestricted/Undesignated Fund Balance	\$302,430	\$372,473	70,043	18.80%
<b>Total Change in Fund Balance</b>	<b>\$414,051</b>	<b>\$490,049</b>	<b>\$75,998</b>	<b>15.51%</b>
<b>TOTAL REVENUES &amp; OTHER SOURCES OF FUNDS</b>	<b>\$11,438,985</b>	<b>\$11,987,474</b>	<b>\$548,489</b>	<b>4.58%</b>
<b>REVENUES &amp; OTHER SOURCES OVER (SHORT) OF EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Kitsap Public Health District  
2016 AMENDED BUDGET  
AGENCYWIDE EXPENDITURES & OTHER USES OF FUNDS**

EXPENDITURES	APPROVED BUDGET	AMENDED BUDGET	DIFFERENCE	DIFFERENCE
	2016	2016	2016 APPROVED BUDGET (\$)	2016 APPROVED BUDGET (%)
<b>Personnel Costs</b>				
Salaries & Wages	\$6,515,849	\$6,875,031	\$359,182	5.51%
Payroll Taxes	535,599	564,119	28,520	5.32%
Benefits	1,702,082	1,806,605	104,523	6.14%
Unemployment	38,603	40,626	2,023	5.24%
<b>Subtotal Personnel Costs</b>	<b>\$8,792,133</b>	<b>\$9,286,381</b>	<b>\$494,248</b>	<b>5.62%</b>
<b>Non-Personnel Costs</b>				
Supplies	\$231,347	\$239,347	\$8,000	3.46%
Office Equipment <\$5,000	4,900	4,900	0	N/A
Computer Software <\$5,000	11,100	11,100	0	N/A
Computer Hardware <\$5,000	23,500	23,500	0	N/A
Professional Services	944,871	983,951	39,080	4.14%
Legal Services	59,402	59,402	0	N/A
Communications	181,857	182,898	1,041	0.57%
Travel & Mileage	84,254	88,254	4,000	4.75%
Parking & Commute Trip Reduction	20,915	20,915	0	N/A
Advertising	10,000	10,000	0	N/A
Rentals & Leases	47,218	47,218	0	N/A
Insurance	101,267	101,267	0	N/A
Utilities	1,345	1,345	0	N/A
Repairs & Maintenance	149,328	149,328	0	N/A
Operations & Maintenance: Government Center	307,484	307,485	1	0.00%
Training	67,082	67,082	0	N/A
Miscellaneous	66,232	68,351	2,119	3.20%
Equipment >\$5,000	21,000	21,000	0	N/A
Computer Software >\$5,000	0	0	0	N/A
Computer Hardware >\$5,000	13,000	13,000	0	N/A
Government Center Debt Principal	150,000	150,000	0	N/A
Government Center Debt Interest	150,750	150,750	0	N/A
Non-Expenditures	0	0	0	N/A
<b>Subtotal Non-Personnel Costs</b>	<b>\$2,646,852</b>	<b>\$2,701,093</b>	<b>\$54,241</b>	<b>2.05%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,438,985</b>	<b>\$11,987,474</b>	<b>\$548,489</b>	<b>4.79%</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
ADMINISTRATIVE SERVICES DIVISION - SUMMARY**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>DIRECT PROGRAM REVENUES</b>	<b>\$778,754</b>	<b>\$1,165,000</b>
State & Local Flexible Funding Needed to Balance	\$241,617	\$306,969
<b>TOTAL REVENUES</b>	<b>\$1,020,371</b>	<b>\$1,471,969</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$1,936,184	\$2,148,385
Payroll Taxes	157,834	175,338
Benefits	523,943	596,295
Unemployment	11,509	12,775
<b>Subtotal Personnel Costs</b>	<b>\$2,629,470</b>	<b>\$2,932,793</b>
<b>Non-Personnel Costs</b>		
Supplies	\$67,310	\$75,310
Office Equipment <\$5,000	2,000	2,000
Computer Software <\$5,000	11,100	11,100
Computer Hardware <\$5,000	7,000	7,000
Professional Services	56,459	95,539
Legal Services	18,500	18,500
Communications	124,408	125,220
Travel & Mileage	7,389	11,389
Parking & Commute Trip Reduction	3,096	3,096
Advertising	1,300	1,300
Rentals & Leases	34,680	34,680
Insurance	99,653	99,653
Utilities	1,345	1,345
Repairs & Maintenance	86,501	86,501
Operations & Maintenance: Government Center	24,164	25,871
Training	19,775	19,775
Miscellaneous	34,395	36,514
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	13,000	13,000
Government Center Debt Principal	150,000	150,000
Government Center Debt Interest	150,750	150,750
Non-Expenditures	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$912,825</b>	<b>\$968,543</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$3,542,295</b>	<b>\$3,901,336</b>
Administrative Services Overhead	(\$2,521,924)	(\$2,429,367)
<b>TOTAL EXPENDITURES W/OVERHEAD DISTRIBUTED</b>	<b>\$1,020,371</b>	<b>\$1,471,969</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
ADMINISTRATIVE SERVICES DIVISION - SUMMARY**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>DIRECT PROGRAM REVENUES</b>	<b>\$778,754</b>	<b>\$1,165,000</b>
State & Local Flexible Funding Needed to Balance	\$241,617	\$306,969
<b>TOTAL REVENUES</b>	<b>\$1,020,371</b>	<b>\$1,471,969</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$1,936,184	\$2,148,385
Payroll Taxes	157,834	175,338
Benefits	523,943	596,295
Unemployment	11,509	12,775
<b>Subtotal Personnel Costs</b>	<b>\$2,629,470</b>	<b>\$2,932,793</b>
<b>Non-Personnel Costs</b>		
Supplies	\$67,310	\$75,310
Office Equipment <\$5,000	2,000	2,000
Computer Software <\$5,000	11,100	11,100
Computer Hardware <\$5,000	7,000	7,000
Professional Services	56,459	95,539
Legal Services	18,500	18,500
Communications	124,408	125,220
Travel & Mileage	7,389	11,389
Parking & Commute Trip Reduction	3,096	3,096
Advertising	1,300	1,300
Rentals & Leases	34,680	34,680
Insurance	99,653	99,653
Utilities	1,345	1,345
Repairs & Maintenance	86,501	86,501
Operations & Maintenance: Government Center	24,164	25,871
Training	19,775	19,775
Miscellaneous	34,395	36,514
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	13,000	13,000
Government Center Debt Principal	150,000	150,000
Government Center Debt Interest	150,750	150,750
Non-Expenditures	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$912,825</b>	<b>\$968,543</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$3,542,295</b>	<b>\$3,901,336</b>
Administrative Services Overhead	(\$2,521,924)	(\$2,429,367)
<b>TOTAL EXPENDITURES W/OVERHEAD DISTRIBUTED</b>	<b>\$1,020,371</b>	<b>\$1,471,969</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
ASSESSMENT AND EPIDEMIOLOGY PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
Clallam County Assessment Work	\$10,000	\$10,000
Jefferson County Health Department	14,357	14,357
1/10 of 1%: Assessment	77,623	77,623
Other - Assessment	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$101,980</b>	<b>\$101,980</b>
State & Local Flexible Funding Needed to Balance	\$205,256	\$260,281
<b>TOTAL REVENUES</b>	<b>\$307,236</b>	<b>\$362,261</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$139,658	\$167,363
Payroll Taxes	11,334	13,662
Benefits	47,653	60,613
Unemployment	834	1,000
<b>Subtotal Personnel Costs</b>	<b>\$199,479</b>	<b>\$242,638</b>
<b>Non-Personnel Costs</b>		
Supplies	\$240	\$240
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	0	0
Legal Services	0	0
Communications	1,632	1,372
Travel & Mileage	500	500
Parking & Commute Trip Reduction	1,176	1,176
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	2,750	2,750
Operations & Maintenance: Government Center	9,871	11,531
Training	3,200	3,200
Miscellaneous	480	480
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$19,849</b>	<b>\$21,249</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$219,328</b>	<b>\$263,887</b>
Administrative Services Overhead	\$87,908	\$98,374
<b>TOTAL EXPENDITURES</b>	<b>\$307,236</b>	<b>\$362,261</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH Con Con PHEPR LHJ Funding	\$300,555	\$300,555
CC PHEPR HC Systems Prep (Coalition)	66,000	66,000
HPP Healthcare Ebola Part A & Special Funds	52,039	50,285
Other - PHEPR	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$418,594</b>	<b>\$416,840</b>
State & Local Flexible Funding Needed to Balance	\$36,359	\$46,688
<b>TOTAL REVENUES</b>	<b>\$454,953</b>	<b>\$463,528</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$205,701	\$214,503
Payroll Taxes	16,869	17,572
Benefits	66,742	68,998
Unemployment	1,230	1,283
<b>Subtotal Personnel Costs</b>	<b>\$290,542</b>	<b>\$302,356</b>
<b>Non-Personnel Costs</b>		
Supplies	\$1,230	\$1,230
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	0	0
Legal Services	0	0
Communications	13,042	13,074
Travel & Mileage	2,554	2,554
Parking & Commute Trip Reduction	70	70
Advertising	0	0
Rentals & Leases	1,620	1,620
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	1,900	1,900
Operations & Maintenance: Government Center	14,293	14,340
Training	2,470	2,470
Miscellaneous	0	0
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$37,179</b>	<b>\$37,258</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$327,721</b>	<b>\$339,614</b>
Administrative Services Overhead	\$127,232	\$123,914
<b>TOTAL EXPENDITURES</b>	<b>\$454,953</b>	<b>\$463,528</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
COMMUNITY HEALTH DIVISION - SUMMARY**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>DIRECT PROGRAM REVENUES</b>	<b>\$2,320,326</b>	<b>\$2,324,461</b>
State & Local Flexible Funding Needed to Balance	1,879,493	1,962,818
Draw from (Increase) Reserves	(18,808)	(10,323)
<b>TOTAL REVENUES</b>	<b>\$4,181,011</b>	<b>\$4,276,956</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$1,839,735	\$1,925,045
Payroll Taxes	151,237	157,508
Benefits	453,847	477,931
Unemployment	10,797	11,194
<b>Subtotal Personnel Costs</b>	<b>\$2,455,616</b>	<b>\$2,571,678</b>
<b>Non-Personnel Costs</b>		
Supplies	\$121,200	\$121,200
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	389,956	389,956
Legal Services	2,680	2,680
Communications	18,093	18,322
Travel & Mileage	25,520	25,520
Parking & Commute Trip Reduction	8,049	8,049
Advertising	200	200
Rentals & Leases	1,950	1,950
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	43,569	43,569
Operations & Maintenance: Government Center	108,543	109,578
Training	29,711	29,711
Miscellaneous	9,756	9,756
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal NON-LABOR COSTS</b>	<b>\$759,227</b>	<b>\$760,491</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$3,214,843</b>	<b>\$3,332,169</b>
Administrative Services Overhead	\$966,169	\$944,786
Community Health Overhead	(1)	1
<b>TOTAL EXPENDITURES</b>	<b>\$4,181,011</b>	<b>\$4,276,956</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
COMMUNITY HEALTH DIVISION ADMINISTRATION**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>Other Revenues</b>		
Olympic College Teaching Contract	\$9,149	\$9,149
<b>TOTAL REVENUES</b>	<b>\$9,149</b>	<b>\$9,149</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$192,212	\$196,916
Payroll Taxes	15,829	16,264
Benefits	50,876	57,132
Unemployment	1,148	1,177
<b>Subtotal Personnel Costs</b>	<b>\$260,065</b>	<b>\$271,489</b>
<b>Non-Personnel Costs</b>		
Supplies	\$1,200	\$1,200
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	14,400	14,400
Legal Services	1,680	1,680
Communications	1,602	1,602
Travel & Mileage	2,220	2,220
Parking & Commute Trip Reduction	45	45
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	0	0
Training	3,000	3,000
Miscellaneous	856	856
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$25,003</b>	<b>\$25,003</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$285,068</b>	<b>\$296,492</b>
Administrative Services Overhead	0	0
Community Health Overhead	(275,919)	(287,343)
<b>TOTAL EXPENDITURES W/OVERHEAD DISTRIBUTED</b>	<b>\$9,149</b>	<b>\$9,149</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
HEALTHY COMMUNITIES - SUMMARY**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>DIRECT PROGRAM REVENUES</b>	<b>\$997,884</b>	<b>\$997,884</b>
State & Local Flexible Funding Needed to Balance	\$1,182,300	\$1,182,253
Draw from (Increase) Reserves	0	0
<b>TOTAL REVENUES</b>	<b>\$2,180,184</b>	<b>\$2,180,137</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$844,955	\$863,729
Payroll Taxes	69,245	70,616
Benefits	200,147	202,142
Unemployment	5,044	5,151
<b>Subtotal Personnel Costs</b>	<b>\$1,119,391</b>	<b>\$1,141,638</b>
<b>Non-Personnel Costs</b>		
Supplies	\$10,000	\$10,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	293,506	293,506
Legal Services	0	0
Communications	9,738	9,738
Travel & Mileage	18,500	18,500
Parking & Commute Trip Reduction	6,254	6,254
Advertising	0	0
Rentals & Leases	1,950	1,950
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	13,869	13,869
Operations & Maintenance: Government Center	55,164	54,246
Training	17,861	17,861
Miscellaneous	2,200	2,200
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal NON-LABOR COSTS</b>	<b>\$429,042</b>	<b>\$428,124</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$1,548,433</b>	<b>\$1,569,762</b>
Administrative Services Overhead	\$491,292	\$468,185
Community Health Overhead	140,459	142,190
<b>TOTAL EXPENDITURES</b>	<b>\$2,180,184</b>	<b>\$2,180,137</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
CHRONIC DISEASE PREVENTION PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH ConCon Preventative Health Block Grant	\$96,361	\$96,361
DOH Healthy Communities Lead Organization (1422)	300,160	300,160
5210 Contributions	5,000	5,000
<b>DIRECT PROGRAM REVENUES</b>	<b>\$401,521</b>	<b>\$401,521</b>
State & Local Flexible Funding Needed to Balance	\$373,796	\$372,957
Draw from CDP Designated Funds*	0	0
<b>TOTAL REVENUES</b>	<b>\$775,317</b>	<b>\$774,478</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$260,681	\$265,894
Payroll Taxes	21,407	21,806
Benefits	59,297	59,877
Unemployment	1,558	1,589
<b>Subtotal Personnel Costs</b>	<b>\$342,943</b>	<b>\$349,166</b>
<b>Non-Personnel Costs</b>		
Supplies	\$1,000	\$1,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	212,250	212,250
Legal Services	0	0
Communications	1,245	1,245
Travel & Mileage	2,500	2,500
Parking & Commute Trip Reduction	0	0
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	16,882	16,574
Training	4,361	4,361
Miscellaneous	800	800
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$239,038</b>	<b>\$238,730</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$581,981</b>	<b>\$587,896</b>
Administrative Services Overhead	\$150,356	\$143,143
Community Health Overhead	42,980	43,439
<b>TOTAL EXPENDITURES</b>	<b>\$775,317</b>	<b>\$774,478</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
NURSE FAMILY PARTNERSHIP PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
Jefferson County Public Health - Thrive by Five	\$87,500	\$87,500
Healthy Start Kitsap	12,000	12,000
Healthy Start Kitsap Contract 1285	50,166	50,166
Other - NFP	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$149,666</b>	<b>\$149,666</b>
State & Local Flexible Funding Needed to Balance	\$274,463	\$273,797
<b>TOTAL REVENUES</b>	<b>\$424,129</b>	<b>\$423,463</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$163,011	\$166,195
Payroll Taxes	13,298	13,541
Benefits	39,183	39,537
Unemployment	972	991
<b>Subtotal Personnel Costs</b>	<b>\$216,464</b>	<b>\$220,264</b>
<b>Non-Personnel Costs</b>		
Supplies	\$4,000	\$4,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	53,556	53,556
Legal Services	0	0
Communications	2,196	2,196
Travel & Mileage	7,000	7,000
Parking & Commute Trip Reduction	1,116	1,116
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	4,276	4,276
Operations & Maintenance: Government Center	10,488	10,293
Training	4,500	4,500
Miscellaneous	500	500
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$87,632</b>	<b>\$87,437</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$304,096</b>	<b>\$307,701</b>
Administrative Services Overhead	\$93,348	\$88,800
Community Health Overhead	26,685	26,962
<b>TOTAL EXPENDITURES</b>	<b>\$424,129</b>	<b>\$423,463</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
PARENT CHILD HEALTH PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH Con Con MCGBG/MCH	\$159,854	\$159,854
DSHS Medicaid Match	60,416	60,416
OESD Head Start/Early Headstart Expansion	54,400	54,400
DSHS Title Nineteen MSS First Steps	140,000	140,000
Jefferson County - Nightingale Notes	1,500	1,500
Mason County - Nightingale Notes	1,000	1,000
KCR Head Start	1,500	1,500
Various 1/10 of 1% Revenues	28,027	28,027
<b>DIRECT PROGRAM REVENUES</b>	<b>\$446,697</b>	<b>\$446,697</b>
State & Local Flexible Funding Needed to Balance	\$534,041	\$535,499
Draw from New Parent Support Designated Funds	0	0
<b>TOTAL REVENUES</b>	<b>\$980,738</b>	<b>\$982,196</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$421,263	\$431,640
Payroll Taxes	34,540	35,269
Benefits	101,667	102,728
Unemployment	2,514	2,571
<b>Subtotal Personnel Costs</b>	<b>\$559,984</b>	<b>\$572,208</b>
<b>Non-Personnel Costs</b>		
Supplies	\$5,000	\$5,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	27,700	27,700
Legal Services	0	0
Communications	6,297	6,297
Travel & Mileage	9,000	9,000
Parking & Commute Trip Reduction	5,138	5,138
Advertising	0	0
Rentals & Leases	1,950	1,950
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	9,593	9,593
Operations & Maintenance: Government Center	27,794	27,379
Training	9,000	9,000
Miscellaneous	900	900
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$102,372</b>	<b>\$101,957</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$662,356</b>	<b>\$674,165</b>
Administrative Services Overhead	\$247,588	\$236,242
Community Health Overhead	70,794	71,789
<b>TOTAL EXPENDITURES</b>	<b>\$980,738</b>	<b>\$982,196</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
CLINICAL SERVICES - SUMMARY**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>DIRECT PROGRAM REVENUES</b>	<b>\$1,313,293</b>	<b>\$1,317,428</b>
State & Local Flexible Funding Needed to Balance	\$697,193	\$780,565
Draw from (Increase) Reserves	(18,808)	(10,323)
<b>TOTAL REVENUES</b>	<b>\$1,991,678</b>	<b>\$2,087,670</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$802,568	\$864,400
Payroll Taxes	66,163	70,628
Benefits	202,824	218,657
Unemployment	4,605	4,866
<b>Subtotal Personnel Costs</b>	<b>\$1,076,160</b>	<b>\$1,158,551</b>
<b>Non-Personnel Costs</b>		
Supplies	\$110,000	\$110,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	82,050	82,050
Legal Services	1,000	1,000
Communications	6,753	6,982
Travel & Mileage	4,800	4,800
Parking & Commute Trip Reduction	1,750	1,750
Advertising	200	200
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	29,700	29,700
Operations & Maintenance: Government Center	53,379	55,332
Training	8,850	8,850
Miscellaneous	6,700	6,700
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal NON-LABOR COSTS</b>	<b>\$305,182</b>	<b>\$307,364</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$1,381,342</b>	<b>\$1,465,915</b>
Administrative Services Overhead	\$474,877	\$476,601
Community Health Overhead	135,459	145,154
<b>TOTAL EXPENDITURES</b>	<b>\$1,991,678</b>	<b>\$2,087,670</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
COMMUNICABLE DISEASE PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH Con Con AFIX Immunization	\$37,024	\$37,024
DOH Con Con FA317 Immunization FED	10,218	10,218
DOH Con Con VFC Immunization FED	16,356	16,356
DSHS Medicaid Match - CD	69,676	73,811
DSHS Title Nineteen - CD	10,000	10,000
Unspecified Reduction in Con Con Immunization	(12,000)	(12,000)
Fees - CD	15,000	15,000
Fees - CD Insurance	0	0
Other - CD	500	500
<b>DIRECT PROGRAM REVENUES</b>	<b>\$146,774</b>	<b>\$150,909</b>
State & Local Flexible Funding Needed to Balance	\$348,746	\$438,807
<b>TOTAL REVENUES</b>	<b>\$495,520</b>	<b>\$589,716</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$224,470	\$273,371
Payroll Taxes	18,421	22,148
Benefits	49,380	62,359
Unemployment	1,162	1,359
<b>Subtotal Personnel Costs</b>	<b>\$293,433</b>	<b>\$359,237</b>
<b>Non-Personnel Costs</b>		
Supplies	\$5,000	\$5,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	8,000	8,000
Legal Services	0	0
Communications	3,285	3,514
Travel & Mileage	500	500
Parking & Commute Trip Reduction	0	0
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	500	500
Operations & Maintenance: Government Center	14,633	17,185
Training	2,500	2,500
Miscellaneous	1,000	1,000
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$35,418</b>	<b>\$38,199</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$328,851</b>	<b>\$397,436</b>
Administrative Services Overhead	\$129,853	\$147,105
Community Health Overhead	36,816	45,175
<b>TOTAL EXPENDITURES</b>	<b>\$495,520</b>	<b>\$589,716</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
FAMILY PLANNING PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
Seattle/King County Public Health BCHP Fees	\$10,000	\$10,000
Seattle/King County Public Health BCHP Outreach	17,000	17,000
DOH Con Con Family Planning State Contracts	151,556	151,556
DOH Con Con Family Planning - Title Ten	54,832	54,832
DSHS MAA Interpreter	252	252
DSHS Medicaid Match - FP	9,843	9,843
DSHS Title Nineteen - FP	55,000	55,000
DSHS Title Nineteen Take Charge - FP	15,000	15,000
DSHS Title Nineteen Meaningful Use	17,000	17,000
Fees - FP	10,000	10,000
Other - FP	100	100
	<b>\$340,583</b>	<b>\$340,583</b>
State & Local Flexible Funding Needed to Balance	\$195,396	\$186,431
<b>TOTAL REVENUES</b>	<b>\$535,979</b>	<b>\$527,014</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$220,363	\$219,571
Payroll Taxes	18,162	18,009
Benefits	54,168	55,158
Unemployment	1,313	1,305
<b>Subtotal Personnel Costs</b>	<b>\$294,006</b>	<b>\$294,043</b>
<b>Non-Personnel Costs</b>		
Supplies	\$22,000	\$22,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	12,000	12,000
Legal Services	0	0
Communications	687	687
Travel & Mileage	300	300
Parking & Commute Trip Reduction	0	0
Advertising	200	200
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	25,000	25,000
Operations & Maintenance: Government Center	14,508	13,996
Training	1,053	1,053
Miscellaneous	0	0
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$75,748</b>	<b>\$75,236</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$369,754</b>	<b>\$369,279</b>
Administrative Services Overhead	\$129,271	\$121,036
Community Health Overhead	36,954	36,699
<b>TOTAL EXPENDITURES</b>	<b>\$535,979</b>	<b>\$527,014</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
HIV/AIDS PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH Con Con Ryan White	\$264,597	\$264,597
DOH Con Con Harborview HIV Clinic	86,606	86,606
DSHS Medicaid Match	17,573	17,573
Pierce County Aids Foundation - HOPWA	6,917	6,917
DSHS Title Nineteen AIDS Case Management	60,000	60,000
AIDS Counseling & Testing	\$200	\$200
<b>DIRECT PROGRAM REVENUES</b>	<b>\$435,893</b>	<b>\$435,893</b>
State & Local Flexible Funding Needed to Balance	\$0	\$0
Draw from (Increase) HIV/AIDS Designated Funds	(2,737)	6,750
<b>TOTAL REVENUES</b>	<b>\$433,156</b>	<b>\$442,643</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$179,669	\$189,029
Payroll Taxes	14,989	15,694
Benefits	62,089	63,114
Unemployment	1,073	1,129
<b>Subtotal Personnel Costs</b>	<b>\$257,820</b>	<b>\$268,966</b>
<b>Non-Personnel Costs</b>		
Supplies	\$10,000	\$10,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services*	500	500
Legal Services	1,000	1,000
Communications	1,696	1,696
Travel & Mileage	3,000	3,000
Parking & Commute Trip Reduction	1,000	1,000
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	12,521	12,597
Training	2,000	2,000
Miscellaneous	500	500
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$32,217</b>	<b>\$32,293</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$290,037</b>	<b>\$301,259</b>
Administrative Services Overhead	\$111,290	\$108,416
Community Health Overhead	31,829	32,968
<b>TOTAL EXPENDITURES</b>	<b>\$433,156</b>	<b>\$442,643</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
HEALTH INSURANCE NAVIGATOR**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
Washington Health Benefit Exchange In-Person Assistance Contract	143,755	143,755
<b>DIRECT PROGRAM REVENUES</b>	<b>\$143,755</b>	<b>\$143,755</b>
State & Local Flexible Funding Needed to Balance	\$4,178	\$5,148
<b>TOTAL REVENUES</b>	<b>\$147,933</b>	<b>\$148,903</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$59,286	\$61,193
Payroll Taxes	4,876	5,009
Benefits	13,453	13,646
Unemployment	352	362
<b>Subtotal Personnel Costs</b>	<b>\$77,967</b>	<b>\$80,210</b>
<b>Non-Personnel Costs</b>		
Supplies	\$1,000	\$1,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	12,800	12,800
Legal Services	0	0
Communications	0	0
Travel & Mileage	800	800
Parking & Commute Trip Reduction	150	150
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	3,982	3,946
Training	500	500
Miscellaneous	5,000	5,000
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$24,232</b>	<b>\$24,196</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$102,199</b>	<b>\$104,406</b>
Administrative Services Overhead	\$35,564	\$34,126
Community Health Overhead	10,170	10,371
<b>TOTAL EXPENDITURES</b>	<b>\$147,933</b>	<b>\$148,903</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
INFECTIOUS DISEASE PREVENTION PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH ConCon HIV Prevention - State	\$40,000	\$40,000
DOH ConCon Adult Viral Hepatitis Prevention	35,000	35,000
DOH ConCon STD Control	15,420	15,420
KC Solid Waste Tipping Fees (Needle Exchange)	40,000	40,000
<b>DIRECT PROGRAM REVENUES</b>	<b>\$130,420</b>	<b>\$130,420</b>
State & Local Flexible Funding Needed to Balance	\$148,873	\$150,179
<b>TOTAL REVENUES</b>	<b>\$279,293</b>	<b>\$280,599</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$78,785	\$81,397
Payroll Taxes	6,408	6,525
Benefits	14,308	14,478
Unemployment	467	477
<b>Subtotal Personnel Costs</b>	<b>\$99,968</b>	<b>\$102,877</b>
<b>Non-Personnel Costs</b>		
Supplies	\$70,000	\$70,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	43,750	43,750
Legal Services	0	0
Communications	860	860
Travel & Mileage	200	200
Parking & Commute Trip Reduction	600	600
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	5,056	5,012
Training	600	600
Miscellaneous	200	200
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$121,266</b>	<b>\$121,222</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$221,234</b>	<b>\$224,099</b>
Administrative Services Overhead	\$45,149	\$43,325
Community Health Overhead	12,910	13,175
<b>TOTAL EXPENDITURES</b>	<b>\$279,293</b>	<b>\$280,599</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
TUBERCULOSIS PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DSHS Title Nineteen - TB	\$6,000	\$6,000
Kitsap County Tuberculosis Intergovernmental	99,868	99,868
Fees - TB	10,000	10,000
Other - TB	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$115,868</b>	<b>\$115,868</b>
State & Local Flexible Funding Needed to Balance	\$0	\$0
Draw from (Increase) in Tuberculosis Designated Funds	(16,071)	(17,073)
<b>TOTAL REVENUES</b>	<b>\$99,797</b>	<b>\$98,795</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$39,995	\$39,839
Payroll Taxes	3,307	3,243
Benefits	9,426	9,902
Unemployment	238	234
<b>Subtotal Personnel Costs</b>	<b>\$52,966</b>	<b>\$53,218</b>
<b>Non-Personnel Costs</b>		
Supplies	\$2,000	\$2,000
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	5,000	5,000
Legal Services	0	0
Communications	225	225
Travel & Mileage	0	0
Parking & Commute Trip Reduction	0	0
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	4,200	4,200
Operations & Maintenance: Government Center	2,679	2,596
Training	2,197	2,197
Miscellaneous	0	0
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$16,301</b>	<b>\$16,218</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$69,267</b>	<b>\$69,436</b>
Administrative Services Overhead	\$23,750	\$22,593
Community Health Overhead	6,780	6,766
<b>TOTAL EXPENDITURES</b>	<b>\$99,797</b>	<b>\$98,795</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
ENVIRONMENTAL HEALTH DIVISION - SUMMARY**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
<b>DIRECT PROGRAM REVENUES</b>	<b>\$5,566,077</b>	<b>\$5,648,187</b>
State & Local Flexible Funding Needed to Balance	541,097	462,465
Draw from (Increase) Reserves	130,429	127,899
<b>TOTAL REVENUES</b>	<b>\$6,237,603</b>	<b>\$6,238,551</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$2,739,930	\$2,801,601
Payroll Taxes	226,528	231,273
Benefits	724,292	732,379
Unemployment	16,297	16,657
<b>Subtotal Personnel Costs</b>	<b>\$3,707,047</b>	<b>\$3,781,910</b>
<b>Non-Personnel Costs</b>		
Supplies	\$42,837	\$42,837
Office Equipment <\$5,000	2,900	2,900
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	16,500	16,500
Professional Services	498,456	498,456
Legal Services	38,222	38,222
Communications	39,356	39,356
Travel & Mileage	51,345	51,345
Parking & Commute Trip Reduction	9,770	9,770
Advertising	8,500	8,500
Rentals & Leases	10,588	10,588
Insurance	1,614	1,614
Utilities	0	0
Repairs & Maintenance	19,258	19,258
Operations & Maintenance: Government Center	174,777	172,036
Training	17,596	17,596
Miscellaneous	22,081	22,081
Equipment >\$5,000	21,000	21,000
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$974,800</b>	<b>\$972,059</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$4,681,847</b>	<b>\$4,753,969</b>
Administrative Services Overhead	\$1,555,756	\$1,484,581
Environmental Health Overhead	0	1
<b>TOTAL EXPENDITURES</b>	<b>\$6,237,603</b>	<b>\$6,238,551</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
ENVIRONMENTAL HEALTH DIVISION ADMINISTRATION**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
N/A - None	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$109,544	\$112,308
Payroll Taxes	9,004	9,239
Benefits	28,699	29,006
Unemployment	653	670
<b>Subtotal Personnel Costs</b>	<b>\$147,900</b>	<b>\$151,223</b>
<b>Non-Personnel Costs</b>		
Supplies	\$1,500	\$1,500
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	0	0
Legal Services	500	500
Communications	500	500
Travel & Mileage	1,080	1,080
Parking & Commute Trip Reduction	0	0
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	4,265	4,265
Operations & Maintenance: Government Center	0	0
Training	960	960
Miscellaneous	308	308
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$9,113</b>	<b>\$9,113</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$157,013</b>	<b>\$160,336</b>
Environmental Health Overhead	(\$157,013)	(\$160,336)
<b>TOTAL EXPENDITURES W/OVERHEAD DISTRIBUTED</b>	<b>\$0</b>	<b>\$0</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
DRINKING WATER PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOE Well Construction	\$14,000	\$14,000
DOH Con Con EHP DW SS	12,750	12,750
DOH Con Con EHP DW TA	2,500	2,500
Public Utility District Well Construction	10,000	10,000
Clean Water Kitsap	10,000	10,000
Building Clearances - DW	27,443	27,443
Building Site Applications - DW	140,000	140,000
Certifications - DW	905	905
Land Use - DW	7,083	7,083
Water Status Reports (Loan Inspections)	10,673	10,673
Plan Reviews - DW	4,560	4,560
Water Sanitary Surveys	14,715	14,715
Waivers - DW	2,180	2,180
Well Decommissioning	10,200	10,200
Well Site Inspections	16,418	16,418
Other - Drinking Water	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$283,427</b>	<b>\$283,427</b>
State & Local Flexible Funding Needed to Balance	\$0	\$0
Draw from (Increase) Drinking Water Designated Funds	71,018	71,460
<b>TOTAL REVENUES</b>	<b>\$354,445</b>	<b>\$354,887</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$165,261	\$169,377
Payroll Taxes	13,674	13,963
Benefits	46,262	46,682
Unemployment	985	1,007
<b>Subtotal Personnel Costs</b>	<b>\$226,182</b>	<b>\$231,029</b>
<b>Non-Personnel Costs</b>		
Supplies	\$500	\$500
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	400	400
Legal Services	2,500	2,500
Communications	1,680	1,680
Travel & Mileage	2,321	2,321
Parking & Commute Trip Reduction	450	450
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	11,117	10,949
Training	300	300
Miscellaneous	0	0
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$19,268</b>	<b>\$19,100</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$245,450</b>	<b>\$250,129</b>
Administrative Services Overhead	\$99,007	\$94,546
Environmental Health Overhead	9,988	10,212
<b>TOTAL EXPENDITURES</b>	<b>\$354,445</b>	<b>\$354,887</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
FOOD & LIVING ENVIRONMENT PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH Con Con Beach NEP	\$27,000	\$27,000
DOH Con Con Shellfish	14,000	14,000
Clean Water Kitsap - Food & LE	7,800	7,800
Clean Water Kitsap - Beach / RSF	26,000	26,000
Clean Water Kitsap - LMP	32,000	32,000
Retail Program Standards Grant - NEW	20,000	20,000
Camps	931	1,041
Establishments	514,387	586,987
Food Handler Permits	9,330	9,330
Food Handler Permits - TPCHD	86,400	86,400
Plan Reviews - Food & LE	16,228	16,228
Food Establishment Reinspections	21,800	21,800
LE School Plan Review	4,000	4,500
LE Reinspections	1,090	1,090
Pools/Spas	42,800	46,400
Port Gamble S'Klallam Tribe	324	324
School Inspections	10,355	10,355
Temporary Permits	36,641	41,941
Other - Food & Living Environment	500	500
<b>DIRECT PROGRAM REVENUES</b>	<b>\$871,586</b>	<b>\$953,696</b>
State & Local Flexible Funding Needed to Balance	\$120,149	\$44,290
<b>TOTAL REVENUES</b>	<b>\$991,735</b>	<b>\$997,986</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$448,566	\$460,956
Payroll Taxes	36,978	37,965
Benefits	110,278	113,073
Unemployment	2,650	2,725
<b>Subtotal Personnel Costs</b>	<b>\$598,472</b>	<b>\$614,719</b>
<b>Non-Personnel Costs</b>		
Supplies	\$6,000	\$6,000
Office Equipment <\$5,000	1,000	1,000
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	16,500	16,500
Professional Services	16,055	16,055
Legal Services	0	0
Communications	6,462	6,462
Travel & Mileage	20,638	20,638
Parking & Commute Trip Reduction	2,310	2,310
Advertising	500	500
Rentals & Leases	760	760
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	0	0
Operations & Maintenance: Government Center	29,523	29,234
Training	2,336	2,336
Miscellaneous	1,850	1,850
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$103,934</b>	<b>\$103,645</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$702,406</b>	<b>\$718,364</b>
Administrative Services Overhead	\$262,839	\$252,389
Environmental Health Overhead	26,490	27,233
<b>TOTAL EXPENDITURES</b>	<b>\$991,735</b>	<b>\$997,986</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
ONSITE SEWAGE PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOH Con Con - PS OSS LMP Implementation	\$45,000	\$45,000
DOH Con Con - EPA NEP Round 5 & 6	60,000	60,000
Kitsap County Septage Tipping Fees	120,000	120,000
Clean Water Kitsap	200,000	200,000
Building Clearances	75,775	75,775
Building Site Applications	260,000	260,000
Building Site Application Waivers	16,228	16,228
Installer Certifications	7,964	7,964
O&M Certifications	7,058	7,058
Septic Tank Pumper Certifications	3,534	3,534
Delinquent Certification Renewals	723	723
Land Use	10,000	10,000
Property Conveyance Reports	427,694	427,694
Operations & Maintenance Annual Report Fees	449,800	449,800
Other	500	500
Water Samples	10,328	10,328
Sewage Permits	230,000	230,000
<b>DIRECT PROGRAM REVENUES</b>	<b>\$1,924,604</b>	<b>\$1,924,604</b>
State & Local Flexible Funding Needed to Balance	\$0	\$0
Draw from (Increase) On-Site Designated Funds	(7,723)	(8,188)
<b>TOTAL REVENUES</b>	<b>\$1,916,881</b>	<b>\$1,916,416</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$875,343	\$894,842
Payroll Taxes	72,513	73,996
Benefits	242,947	244,966
Unemployment	5,215	5,324
<b>Subtotal Personnel Costs</b>	<b>\$1,196,018</b>	<b>\$1,219,128</b>
<b>Non-Personnel Costs</b>		
Supplies	\$5,137	\$5,137
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	8,009	8,009
Legal Services	21,222	21,222
Communications	7,694	7,694
Travel & Mileage	17,314	17,314
Parking & Commute Trip Reduction	2,000	2,000
Advertising	0	0
Rentals & Leases	0	0
Insurance	0	0
Utilities	0	0
Repairs & Maintenance	7,294	7,294
Operations & Maintenance: Government Center	58,663	57,778
Training	1,500	1,500
Miscellaneous	16,719	16,719
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$145,552</b>	<b>\$144,667</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$1,341,570</b>	<b>\$1,363,795</b>
Administrative Services Overhead	\$522,491	\$498,724
Environmental Health Overhead	52,820	53,897
<b>TOTAL EXPENDITURES</b>	<b>\$1,916,881</b>	<b>\$1,916,416</b>

**Kitsap Public Health District  
2016 AMENDED BUDGET  
POLLUTION IDENTIFICATION & CORRECTION PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOE CCWF Directed PIC for Burley & Lofall Creek	\$84,000	\$84,000
DOE Dyes Inlet Pathogen Removal Project	21,600	21,600
DOE Nutrient Reductions PIC - Murden Cove	38,700	38,700
New Unassigned Revenue <sup>1</sup>	309,000	309,000
DOE CCWF - Port Orchard Passage - Phase 2	80,000	80,000
DOH Con Con EPA NEP Competitive Award - KSMP	34,664	34,664
DOE NEP Nutrient Reduction - Lake Symington	84,000	84,000
Hood Canal Coordinating Council - HCR IMP	39,996	39,996
Clean Water Kitsap	888,000	888,000
Other	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$1,579,960</b>	<b>\$1,579,960</b>
State & Local Flexible Funding Needed to Balance	\$420,948	\$418,175
<b>TOTAL REVENUES</b>	<b>\$2,000,908</b>	<b>\$1,998,135</b>

<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$695,279	\$709,562
Payroll Taxes	57,640	58,732
Benefits	188,127	189,715
Unemployment	4,127	4,213
<b>Subtotal Personnel Costs</b>	<b>\$945,173</b>	<b>\$962,222</b>
<b>Non-Personnel Costs</b>		
Supplies	\$22,700	\$22,700
Office Equipment <\$5,000	0	0
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	463,992	463,992
Legal Services	12,000	12,000
Communications	18,624	18,624
Travel & Mileage	7,992	7,992
Parking & Commute Trip Reduction	3,780	3,780
Advertising	0	0
Rentals & Leases	9,828	9,828
Insurance	1,076	1,076
Utilities	0	0
Repairs & Maintenance	5,217	5,217
Operations & Maintenance: Government Center	46,505	45,653
Training	7,500	7,500
Miscellaneous	1,200	1,200
Equipment >\$5,000	0	0
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$600,414</b>	<b>\$599,562</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$1,545,587</b>	<b>\$1,561,784</b>
Administrative Services Overhead	\$413,617	\$393,849
Environmental Health Overhead	41,704	42,502
<b>TOTAL EXPENDITURES</b>	<b>\$2,000,908</b>	<b>\$1,998,135</b>

<sup>1</sup> New Unassigned Revenue is for funding where a final contract has not been executed and no BARS code has been assigned. For the 2015 Budget, the total includes \$100,000 for Washington Department of Ecology CCWF Burley/Lofall, \$66,492 for EPA Round 4 Shoreline Monitoring, \$57,600 for Hood Canal Coordinating Council EPA Round 4, \$90,000 for NEP Reducing Nutrients in a Watershed 2014 and \$528,924 for Washington Department of Ecology Regional Septic Loan Program. For the 2016 Budget, this amount is for the Craft 3 Septic Loan Program.

**Kitsap Public Health District  
2016 AMENDED BUDGET  
SOLID & HAZARDOUS WASTE PROGRAM**

	APPROVED BUDGET 2016	AMENDED BUDGET 2016
<b>REVENUES</b>		
DOE Coordinated Prevention Grant	\$100,000	\$100,000
DOE Local Source Control Grant (LSC)	195,000	195,000
DOE Site Hazard Assessment Grant	110,000	110,000
Kitsap County Solid Waste Tipping Fees	460,000	460,000
Permits	40,000	40,000
Plan Reviews	1,500	1,500
Other	0	0
<b>DIRECT PROGRAM REVENUES</b>	<b>\$906,500</b>	<b>\$906,500</b>
State & Local Flexible Funding Needed to Balance	\$0	\$0
Draw from (Increase) Solid & Hazardous Waste Designated Funds	67,134	64,627
<b>TOTAL REVENUES</b>	<b>\$973,634</b>	<b>\$971,127</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Salaries & Wages	\$445,937	\$454,556
Payroll Taxes	36,719	37,378
Benefits	107,979	108,937
Unemployment	2,667	2,718
<b>Subtotal Personnel Costs</b>	<b>\$593,302</b>	<b>\$603,589</b>
<b>Non-Personnel Costs</b>		
Supplies	\$7,000	\$7,000
Office Equipment <\$5,000	1,900	1,900
Computer Software <\$5,000	0	0
Computer Hardware <\$5,000	0	0
Professional Services	10,000	10,000
Legal Services	2,000	2,000
Communications	4,396	4,396
Travel & Mileage	2,000	2,000
Parking & Commute Trip Reduction	1,230	1,230
Advertising	8,000	8,000
Rentals & Leases	0	0
Repairs & Maintenance	2,482	2,482
Operations & Maintenance: Government Center	28,969	28,422
Training	5,000	5,000
Miscellaneous	2,004	2,004
Equipment >\$5,000	21,000	21,000
Computer Software >\$5,000	0	0
Computer Hardware >\$5,000	0	0
<b>Subtotal Non-Personnel Costs</b>	<b>\$96,519</b>	<b>\$95,972</b>
<b>PROGRAM EXPENDITURES</b>	<b>\$689,821</b>	<b>\$699,561</b>
Administrative Services Overhead	\$257,802	\$245,073
Environmental Health Overhead	26,011	26,493
<b>TOTAL EXPENDITURES</b>	<b>\$973,634</b>	<b>\$971,127</b>