

KITSAP PUBLIC HEALTH BOARD MEETING AGENDA

February 1, 2022
12:30 p.m. to 1:45 p.m.

**** Please note that this is a virtual / online meeting due to the COVID-19 pandemic.
Electronic connection and viewing information for the meeting is provided at the end of the
agenda. ****

- 12:30 p.m. 1. Call to Order
Mayor Greg Wheeler, Chair
- 12:31 p.m. 2. Approval of January 4, 2022, Meeting Minutes
Mayor Greg Wheeler, Chair Page 5
- 12:32 p.m. 3. Approval of Consent Items and Contract Updates
Mayor Greg Wheeler, Chair [External Document](#)
- 12:34 p.m. 4. Public Comment – **PLEASE SEE NOTES ON PAGE 3 OF AGENDA**
Mayor Greg Wheeler, Chair
- 12:45 p.m. 5. Health Officer and Administrator Reports
Dr. Gib Morrow, Health Officer & Keith Grellner, Administrator Page 16
- ACTION ITEMS**
- 12:55 p.m. 6. Resolution 2022-01, Approving 2022 – 2024 Collective Bargaining
Agreement between Kitsap Public Health District & PROTEC 17
Keith Grellner, Administrator & Karen Holt, Human Resources Manager Page 18
- 1:10 p.m. 7. Resolution 2022-02, Approving 2022 – 2024 Salary Adjustments for
Non-Represented Employees
Keith Grellner, Administrator & Karen Holt, Human Resources Manager Page 128
- 1:20 p.m. 8. Resolution 2022-03, Approving 2022 Budget Amendment for Kitsap
Public Health District
Keith Grellner, Administrator Page 133

DISCUSSION ITEMS

1:25 p.m. 9. COVID-19 Update
 Dr. Gib Morrow, Health Officer

1:45 p.m. 10. Adjourn

All times are approximate. Board meeting materials are available online at
www.kitsappublichealth.org/about/board-meetings.php

Instructions for virtual attendance at Kitsap Public Health Board meetings**

Health Board Meetings Via Zoom

The Kitsap Public Health Board will be held via Zoom webinar, broadcast live on Comcast channel 12, WAVE channel 3, the [BKAT website](#) and Facebook (please note: there is no physical location for this meeting. Board members and staff will all participate remotely). The Health Board and presenters are **panelists**, members of the public are **attendees**.

Webinar **attendees** do not interact with one another; they join in listen-only mode, and the host will unmute one or more attendees as needed.

How to Join the Zoom Meeting

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Password: 109118

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Dial: +1 (253) 215-8782

Webinar ID: 861 8605 2497

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As this meeting is a regular business meeting of the Health Board, verbal public comment to the board will have a time limit so that all agenda items will have the opportunity to occur during the meeting. Each public commenter will receive a specific amount of time to speak to the board as determined by the Chair based on the number of public commenters for the meeting.

Written comments may be submitted via regular mail or email to:

Regular Mail:

Kitsap Public Health Board
Attention: Executive Secretary
345 6th Street, Suite 300
Bremerton, WA 98337

Email:

healthboard@kitsappublichealth.org

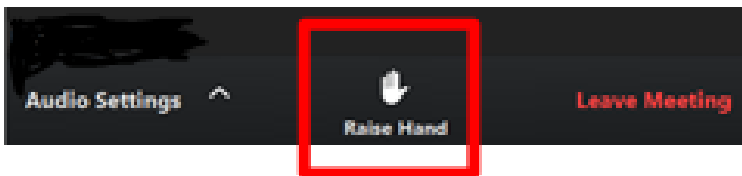
All written comments submitted will be forwarded to board members and posted on the Health Board's meeting materials webpage at <https://kitsappublichealth.org/about/board-meetings.php>.

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This is a public meeting of the Health Board. It is expected that people speaking to the board will be civil and respectful. Thank you for your cooperation.

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
January 04, 2022**

The meeting was called to order by Board Chair, Commissioner Charlotte Garrido at 10:30 a.m.

REVIEW AND APPROVE AGENDA

Mr. Keith Grellner, Administrator, informed the board there is no need for the executive session that was listed on the agenda at the end of the meeting. He suggested to move on to the administrative report, public comment, and scheduled program presentation, with the legislative priorities and Dr. Morrow's update at the end. The board had no opposition to this agenda change.

ELECTION OF 2022 HEALTH BOARD OFFICERS & COMMITTEE ASSIGNMENTS

Chair Garrido called for nominations and let the board know that normally they alternate someone from the county and city as the Health Board Chair. Since Chair Garrido is a county member, this year the Health Board Chair should be a city member.

Mayor Becky Erickson nominated Mayor Greg Wheeler as the Board Chair and Commissioner Robert Gelder as Vice Chair of the Kitsap Public Health Board. The nomination was seconded by Commissioner Ed Wolfe. The nomination was approved unanimously.

Newly appointed Chair Wheeler moved on to committee assignments. He requested that all members continue to serve in their current roles, and if members would like a change, they should discuss that change with Chair Wheeler offline.

Mr. Grellner explained that the finance and operations committee consisted of Mayor Becky Erickson, Commissioner Charlotte Garrido and Mayor Greg Wheeler; the policy committee consisted of Mayor Becky Erickson, Commissioner Robert Gelder and Mayor Robert Putaansuu; and the personnel committee consisted of Councilperson Kirsten Hytopoulos, Mayor Greg Wheeler and Commissioner Ed Wolfe.

Chair Wheeler asked the board if anyone objected to their assignment to please raise their hand. There were no objections from the board and committee assignments were approved unanimously.

BOARD MEETING MINUTES

Mayor Putaansuu moved and Commissioner Garrido seconded the motion to approve the minutes for the December 7, 2021, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The January consent agenda included the following contracts:

- 2181 Amendment 1 (2218), *Clallam County Health & Human Services, Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*
- 2182 Amendment 1 (2222), *Jefferson County Public Health, Youth Cannabis and Tobacco Prevention Program (YCCTPP)*
- 2210, *Jefferson County Public Health, Nurse Family Partnership*
- 2215, *Kitsap County, Nurse Family Partnership*
- 2217, *South Kitsap School District, COVID-19 case Investigation Assistance*
- 2221, *Kitsap County Prosecuting Attorney, Legal Services*
- 2223, *Clallam County, Communicable Disease/Opioid Dashboard*
- 2224, *Kitsap County, Therapeutic Court Tax Programs*

Commissioner Gelder moved and Commissioner Wolfe seconded the motion to approve the consent agenda, including the Contracts Update and Warrant and Electronic Funds Transfer Registers. The motion was approved unanimously.

CHAIR COMMENTS

Chair Wolfe said he is looking forward to 2022 and is optimistic that by the end of the year we will see significant progress. He noted there was significant progress in 2021 but hopes that everyone will be able to return to some stage of normalcy by the end of 2022.

ADMINISTRATOR REPORT

Mr. Grellner announced the Health District received word this morning that the bargaining unit, PROTEC 17, has tentatively approved the 2022-2024 union agreement. Mr. Grellner said this information was just communicated this morning and there was not enough time to prepare the related materials for board consideration and approval at today's meeting. He said the District will have it ready for the February 1, 2022, meeting. He noted he will also bring forward an amended budget, including the new contract changes, for the board's consideration and approval.

Mr. Grellner noted the board packet included the 2020 Audit Report summary from the Washington State Auditor's office. Mr. Grellner thanked Mayor Putaansuu and former Chair Garrido for attending the meeting with the state auditor. Mr. Grellner explained that it was a clean audit for the Health District. Mr. Grellner thanked Melissa Laird, Accounting and Finance Manager, and her staff for keeping the Health District's finances in order. The full detail of the report can be found on the state auditor's website.

Mr. Grellner announced that the City of Poulsbo awarded Anne Moen, Health District employee, and Doug Blangsted, Emergency Operations Center, with a health care award for going above and beyond the call of duty with the COVID-19 testing facility in Poulsbo. Staff continued running the testing site through adverse weather conditions and large increased demand for testing.

Mayor Erickson added that there are so many health heroes in Kitsap County. The City of Poulsbo Health and Human services wanted to recognize those who are doing heroic work. She said a classic example of this work is the Kitsap Public Health District. She said Health District and Emergency Operations Center (EOC) staff continued to show up and run the COVID-19 testing site in the City of Poulsbo parking garage during a cold snowstorm last week to meet high demand. Lastly, Mayor Erickson let the board know that there will be more discussion about this at the City of Poulsbo Council meeting on next Wednesday. She said it is an honor to recognize these people.

Mr. Grellner mentioned the District is working with the EOC on expanding COVID-19 testing opportunities to increase from three days to five or six days a week and increase testing locations in the community.

Next, Mr. Grellner provided an update from the Washington State Board of Health regarding Engrossed Second Substitute House Bill 1152 (E2SHB 1152), which was passed in the last legislative session. This requires local boards of health to expand membership to include community and tribal members. He noted the board packet includes the second draft of rules to implement E2SHB 1152, new WAC 246-906, and noted the State Board of Health is accepting public comment through January 14, 2022. Mr. Grellner encouraged the board to either send their comments into the state or to send them to Mr. Grellner and he would collate them and submit them for review on behalf of the District.

He said he will work with this board's policy committee to implement this locally. Mr. Grellner explained that, the way the law is written, it is the Board of Commissioners' responsibility to do interviews and make appointments for new board of health members. The Health District will be supporting these endeavors. He let the board know that recruitment for these board member positions needs to begin soon to be in place by July 1st when the new law is supposed to take effect. Mr. Grellner will also reach out to the policy committee to amend the board bylaws.

Commissioner Gelder asked Mr. Grellner to clarify the required make-up of the board. He inquired if there was one representation of each tribe, which would mean offering two seats, or if we needed one tribal member total. Mr. Grellner said he understands that only one tribal position is appointed to the board. If there are multiple tribes in the jurisdiction, the American Indian Health Commission (AIHC) will work with the tribes to pick a single representation for the health board. At this time, The District is waiting to hear from the AIHC who will represent the Port Gamble S'Klallam and Suquamish tribes for the future expansion for the health board. Mr. Grellner will seek additional clarification from the State Health Board and bring it to the policy committee.

Mr. Grellner shared that written public comments received through Thursday of last week are posted on the Health District website. Additional written comments received after Thursday will be added in a second attachment on the board materials page on the website after this meeting.

There was no further comment.

PUBLIC COMMENT

Mayor Wheeler opened public comment and noted that there is no proposal on the agenda for mandates.

Janell Hulst said she is concerned with vaccine passports and adding emergency use authorized COVID-19 vaccines to the school vaccination schedule. She said it doesn't make sense to have vaccine passports when the vaccine doesn't stop you from getting and spreading covid. She said the vaccine passport is only used for coercion and pressuring people to get vaccinated. She said no COVID-19 vaccine has been FDA approved and therefore none should be added to the vaccine schedule for schools.

Kaitlin Stone said she had questions regarding things Dr. Fauci, the CDC, and other medical experts have said lately. She said New York is now separating people who were hospitalized *with* covid from people who were hospitalized *from* covid. She asked if we are going to have a distinction for this as well in Kitsap. She said Dr. Fauci also said that childhood hospitalizations are inflated because they include children who are hospitalized for other things but are testing positive at admission and asked if this distinction is going to be made in Kitsap. She also raised concerns about children in school wearing cloth masks, if we are now being told they aren't effective. She asked if masking guidance will change for the county with this new information.

Susan Brooks Young said she wanted to speak out for members of the community who believe in the science and CDC guidance. She said they understand that this is a novel virus and the reason guidance keeps changing is because scientists are learning day by day what works and what doesn't. She said it would be ridiculous for scientists and medical experts to continue operating today based on knowledge they had in 2020. She said that it's our job to follow science and look at what is best for the community at large. She said some people may not care for the restrictions and guidelines that are based on science, but she fully supports this guidance.

Brian K thanked the board for wrestling with this issue and noted that he sent an email to the board as well. He said he appreciated the comments from the person who just spoke, however rested his position on the valued comments of the previous folks. He said, because we are still learning, it is not necessarily in our best interest to put down a hard and fast rule on what people are supposed to do. He said, across the country, the stats have shown that lock downs and various restrictions don't stop the spread. He added that we should also look at the masks that are potentially on the ground and affecting the environment. He recommended waiting to make and decisions until after the Supreme Court finalizes decisions on this topic. Lastly, he said our response shouldn't be what the counties around us should be doing.

There were no more public comment requests.

DRINKING WATER AND ON-SITE SEWAGE SYSTEMS PROGRAM OVERVIEW

Ms. Kimberly Jones, Drinking Water/On-site Sewage (DWOS) Manager, shared a presentation on the DWOS program. Ms. Jones introduced the board to her eleven team members, who are all

field workers and work closely with the District's permitting team. She said the overall purpose of the program is to help keep the county's drinking water clean and septic systems operating properly. The DWOS program assures the safety and health of Kitsap County by reviewing land use to ensure proposals conform to septic and drinking water regulations. Ms. Jones shared that one of the biggest things her department does is evaluating septic systems and wells in accordance with state and local ordinances for new construction applications. There were 800 new building sites in Kitsap County last year. If the proposal involves drilling a well, DWOS staff will inspect that project on behalf of the Washington State Department of Ecology, and, if there is a septic system, it will be inspected again after construction and completion. Last year there were 247 septic installations and 120 well installations in Kitsap County.

Ms. Jones shared that her team also inspects water systems, both public and private, for operational compliance. These are inspected on behalf of the Washington State Department of Health. She shared that every property with a sewer or well system is reviewed for compliance every time the property is sold, which helps property owners understand what they're getting. Last year 2,378 septic systems were inspected. The Drinking Water/On-Site Sewage team also checks private wells and small water systems when houses are sold to ensure they are safe, sanitary and sealed. Ms. Jones said the DWOS team are seeing a lot of abandoned or unused wells in properties. In 2018 regulations gave the team the authority to require decommissioning of abandoned or dangerous wells. They inspected the decommissioning of 57 wells last year.

Ms. Jones said that often times failure of systems is identified by the Pollution Identification and Corrections program. The owners submit a repair plan and the DWOS program inspects those repairs when they are finished.

Ms. Jones shared that constant communication with stakeholders allows her team to look for innovative changes. With the Covid-19 pandemic, most applications are received online and can be processed quickly without coming to the Health District office. The workload has continued to increase about 7% each year since 2019. Ms. Jones said the program goals for the next year are moving the rest of the applications online, hiring new staff members and revising Health District regulations when the new state WAC revision for on-site sewage finalized. Ms. Jones predicts this state rule revision will be complete in 2023.

Chair Wheeler asked how the Drinking Water and Onsite Sewage team prioritizes their work plan to inspect wells and septic systems. Ms. Jones said the program is bound by regulations to application timelines and most of their work is based on prioritizing those timelines and ensuring they are met. Ms. Jones shared that everyone on her staff has an assigned region of the county but added that inspectors help each other meet timelines if one person has a higher volume of work than another.

Commissioner Wolfe commented that it was an excellent report and asked if the inspection at time of sale includes the drain field. Ms. Jones said inspectors walk over the drain area looking for additional strain on the drain field, such as a building on top of the drain field, and inform the property owner, because it can lead to problems down the road.

There was no further comment.

LEGISLATIVE PRIORITIES

Mr. Grellner shared draft legislative and rulemaking priorities for board review and approval. He noted that, as a governmental entity, The Health District is actively involved with proposed bills that could affect operations or budget. The Health District coordinates with the Washington State Association of Local Public Health Officials (WSALPHO) Washington State Association of Counties (WSAC), and Association of Washington Cities (AWC) among others. Mr. Grellner explained that it is important for the Health District, as a government entity, to advocate for or against bills or portions of bills to let our local legislatures know where the District stands on these bills.

There are six items in this proposal:

1. Support Dedicated Funding Source for Foundational Public Health Services
2. Support Coronavirus Response and Recovery Efforts Funding
3. Support Collaborative Processes for Local Public Health Governance
4. Oppose Efforts to Reduce or Eliminate Local Public Health Authority
5. Oppose Reductions or Limitations on Funding for Local Health Jurisdictions
6. Oppose Bills which would Allow Potentially Hazardous Food (PHF) to be Prepared and Sold from Residential Kitchens.

Mayor Putaansuu moved, and Commissioner Gelder seconded the motion, to approve the Legislative and Rule-Making Priorities for the 2022 legislative session. The motion was approved unanimously.

Commissioner Gelder commented this will be a short but challenging legislative session due to being remote. Mr. Gelder feels that there is less connection and less meaningful conversation in a remote hearing situation.

HEALTH OFFICER REPORT

Dr. Gib Morrow, Health Officer, provided the board with a COVID-19 update. He also said he would address some of the public comments that were made earlier in the meeting. He shared that 77% of Kitsap residents aged 5 and up have received vaccinations. This is about 4 out of 5 people. He continued to emphasize that vaccination is important and thanked the individuals who have gotten vaccinated for making that wise choice.

Dr. Morrow emphasized there are no vaccine mandates in Kitsap County and there are none on the table. He noted the board had previously considered vaccine mandates for local businesses but made a deliberate decision not to pursue that option. He also stated there are no vaccine requirements that go beyond those enacted at federal or state levels for educators, health care workers and other larger employers and businesses. He doesn't see mandates coming back to the table for Kitsap.

Dr. Morrow said any addition of vaccines to the school schedule would be made by the state level and not by this board. He also noted that the Pfizer COVID-19 vaccine has received full FDA approval for ages 16 and over.

Dr. Morrow said the question about hospitalizations related to COVID-19 is a good one. He said often it is a judgement call to determine if the individual is hospitalized for COVID-19. He said Kitsap has erred on the side of caution by not including questionable hospitalizations as COVID-19 hospitalizations. Individuals listed on the Health District's website have presented with relatively classic symptoms. Dr. Morrow does not believe COVID-19 hospitalization numbers are inflated in Kitsap.

Dr. Morrow said, with masks, it's important to acknowledge there is a gradation of benefit to respiratory protection from N95s to cloth masks. N95s, when fit tested and worn properly, provide the highest level of protection. Medical and surgical masks provide excellent protection, though not quite as effective as N95s. Cloth masks, when made with the appropriate materials and if worn appropriately, covering both the mouth and nose, provide appropriate source control as well as some protection from incoming particles. Cloth masks should be washed after each use. He added that it is important to dispose of masks properly, so as to not cause environmental harm.

Dr. Morrow shared the timeline of the Omicron variant and said it arrived in Kitsap in December and is now the predominant variant in the county and nation. As of January 3, Omicron made up 84% of Kitsap cases. This rapid spread has led to the highest case rate in Kitsap so far of the pandemic, approaching 400 cases per 100,000 residents. However, he noted that these numbers may be drastically underreported due to at home testing with rapid antigen tests, because many people do not self-report their positive tests to the Washington Department of Health (DOH).

Dr. Morrow noted the hospital system is becoming strained again and may soon halt non-emergency services. It is requested that individuals with symptoms or exposures of COVID-19 stay home and isolate for 5 days and until symptoms resolve, and then avoid others and continue masking for 5 additional days. He asked that individuals not use the emergency department for COVID-19 testing.

Dr. Morrow and Mr. Grellner, along with leaders from the Emergency Medical Services council, Department of Emergency Management Director and leadership from Virginia Mason Franciscan Medical system, discussed addressing significant volume changes in the hospital. There are many health care and EMS workers out with confirmed COVID-19 which puts a strain on the hospital system. There is also a shortage of trained medical professionals in the country which contributes to the strain. Over 25 FTE staff have been deployed to assist the local hospital system. The Health District has increased communications to the public and is increasing the number of locations and hours of community testing sites. The District is also meeting with DOH and Northwest Healthcare Response Network to provide resources and, hopefully, avoid crisis standards of care, where the hospital system would have to make difficult prioritization decisions.

Additionally, Dr. Morrow said the local hospital has been provided a number of rapid antigen tests. He noted that these tests correlate with highly with infectivity and may help healthcare workers return to work safely.

Dr. Morrow noted that high volumes of individuals requiring testing and supply chain issues are causing a high demand for tests. While a wide variety of testing options are available in Kitsap, they continue to be very busy. He said Kitsap school districts have done a wonderful job of getting their own staff and students tested. Additionally, schools have introduced test to stay protocols. He said over the counter tests are widely available and encouraged individuals to use at home test kits. Federal and state programs are also in the works to provide at-home tests directly to individuals.

Dr. Morrow shared updated CDC guidance for COVID-19 isolation and quarantine (released on December 27, 2021).

- Individuals who test positive for COVID-19, regardless of vaccination status, must stay home for 5 days. If they have no symptoms or symptoms are resolving after 5 days, they may leave their house, but continue to wear a mask around others for an additional 5 days. Individuals with fever must continue to isolate until fever resolves.
- Individuals who were exposed to COVID-19 and have been boosted or received the initial series of vaccine within the last 6 months (Pfizer or Moderna) or 2 months (Johnson & Johnson) should wear a mask around others for 10 days and test on day 5, if possible.
- Individuals who have not been boosted and completed the initial series of Pfizer and Moderna over 6 months ago, or Johnson & Johnson over 2 months ago, or are unvaccinated, should stay home for 5 days. Then continue to wear a mask around others for an additional 5 days. Individuals who cannot quarantine must wear a mask for 10 days. Individuals should test on day 5 if possible.
- Anyone who develops symptoms should get a test and stay home.
- New work restrictions for health care workers were also released.

Dr. Morrow said 72.8% of Kitsap County residents aged 5 and up have initiated vaccination and 66.2% are fully vaccinated. People who are unvaccinated between ages 12-34 are 19 times more likely to be hospitalized from COVID-19. Unvaccinated people aged 35-64 are 18 times more likely to be hospitalized, and unvaccinated people aged 65 and over are 13 times more likely to be hospitalized. Vaccination continues to be the best tool to end this pandemic.

Commissioner Wolfe thanked Dr. Morrow and Mr. Grellner and said he is proud of the passion and dedication of the Health District team. He asked why there is a nationwide shortage of at-home rapid tests. Dr. Morrow said he doesn't know why there is a shortage and that a presidential enactment of the Defense Production Act earlier on would have been beneficial. He noted that there had been some concern about the sensitivity and specificity of rapid antigen tests relative to PCR tests, but said rapid tests are the test of choice for evaluating infectivity level. He said PCRs tend to stay positive for a longer period of time because they are more sensitive.

Mayor Erickson noted one of the public commenters said none of the vaccines have received FDA approval. She asked Dr. Morrow to set the record straight. Dr. Morrow said Pfizer has received full FDA approval. He said there has never been a vaccine as extensively evaluated or as closely monitored as the COVID-19 vaccines. He said there is a very small risk of myocarditis, typically in younger healthy males after the second shot with the Moderna vaccine more so than Pfizer. To his knowledge, no one has died from myocarditis from an mRNA vaccine.

Councilperson Hytopoulos asked if she understands correctly that the rapid antigen tests are more likely to show positive during the contagious period and if schools should be placing so much weight on these tests. Councilperson Hytopoulos also asked why there is not much information shared about the long-term effects of covid on breakthrough cases (individuals who have been vaccinated). She said she's concerned that individuals may be participating in activities because they think they are not at risk of any serious effects of COVID-19 once they are vaccinated. Dr. Morrow said there is no vaccine on the planet that 100% protects individuals from getting a virus through the nose. He said vaccines prevent more severe health issues that come from COVID-19, like cognitive deficits and neuropsychiatric, vascular, and pulmonary issues. He said COVID-19 causes more severe cases of myocarditis than the vaccine.

There was no further comment.

ADJOURN

There was no further business; the meeting adjourned at 12:00 p.m.

Charlotte Garrido
Kitsap Public Health Board

Keith Grellner
Administrator

Board Members Present: *Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Robert Gelder; Councilperson Kirsten Hytopoulos; Mayor Robert Putaansuu; Mayor Greg Wheeler; Commissioner Ed Wolfe.*

Board Members Absent: *None.*

Community Members Present: *See Attached.*

Staff Present: *Ornela Abazi, Disease Intervention Specialist, COVID-19; Amy Anderson, Public Health Educator, Public Health Emergency Preparedness and Response; James Archer, Accounting Assistant, Finance and Accounting; Kandice Atismé-Bevins, Program Manager, Case and Contact Investigation, COVID-19; Leslie Banigan, Senior Environmental Health Specialist, Water Pollution Identification and Correction; Angie Berger, Administrative Assistant, Administration; Dana Bierman, Program Manager, Chronic Disease Prevention; Ireland Burch, Public Health Nurse, Ireland Burch; Stephanie Byrd, Confidential Secretary,*

COVID-19; Deanna Eakes, Secretary Clerk 3, Support Services; George Fine, Community Health Worker, Communicable Disease; April Fisk, Program Coordinator, Contracts Manager, Public Records & Safety Officer, MAC, Administration; Yolanda Fong, Director, Community Health Division; Keith Grellner, Administrator, Administration; Gabrielle Hadly, Program Manager, Public Health Emergency Preparedness and Response; Sarah Henley, COVID Emergency Operations Coordinator, Public Health Emergency Preparedness and Response; Grant Holdcroft, Program Manager, Pollution Identification and Correction; Karen Holt, Program Manager, Human Resources; Jakob Hughes, Environmental Health Specialist 1, Solid and Hazardous Waste; Kimberly Jones, Program Manager, Drinking Water and Onsite Sewage Systems; John Kiess, Director, Environmental Health Division; Melissa Laird, Manager, Accounting and Finance; Victoria Lehto, Environmental Health Specialist 1, Pollution Identification & Correction; Megan Moore, Community Liaison, Chronic Disease Prevention; Dr. Gib Morrow, Health Officer, Administration; Crystal Nuno, Environmental Health Specialist 2-RS, Solid and Hazardous Waste; Melissa O'Brien, Environmental Health Specialist 1, Food and Living Environment; Carin Onarheim, Disease Intervention Specialist, Communicable Disease; Linda Pandino, Accounting Assistant 2, Accounts Receivable; Ally Power, Epidemiologist 1, Assessment & Epidemiology; Debbie Rassa, Public Health Nurse, Communicable Disease; Nolan Simmons, Environmental Health Specialist 1, Food and Living Environment; Kelsey Stedman, Program Manager, Communicable Disease; Hannah Vinyard, Environmental Health Specialist 1, Solid and Hazardous Waste; Laura Westervelt, Environmental Health Specialist 1, Water Pollution Identification and Correction; Mark Wickhamshire, Community Health Worker, HIV Prevention.

Kitsap Public Health Board Meeting (Virtual Attendance)

Webinar ID
861 8605 2497

Actual Start Time
1/4/2022 10:11

Attendee Count
95

NAME

Ally Power (she/her)
Amy Anderson
Andrea Smith-Lent
Angie Berger (she / her)
Anna Gonzalez
April Fisk
ArcheJ
Brandon Kindschy
Brian K
Carin Onarheim
Christina Thacker
Crystal Nuno
Dana Bierman
Dave
Deanna Eakes
Deanne Jackson
Debbie Rassa
Denise Tracy
Doug Washburn
Eric Baker
ESmith
Fletcher Sandbeck
Gabby Hadly
George Fine
Gib Morrow
Grant Holdcroft
Hannah
Heather
Ireland Burch
Irene Moyer
jaime cross
Jakob
jessica Baker
Jody
John Clauson
John Kiess
Kaitlin Stone
Kandice Atismé-Bevins

NAME

Karen Holt
Kate Cummings
Katharine Shaffer
Katie Walters
Keith Grellner
Kelsey Stedman
Ken & Sandi
Kim Jones
Laura Jordan
Laura W
Leslie Banigan
Linda Pandino
Mandy Meigs
Mark Wickhamshire
Megan Moore (she/her)
Mel O'Brien
Melissa Laird
Michael Spencer BKAT
Michele Moen
mother
Nancy Langwith
Nolan Simmons
Ornela Abazi
Pam Keeley
PC
R. Wildes
Rachael Taylor
Richard Kirton
S/M Janell Hulst
Sarah Henley (she/her)
Shelly
SK Resident
Sonya Miles - Kitsap County Human Services
Stephanie Byrd
Steve Powell
Susan Brooks-Young
Victoria L.
Yolanda Fong

JOIN BY PHONE

12534031000
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13609008091
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MEMO

To: Kitsap Public Health Board

From: Megan Moore, Healthy Communities Specialist

Date: February 1, 2022

Re: 2022 Legislative Session Update for Kitsap Public Health Legislative Priorities

Please find below a status update for the list of bills we are tracking that fall under the Health Board's approved legislative priorities for 2022. Attached, please find a copy of the Board-approved legislative priorities for your reference.

HB 1676 *Using the taxation of vapor products to fund additional tobacco and vapor use prevention and cessation programs and services.*

HB 1676 would restructure the vapor tax to a flat 33% excise tax from the current volumetric tax. The first \$30 million in revenue will be split three-ways between the Foundational Public Health Services account, the Andy Hill Cancer Research account, and a new account to be used for Commercial Tobacco Prevention & Cessation. After the first \$30 million, the revenue will be split 50/50 between FPHS and Commercial Tobacco Prevention/Cessation.

Note: there were some technical mistakes in both the bill language and the fiscal note. A new fiscal note is underway. This bill may be designated as NTIB due to its impact on state sales tax revenue.

HB 1676 had a public hearing on 1/13/22 and Megan signed in Pro on behalf of KPHD.

E2SHB 1258 *Concerning the operation, authorization, and permitting of microenterprise home kitchens.*

The bill has been reintroduced in retained in the same status, meaning it has returned to the House Rules Committee and is ready to be pulled to the Floor. The cut-off for this action is February 15th, 2022 at 5 p.m. Kitsap Public Health is opposed to this legislation. *Important points to note:*

1. DOH is deemed the permitting agency, but local health jurisdictions will be the regulating authority.

2. Prior to issuing a permit in any county, DOH must enter a joint plan of responsibility with the LHJ. The LHJ may deny any entities from being permitted in the county.
3. Upon conclusion of the pilot program, the state board of health may adopt rules for authorization, operation, and regulation of microenterprise home kitchens.

If you have any comments or questions, please contact Keith Grellner at keith.grellner@kitsappublichealth.org or (360) 728-2284.

MEMO

To: Kitsap Public Health Board
From: Keith Grellner, Administrator
Date: February 1, 2022
Re: Resolution 2022-01, Approving 2022 – 2024 Collective Bargaining Agreement between Kitsap Public Health District & PROTEC 17

Please find attached for the Health Board's review and consideration for approval the following documents:

1. Draft Resolution 2022-01, Approving 2022 – 2024 Collective Bargaining Agreement between Kitsap Public Health District & PROTEC 17;
2. A strike-out/underline draft of the proposed new collective bargaining agreement;
3. A final clean draft of the proposed new collective bargaining agreement with all edits accepted; and
4. A summary of a market analysis of 2021 wages comparing Health District salaries to those of comparable local health jurisdictions and local governmental employers.

Summary

Following several months of negotiations, the Health District and PROTEC 17 reached a tentative agreement on January 4, 2022, for five proposals to include in the new three-year collective bargaining agreement (using the previous 2019-2021 Collective Bargaining Agreement as the baseline):

1. Wage Adjustments: Amend Article 6 (Compensation and Rates of Pay) and Appendices A through D (Unit Salary Schedules) to incorporate the following wage increases:
 - a. Contract Year 2022: 5.5% for all units;
 - b. Contract Year 2023: 2.5% for all units;
 - c. Contract Year 2024: 2.0% for all units; and
 - d. An additional 2.0% increase in Contract Year 2022 for only the Clerical Unit.
2. Step Increase Effective Date for Environmental Health Specialists (EHS) 1 who Earn Registered Sanitarian (RS) Credential: Amend Article 6 to change step increase effective date for EHS 1 who earn RS and promotion to EHS 2 to keep employee's hire date as the step increase effective date.
3. Juneteenth Holiday: Amend Article 11 (Holidays) to include Juneteenth (June 19th).
4. Health Program Changes: Amend Article 12 (Health Program) to reflect current practice:

- a. The Health District no longer provides adult immunizations onsite as those services are readily available through primary healthcare providers and pharmacies. Employer required tuberculin skins tests (PPD) will still be administered by the Health District. If a chest x-ray is required, the Health District will provide a referral to an outside provider and cover the cost. If any other vaccination or associated health service is required by the District, the District will provide time during the workday and reimbursement for any associated employee out-of-pocket costs. Influenza vaccinations will continue to be provided to employees onsite and at no charge.
 - b. Children of employees will no longer be provided with free childhood immunizations by the Health District (the Health District provides medical insurance coverage for employees and their family and childhood immunizations are provided by primary healthcare providers).
5. Probation and Trial Service: Amends Article 26 (Probation and Trial Service Periods) to clarify that during the probation period, an employee may be dismissed with one day's notice.

Additionally, the new agreement also contains numerous housekeeping edits to reflect the new name of the union and to improve readability of the document.

Analysis

Following is a brief analysis of the costs associated with items in the tentative agreement.

Wage Adjustments: Two primary factors framed negotiations concerning wage adjustments for the new contract: 1) The 12-month percent changes in CPI-U from June – December, 2021 (see [here](#)); and 2) A job classification market analysis summary comparing 2021 salaries for represented Health District job classifications to comparable local health jurisdictions (see Attachment 4). For your reference, the comparable local health jurisdictions that (LHJ) make up the Health District's "market" are Benton-Franklin, Clark, Skagit, Snohomish, Spokane, Tacoma-Pierce, Thurston, and Whatcom.

In summary, Health District job classifications were at the lower-end of our market comparables, and the CPI-U changes for 2021 exacerbated this wage differential. The Clerical Unit positions, especially, were shown to be falling behind market comparables. The Health District's lagging market competitiveness in salary has resulted in losing employees other agencies in 2020 and 2021. To retain good, qualified, and trained employees, wage adjustments are needed to remain competitive in the Puget Sound marketplace. Towards the end of 2021, recruiting new employees has also been more challenging due to the wage issue.

The wage increases proposed in the new agreement are consistent with the Health Board's Compensation Policy, which establishes 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

The total estimated cost in 2022 for the Health District to incorporate the recommended wage proposal for represented employees is approximately \$360K, or 2% of the 2022 budget (\$18.7M). The cost of the wage increase is included in the 2022 budget amendment (see Agenda Item #8, 2022 Budget Amendment) for consideration by the Health Board if the new union contract is approved. As shown in the budget amendment, the Health District's budget is balanced for 2022.

Step Increase Effective Date: The costs associated with this item are budget-neutral; this proposal simply changes the effective date of step increases for EHS 2-RS from the promotion date to the original hire date.

Juneteenth Holiday: Juneteenth is now an official federal holiday, and it is the established precedent of the Health District to recognize all federally established holidays. The estimated annual cost of adding this holiday at current staffing levels is about \$27K for represented employees, and \$13K for non-represented employees for a total annual cost of approximately \$40K.

Health Program Changes: There is no significant cost associated with this change in agreement. The Health District has always provided Tuberculin (PPD) skin tests to employees as a requirement of employment. Additional tuberculosis screening services, if required, have also been covered by the Health District. The Health District provides a health insurance benefit for employees (insurance will normally cover the cost of the test/immunization). Previously, the Health District provided employee immunizations on site and billed individual insurances for said services. Forgoing the provision of offering free childhood immunizations for children of employees – while rarely used in the past due to the provision of health insurance for all employees – will theoretically save the Health District money, this savings is a virtually negligible sum.

Probation and Trial Service: There is no direct cost or direct cost saving associated with this change in agreement. However, this provision will allow the Health District to operate and on-board new employees more efficiently.

Recommendation:

The Health District recommends that the Health Board approve Resolution 2022-01, Approving 2022 – 2024 Collective Bargaining Agreement between Kitsap Public Health District & PROTEC 17.

Please contact me with any questions or concerns about this matter at (360) 728-2284, or keith.grellner@kitsappublichealth.org.

Approving 2022 – 2024 Collective Bargaining Agreement Between Kitsap Public Health District & PROTEC 17

WHEREAS, the Kitsap Public Health District (District) and the PROTEC 17, representing District employees who are in the Clerical Unit, the Environmental Health Unit, the Health Professional and Technical Unit, and the Registered Nurse Unit, have in good faith bargained a Collective Bargaining Agreement (Agreement) to be effective January 1, 2022, through December 31, 2024; and

WHEREAS, the membership of PROTEC 17 ratified this Agreement on January 4, 2022; and

WHEREAS, salary surveys of comparable agencies showed that most job classifications in the District had fallen behind the relevant labor salary market to attract and retain qualified and talented employees to pursue the vision and mission of the District; 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, to reach and maintain market competitiveness during the life of the Agreement the Agreement contains the following revisions from the previous 2019-2021 Collective Bargaining Agreement:

- **2022 Wages** – Effective January 1, 2022: Increase all salary ranges in the Clerical, Environmental Health, Health Professional and Technical, and Registered Nurse Units by 5.5%, and the Clerical Unit by an additional 2.0%.
- **2023 Wages** – Effective January 1, 2023: Increase all ranges by 2.5%.
- **2024 Wages** – Effective January 1, 2024: Increase all ranges by 2.0%.
- **Change Effective Date of Step Increase for Environmental Health Specialist 1 who Earn Registered Sanitarian (RS) Credential** to remain as the employee's date of hire instead of the date of promotion to Environmental Health Specialist 2 RS.
- **Add Juneteenth Holiday (June 19th)** to the list of paid holidays.
- **Amend Health Program Benefits** to reflect the District will provide tuberculin skin tests to employees. Other employer-required immunizations and/or medical services will henceforth be referred to a healthcare provider at the District's expense. The

provision that the District will provide free immunizations to children of employees is removed.

- **Amend Probationary and Trial Service** to clarify that during the probation period, an employee may be dismissed with one day's notice.
- **Housekeeping Edits** to improve accuracy and readability of the Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Kitsap Public Health Board approves the Collective Bargaining Agreement Between Kitsap Public Health District & PROTEC 17, Effective January 1, 2022, through December 31, 2024.

APPROVED: February 1, 2022

EFFECTIVE: January 1, 2022

Mayor Greg Wheeler, Chair
Kitsap Public Health Board



COLLECTIVE BARGAINING AGREEMENT

Between

KITSAP PUBLIC HEALTH DISTRICT

&

**PROFESSIONAL AND TECHNICAL EMPLOYEES
LOCAL 17 (PROTEC17)**

Effective

January 1, 20~~22~~¹⁹, through December 31, 20~~24~~²¹

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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 ~~PROTEC17Local 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 ~~PROTEC17Local 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 ~~PROTEC17Local 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 ~~PROTEC17Local 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

KITSAP PUBLIC HEALTH DISTRICT/~~PROTEC17PTE, Local 17~~

1

20~~22~~19-20~~24~~21 Collective Bargaining Agreement

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 ~~PROTEC17~~~~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 ~~PROTEC17~~~~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 ~~PROTEC17Local-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, ~~PROTEC17Local-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. 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 Administrator:

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 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, 20~~22~~19, ~~or the effective date of the Agreement, whichever is later,~~ all salary ranges will be increased by ~~5.53.0~~%.
6.1.2 Effective January 1, 20~~23~~20, all salary ranges will be increased by 2.5%.

~~6.1.3~~ Effective January 1, 20~~24~~21, all salary ranges will be increased by 2.~~0~~5%

~~6.1.3–6.1.4~~ In addition to the increases listed above, effective January 1, 2022, all salary ranges of the clerical unit will be increased an additional 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. The exception is when an Environmental Health Specialist 1, who after acquiring certification as a Registered Sanitarian (RS), moves to the Environmental Health Specialist 2-RS classification. In this circumstance, the employee's hire date will remain the determining factor for step increases.

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:

Years of Service	Annual Bonus
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 Human Resources Manager or Administrator. 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:

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. General leave may not be used until it has accrued, and may not be used for purposes other than those outlined RCW 49.46.210 prior to the completion of six (6) months of active employment. 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 carry forward a maximum of three hundred sixty (360) hours of general leave from one calendar year to the next. An employee who has accrued three hundred sixty (360) hours of General Leave will have his/her accrual rate reduced to five (5) hours per month until his or her balance has been reduced through use to less than three hundred sixty (360) hours; 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 Administrator'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 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 Administrator 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 Administrator 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 Paid Family and Medical Leave Program. Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which begins January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and for the period beginning January 1, 2019 and ending December 31, 2020, will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State). Employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The District will pay the remaining premium amounts. Following finalization of regulations implementing RCW 50A.04, any party may reopen this Agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.

10.5 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
Juneteenth – June 19th
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 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 2024~~1~~, the District's contributions toward medical and dental insurance will remain at the dollar amount in effect as of December 31, 2024~~1~~, during bargaining and any period governed by RCW 41.56.123.

12.4 ~~Employer required PPD tests for employees Any PPD or chest x-ray required by the District will be provided by the District. If a chest x-ray is required, the District will provide a referral to an outside provider and cover the cost of the x-ray. Influenza vaccinations are provided to employees at no charge. The District will provide time during the workday for and reimburse for costs associated with any other vaccination or associated health service required 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—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 pay, or 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 pay, or reimburse employees for, the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it. Employees are responsible for taking the steps necessary to complete annual renewal processes in a timely manner and to secure payment/reimbursement by the District for renewal costs. In no circumstances will the District pay or reimburse employees for late fees or penalties associated with license/certification renewal.

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 ~~PROTEC17Local-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 bona_fide 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 ~~PROTEC17Local-17~~ or because of service by an authorized representative on behalf of ~~PROTEC17Local-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 ~~PROTEC17Local-17~~ shall agree to establish a conference committee comprised of one shop steward (or their alternates) from each bargaining unit, the ~~PROTEC17Local-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:

- 18.2.1 Meet quarterly as needed and when mutually agreeable.
- 18.2.2 Maintain an "open door" policy and use outside resources (including ~~PROTEC17Local-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.
- 18.2.3 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 ~~PROTEC17Local-17~~ representation, and shall permit the employee reasonable time to arrange for participation of a ~~PROTEC17Local-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 ~~PROTEC17Local-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 ~~PROTEC17Local-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 ~~PROTEC17Local 17~~ prior to convening a Pre-Disciplinary Meeting. In the event that the employee cannot secure ~~PROTEC17Local 17~~ representation, as described in Section 19.2.2., 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.

19.4 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.

19.5 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.

19.6 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.

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

19.8 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.

19.9 Setback Within Range. An employee may be moved to a lower step in his/her salary range for disciplinary reasons.

19.10 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.

19.11 Performance Standards. Any performance standards used to measure performance of employees shall be fair, just, reasonable, and equitably applied throughout the District.

19.12 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 ~~PROTEC17 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 ~~PROTEC17 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 ~~PROTEC17Local-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 ~~PROTEC17Local-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, ~~PROTEC17Local-17~~ will notify the District of its intent to proceed to arbitration.
 - (b) Arbitration. Upon request of either party, ~~PROTEC17Local-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 ~~PROTEC17Local-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 When an employee provides written authorization to the District, the District will deduct from the employee's salary an amount equal to the dues required of a member of the Union. The District will transmit such dues to the Union's headquarters each pay period.

21.3 The District will inform employees who are new to the bargaining unit about the Union's status as the exclusive representative of the bargaining unit.

21.4 An employee may revoke his or her authorization for payroll deduction of payments to the Union by written notice to the District and the Union. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after receipt by the District of the employee's written notice.

21.5 Along with its transmittal of dues, the District will provide the Union with a list of all employees paying dues, including the dues amount. The District will identify those employees who have newly authorized dues, have revoked dues authorization, or have left the bargaining unit.

21.6 ~~PROTEC17Local-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.

ARTICLE 22 – UNION REPRESENTATION

22.1 ~~PROTEC17Local-17~~ shall have the right to appoint one shop steward for each bargaining unit. ~~PROTEC17Local-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 ~~PROTEC17Local-17~~ at all times. Only persons so designated will be accepted by the District as representatives of ~~PROTEC17Local-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. ~~PROTEC17Local-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 ~~PROTEC17Local-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 Administrator and providing the ~~PROTEC17Local-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 ~~PROTEC17Local-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 ~~PROTEC17Local-17~~ in areas accessible to members of the bargaining unit.

22.8 The District may make available to ~~PROTEC17Local-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.

22.9 The District will provide the Union with the name, job title, department and contact information for all employees newly-hired into a bargaining unit position. Within ninety days of hire, the Union will be provided with thirty (30) minutes during the employee's paid time to explain contractual rights and introduce the new employee to the Union. Employees will be informed that their attendance is voluntary and that they will remain in paid status during the meeting.

22.10 With prior approval of their supervisor, which will not be unreasonably denied, Union shop stewards will be permitted to flex their work hours, use General Leave, use compensatory time, or, if no such leave is available, take unpaid time off to attend training sessions sponsored by the Union.

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 ~~PROTEC17 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 Union⁷ 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/furlough⁷ 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 position⁷ 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 work⁷ 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. ~~During probation, 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 twelve (12) months of employment, but will be automatically extended on a day-for-day basis for any periods of unpaid leave taken by the employee. 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:

- 26.2.1 Transfers initiated by the District;
- 26.2.2 Transfers to a new position in the same classification; and
- 26.2.3 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. All use of District cellular phones must be consistent with District policy.

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 two (2) 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 ~~PROTEC17-Local 17~~.

28.2 In the event that Kitsap County makes a formal proposal to dissolve the District, the District will notify ~~PROTEC17-Local 17~~ of that proposal as soon as practicable.

ARTICLE 29 – ENTIRE AGREEMENT

29.1 The agreement expressed herein constitutes the entire agreement between ~~PROTEC17-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 1st day of January 1, 2022-~~
~~2019~~, and shall remain in full force and effect until the ~~31st day of December~~
~~2024~~. 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, 202~~4~~.

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Dated this ____ day of _____, 20~~22~~¹⁸.

Professional & Technical Employees, Kitsap Public Health District
Local 17 ~~(PROTEC17)~~

Executive Director, ~~PROTEC17Local 17~~ Chair, Kitsap Public Health Board

Union Representative, ~~PROTEC17Local 17~~ Administrator

Employee Representative

Employee Representative

Employee Representative

Employee Representative

KITSAP PUBLIC HEALTH DISTRICT/~~PROTEC17PTE, Local 17~~

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~~2022~~¹⁹-~~2024~~²¹ Collective Bargaining Agreement

KITSAP PUBLIC HEALTH DISTRICT/~~PROTEC17PTE, Local 17~~

33

20~~22~~19-20~~24~~21 Collective Bargaining Agreement

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APPENDIX A

CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/20~~22~~¹⁹ through 12/31/20~~22~~¹⁹

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,393	2,840 ^{2,513}	2,982 ^{2,639}	3,131 ^{2,771}	3,288 ^{2,910}	3,452 ^{3,056}
Competitive		13.81	16.38 ^{14.50}	17.20 ^{15.23}	18.06 ^{15.99}	18.97 ^{16.79}	19.92 ^{17.63}
2	Secretary/Clerk 2	2,771	3,288 ^{2,910}	3,452 ^{3,056}	3,625 ^{3,209}	3,806 ^{3,369}	3,996 ^{3,537}
Comp/Non		15.99	18.97 ^{16.79}	19.92 ^{17.63}	20.91 ^{18.5}	21.96 ^{19.44}	23.05 ^{20.41}
3	Sr. Secretary/Clerk	3,056	3,625 ^{3,209}	3,806 ^{3,369}	3,996 ^{3,537}	4,196 ^{3,714}	4,406 ^{3,900}
Noncompetitive		17.63	20.91 ^{18.5}	21.96 ^{19.44}	23.05 ^{20.41}	24.21 ^{21.4}	25.42 ^{22.50}
4	Permit Technician 1	3,419	3,788 ^{3,351}	3,977 ^{3,514}	4,176 ^{3,699}	4,385 ^{3,888}	4,604 ^{4,074}
Competitive		18.41	21.85 ^{19.33}	22.94 ^{20.30}	24.09 ^{21.33}	25.30 ^{22.39}	26.56 ^{23.50}
5	Permit Technician 2	3,519	4,176 ^{3,699}	4,385 ^{3,888}	4,604 ^{4,074}	4,834 ^{4,278}	5,076 ^{4,492}
Competitive		20.30	24.09 ^{21.33}	25.30 ^{22.39}	26.56 ^{23.50}	27.89 ^{24.68}	29.29 ^{25.99}
6	Secretary/Clerk 3	3,369	3,996 ^{3,537}	4,196 ^{3,714}	4,406 ^{3,900}	4,626 ^{4,099}	4,857 ^{4,300}
Competitive		19.44	23.05 ^{20.41}	24.21 ^{21.4}	25.42 ^{22.50}	26.69 ^{23.6}	28.02 ^{24.81}
7	Accounting Assistant 1	3,060	3,633 ^{3,213}	3,815 ^{3,374}	4,006 ^{3,543}	4,206 ^{3,726}	4,416 ^{3,900}
Competitive		17.63	20.96 ^{18.54}	22.01 ^{19.47}	23.11 ^{20.44}	24.27 ^{21.46}	25.48 ^{22.54}
8	Accounting Assistant 2	3,369	3,996 ^{3,537}	4,196 ^{3,714}	4,406 ^{3,900}	4,626 ^{4,099}	4,857 ^{4,300}
Comp/Non		19.44	23.05 ^{20.41}	24.21 ^{21.4}	25.42 ^{22.50}	26.69 ^{23.6}	28.02 ^{24.81}
9	Sr. Accounting Assistant	3,714	4,406 ^{3,900}	4,626 ^{4,099}	4,857 ^{4,300}	5,100 ^{4,511}	5,355 ^{4,741}
Noncompetitive		21.4	25.42 ^{22.50}	26.69 ^{23.6}	28.02 ^{24.81}	29.42 ^{26.05}	30.89 ^{27.35}
10	Secretary/Clerk 4	3,750	4,452 ^{3,933}	4,675 ^{4,133}	4,909 ^{4,344}	5,154 ^{4,555}	5,412 ^{4,787}
Competitive		21.64	25.69 ^{22.77}	26.97 ^{23.8}	28.32 ^{25.0}	29.74 ^{26.33}	31.22 ^{27.6}

CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/202~~30~~³⁹ through 12/31/202~~30~~³⁹

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,773 2,453	2,912 2,575	3,058 2,704	3,211 2,839	3,372 2,981	3,541 3,130
Competitive		16.00 14.15	16.80 14.86	17.64 15.60	18.53 16.38	19.45 17.20	20.43 18.06
2	Secretary/Clerk 2	3,211 2,839	3,372 2,981	3,541 3,130	3,718 3,287	3,904 3,451	4,099 3,624
Comp/Non		18.53 16.38	19.45 17.20	20.43 18.06	21.45 18.96	22.52 19.91	23.65 20.91
3	Sr. Secretary/Clerk	3,541 3,130	3,718 3,287	3,904 3,451	4,099 3,624	4,304 3,805	4,519 3,995
Noncompetitive		20.43 18.06	21.45 18.96	22.52 19.91	23.65 20.91	24.83 21.95	26.07 23.05
4	Permit Technician 1	3,698 3,271	3,883 3,434	4,077 3,606	4,281 3,786	4,495 3,975	4,720 4,174
Competitive		21.34 18.87	22.40 19.81	23.52 20.80	24.70 21.84	25.93 22.93	27.23 24.08
5	Permit Technician 2	4,077 3,606	4,281 3,786	4,495 3,975	4,720 4,174	4,956 4,383	5,204 4,602
Competitive		23.52 20.80	24.70 21.84	25.93 22.93	27.23 24.08	28.59 25.29	30.02 26.55
6	Secretary/Clerk 3	3,904 3,451	4,099 3,624	4,304 3,805	4,519 3,995	4,745 4,195	4,982 4,405
Competitive		22.52 19.91	23.65 20.91	24.83 21.95	26.07 23.05	27.38 24.20	28.74 25.41
7	Accounting Assistant 1	3,547 3,137	3,724 3,293	3,910 3,458	4,106 3,631	4,311 3,813	4,527 4,004
Competitive		20.46 18.10	21.49 19.00	22.56 19.95	23.69 20.95	24.87 22.00	26.12 23.10
8	Accounting Assistant 2	3,904 3,451	4,099 3,624	4,304 3,805	4,519 3,995	4,745 4,195	4,982 4,405
Comp/Non		22.52 19.91	23.65 20.91	24.83 21.95	26.07 23.05	27.38 24.20	28.74 25.41
9	Sr. Accounting Assistant	4,304 3,805	4,519 3,995	4,745 4,195	4,982 4,405	5,231 4,625	5,493 4,856
Noncompetitive		24.83 21.95	26.07 23.05	27.38 24.20	28.74 25.41	30.18 26.68	31.69 28.02
10	Secretary/Clerk 4	4,346 3,844	4,563 4,036	4,791 4,238	5,031 4,450	5,283 4,673	5,547 4,907
Competitive		25.07 22.18	26.33 23.29	27.64 24.45	29.03 25.67	30.48 26.96	32.00 28.31

CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/202~~41~~ through 12/31/202~~41~~

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,828,514	2,969,640	3,117,772	3,273,911	3,437,057	3,609,210
Competitive		16,3214.50	17.1315.23	17.9815.99	18.8816.79	19.8317.64	20.8218.52
2	Secretary/Clerk 2	3,273,911	3,437,057	3,609,210	3,789,371	3,978,540	4,177,717
Comp/Non		18.8816.79	19.8317.64	20.8218.52	21.8619.45	22.9520.42	24.1021.44
3	Sr. Secretary/Clerk	3,609,210	3,789,371	3,978,540	4,177,717	4,386,903	4,605,098
Noncompetitive		20.8218.52	21.8619.45	22.9520.42	24.1021.44	25.3022.52	26.5723.64
4	Permit Technician 1	3,772,353	3,961,520	4,159,696	4,367,881	4,585,075	4,814,279
Competitive		21.7619.34	22.8520.31	23.9921.32	25.1922.39	26.4523.51	27.7724.69
5	Permit Technician 2	4,159,696	4,367,881	4,585,075	4,814,279	5,055,493	5,308,718
Competitive		23.9921.32	25.1922.39	26.4523.51	27.7724.69	29.1625.92	30.6227.22
6	Secretary/Clerk 3	3,978,540	4,177,717	4,386,903	4,605,098	4,835,403	5,077,451
Competitive		22.9520.42	24.1021.44	25.3022.52	26.5723.64	27.8924.83	29.2926.07
7	Accounting Assistant 1	3,618,215	3,799,376	3,989,545	4,188,722	4,397,908	4,617,410
Competitive		20.8718.55	21.9219.48	23.0120.45	24.1621.47	25.3722.55	26.6423.67
8	Accounting Assistant 2	3,978,540	4,177,717	4,386,903	4,605,098	4,835,403	5,077,451
Comp/Non		22.9520.42	24.1021.44	25.3022.52	26.5723.64	27.8924.83	29.2926.07
9	Sr. Accounting Assistant	4,386,903	4,605,098	4,835,403	5,077,451	5,331,744	5,598,498
Noncompetitive		25.3022.52	26.5723.64	27.8924.83	29.2926.07	30.7627.37	32.3028.74
10	Secretary/Clerk 4	4,433,940	4,655,137	4,888,434	5,132,456	5,389,789	5,658,028
Competitive		25.5822.73	26.8623.87	28.2025.06	29.6126.31	31.0927.63	32.6429.01

APPENDIX B

ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE

Effective 1/1/20~~22~~¹⁹ through 12/31/20~~22~~¹⁹

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	EH Technician 1	3,143 <u>3,484</u>	3,300 <u>3,658</u>	3,465 <u>3,841</u>	3,638 <u>4,033</u>	3,820 <u>4,235</u>	4,011 <u>4,447</u>	4,212 <u>4,669</u>
Competitive		20.1018.13 <u>21.1019.04</u>	21.1019.04 <u>22.1619.99</u>	22.1619.99 <u>23.2720.99</u>	23.2720.99 <u>24.4322.04</u>	24.4322.04 <u>25.6623.14</u>	25.6623.14 <u>26.9424.30</u>	26.9424.30 <u>28.2825.52</u>
2	EH Technician 2	3,465 <u>3,841</u>	3,638 <u>4,033</u>	3,820 <u>4,235</u>	4,011 <u>4,447</u>	4,212 <u>4,669</u>	4,423 <u>4,902</u>	4,644 <u>5,147</u>
Comp/Non		22.1619.99 <u>23.2720.99</u>	23.2720.99 <u>24.4322.04</u>	24.4322.04 <u>25.6623.14</u>	25.6623.14 <u>26.9424.30</u>	26.9424.30 <u>28.2825.52</u>	28.2825.52 <u>29.6926.79</u>	29.6926.79 <u>31.1828.13</u>
3	EH Specialist 1	3,820 <u>4,235</u>	4,011 <u>4,447</u>	4,212 <u>4,669</u>	4,423 <u>4,902</u>	4,644 <u>5,147</u>	4,876 <u>5,404</u>	5,120 <u>5,674</u>
Competitive		24.4322.04 <u>25.6623.14</u>	25.6623.14 <u>26.9424.30</u>	26.9424.30 <u>28.2825.52</u>	28.2825.52 <u>29.6926.79</u>	29.6926.79 <u>31.1828.13</u>	31.1828.13 <u>32.7429.54</u>	32.7429.54 <u>34.3731.02</u>
4	EH Specialist 2	4,669 <u>4,902</u>	4,902 <u>5,147</u>	5,147 <u>5,404</u>	5,404 <u>5,674</u>	5,674 <u>5,958</u>	5,958 <u>6,256</u>	6,256 <u>6,569</u>
Comp/Non		26.9424.30 <u>28.2825.52</u>	28.2825.52 <u>29.6926.79</u>	29.6926.79 <u>31.1828.13</u>	31.1828.13 <u>32.7429.54</u>	32.7429.54 <u>34.3731.02</u>	34.3731.02 <u>36.0932.57</u>	36.0932.57 <u>37.9034.19</u>
5	EH Specialist 2 - RS	4,902 <u>5,147</u>	5,147 <u>5,404</u>	5,404 <u>5,674</u>	5,674 <u>5,958</u>	5,958 <u>6,256</u>	6,256 <u>6,569</u>	6,569 <u>6,897</u>
Comp/Non		28.2825.52 <u>29.6926.79</u>	29.6926.79 <u>31.1828.13</u>	31.1828.13 <u>32.7429.54</u>	32.7429.54 <u>34.3731.02</u>	34.3731.02 <u>36.0932.57</u>	36.0932.57 <u>37.9034.19</u>	37.9034.19 <u>39.7935.90</u>
6	Senior EH Specialist	4,670 <u>5,176</u>	5,176 <u>5,435</u>	5,435 <u>5,707</u>	5,707 <u>5,992</u>	5,992 <u>6,292</u>	6,292 <u>6,607</u>	6,607 <u>6,937</u>
Noncompetitive		26.94 <u>29.86</u>	31.3628.29 <u>32.9329.71</u>	32.9329.71 <u>34.5731.19</u>	34.5731.19 <u>36.3032.75</u>	36.3032.75 <u>38.1234.39</u>	38.1234.39 <u>40.0236.10</u>	40.0236.10 <u>42.0237.91</u>
7	EH Specialist 3	5,147 <u>5,672</u>	5,672 <u>5,956</u>	5,956 <u>6,254</u>	6,254 <u>6,567</u>	6,567 <u>6,895</u>	6,895 <u>7,240</u>	7,240 <u>7,602</u>
Competitive		32.7229.52 <u>34.3631.00</u>	34.3631.00 <u>36.0832.55</u>	36.0832.55 <u>37.8934.18</u>	37.8934.18 <u>39.7835.89</u>	39.7835.89 <u>41.7737.68</u>	41.7737.68 <u>43.8639.57</u>	43.8639.57 <u>46.0541.55</u>

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ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE

Effective 1/1/2023 through 12/31/2023

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Formatted Table
Competitive	EH Technician 1	3,571	3,750	3,938	4,135	4,342	4,559	4,787	5,026
		3,222	3,383	3,552	3,730	3,917	4,113	4,319	4,535
		20.60	21.64	22.72	23.86	25.05	26.30	27.62	29.00
Comp/Non	EH Technician 2	18.59	19.52	20.49	21.52	22.60	23.73	24.92	26.16
		3,938	3,552	4,135	4,787	5,026	5,541	5,818	6,109
		22.72	23.86	25.05	26.30	27.62	29.00	30.44	31.97
Competitive	EH Specialist 1	22.72	23.86	25.05	26.30	27.62	29.00	30.44	31.97
		4,342	4,559	4,787	5,026	5,277	5,541	5,818	6,109
		25.05	26.30	27.62	29.00	30.44	31.97	33.57	35.24
Comp/Non	EH Specialist 2	25.05	26.30	27.62	29.00	30.44	31.97	33.57	35.24
		4,787	5,026	5,277	5,541	5,818	6,109	6,415	6,735
		27.62	29.00	30.44	31.97	33.57	35.24	37.00	38.86
Comp/Non	EH Specialist 2 - RS	27.62	29.00	30.44	31.97	33.57	35.24	37.00	38.86
		5,026	5,277	5,541	5,818	6,109	6,415	6,735	7,072
		29.00	30.44	31.97	33.57	35.24	37.00	38.86	40.80
Noncompetitive	Senior EH Specialist	29.00	30.44	31.97	33.57	35.24	37.00	38.86	40.80
		5,305	5,570	5,849	6,141	6,448	6,770	7,109	7,464
		30.61	32.14	33.74	35.43	37.20	39.06	41.01	43.06
Competitive	EH Specialist 3	30.61	32.14	33.74	35.43	37.20	39.06	41.01	43.06
		5,814	6,105	6,410	6,731	7,068	7,421	7,792	8,182
		33.54	35.22	36.98	38.83	40.78	42.81	44.95	47.20

ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE

Effective 1/1/202~~4~~¹ through 12/31/202~~4~~¹

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	3,642 3,302	3,824 3,467	4,015 3,640	4,216 3,822	4,427 4,013	4,648 4,214	4,880 4,425	5,124 4,646
Competitive		21.01 19.05	22.06 20.01	23.16 21.00	24.32 22.05	25.54 23.16	26.82 24.32	28.15 25.53	29.56 26.81
2	EH Technician 2	4,015 640	4,216 822	4,427 013	4,648 214	4,880 425	5,124 646	5,380 878	5,649 122
Comp/Non		23.16 21.00	24.32 22.05	25.54 23.16	26.82 24.32	28.15 25.53	29.56 26.81	31.04 28.15	32.59 29.56
3	EH Specialist 1	4,427 013	4,648 214	4,880 425	5,124 646	5,380 878	5,649 122	5,931 378	6,228 647
Competitive		25.54 23.16	26.82 24.32	28.15 25.53	29.56 26.81	31.04 28.15	32.59 29.56	34.22 31.04	35.93 32.59
4	EH Specialist 2	4,880 425	5,124 646	5,380 878	5,649 122	5,931 378	6,228 647	6,539 929	6,866 225
Comp/Non		28.15 25.53	29.56 26.81	31.04 28.15	32.59 29.56	34.22 31.04	35.93 32.59	37.73 34.22	39.61 35.93
5	EH Specialist 2 - RS	5,124 646	5,380 878	5,649 122	5,931 378	6,228 647	6,539 929	6,866 225	7,209 536
Comp/Non		29.56 26.81	31.04 28.15	32.59 29.56	34.22 31.04	35.93 32.59	37.73 34.22	39.61 35.93	41.59 37.73
6	Senior EH Specialist	5,411 906	5,682 152	5,965 410	6,264 681	6,577 965	6,906 1263	7,251 1676	7,614 2105
Noncompetitive		31.22 28.15	32.78 29.56	34.42 31.04	36.14 32.59	37.94 34.22	39.84 35.93	41.83 37.73	43.93 39.61
7	EH Specialist 3	5,930 376	6,227 645	6,538 927	6,865 1223	7,208 1534	7,568 1861	7,946 2204	8,343 2564
Competitive		34.21 31.04	35.93 32.59	37.72 34.22	39.61 35.93	41.59 37.73	43.66 39.61	45.84 41.59	48.13 43.66

APPENDIX C

REGISTERED NURSE UNIT SALARY SCHEDULE

Effective 1/1/20~~22~~¹⁹ through 12/31/20~~22~~¹⁹

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,858 4,383	5,101 4,602	5,356 4,832	5,624 5,074	5,905 5,328	6,200 5,594	6,510 5,874	6,168
	28,032 28,032	29,432 29,432	30,902 30,902	32,452 32,452	34,073 34,073	35,773 35,773	37,563 37,563	39,414
PHN	5,256 5,256	5,519 5,519	5,795 5,795	6,085 6,085	6,389 6,389	6,708 6,708	7,043 7,043	7,391
	30,322 30,322	31,842 31,842	33,433 33,433	35,113 35,113	36,863 36,863	38,703 38,703	40,633 40,633	42,663
PHN-AP	5,519 5,519	5,795 5,795	6,085 6,085	6,389 6,389	6,708 6,708	7,043 7,043	7,395 7,395	7,761
	31,842 31,842	33,433 33,433	35,113 35,113	36,863 36,863	38,703 38,703	40,633 40,633	42,663 42,663	44,814
PHN Supervisor	6,085 6,085	6,389 6,389	6,708 6,708	7,043 7,043	7,395 7,395	7,765 7,765	8,153 8,153	8,561
	35,113 35,113	36,863 36,863	38,703 38,703	40,633 40,633	42,663 42,663	44,804 44,804	47,044 47,044	49,384
PHN-ARNP	6,652 6,652	6,985 6,985	7,334 7,334	7,701 7,701	8,086 8,086	8,490 8,490	8,915 8,915	9,361
	38,383 38,383	40,303 40,303	42,313 42,313	44,434 44,434	46,654 46,654	48,984 48,984	51,434 51,434	54,014

\$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 1/1/202~~30~~³⁰ through 12/31/202~~30~~³⁰

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,979 4,493	5,228 4,717	5,489 4,953	5,763 5,201	6,051 5,461	6,354 5,734	6,672 6,021	6,322
	28.7325.92	30.1627.21	31.6728.58	33.2530.01	34.9131.51	36.6633.08	38.4934.74	40.42
PHN	5,387 4,861	5,656 5,104	5,939 5,359	6,236 5,627	6,548 5,908	6,875 6,203	7,219 6,513	6,839
	31.0828.04	32.6329.45	34.2630.92	35.9832.46	37.7834.09	39.6635.79	41.6537.58	43.73
PHN-AP	5,656 5,104	5,939 5,359	6,236 5,627	6,548 5,908	6,875 6,203	7,219 6,513	7,580 6,839	7,181
	32.6329.45	34.2630.92	35.9832.46	37.7834.09	39.6635.79	41.6537.58	43.7339.46	45.92
PHN Supervisor	6,236 5,627	6,548 5,908	6,875 6,203	7,219 6,513	7,580 6,839	7,959 7,181	8,357 7,540	7,917
	35.9832.46	37.7834.09	39.6635.79	41.6537.58	43.7339.46	45.9241.43	48.2143.50	50.63
PHN-ARNP	6,818 6,151.00	7,159 6,459.00	7,517 6,782.00	7,893 7,121.00	8,288 7,477.00	8,702 7,851.00	9,137 8,244.00	8,656.00
	39.3435.49	41.3037.26	43.3739.13	45.5441.08	47.8243.14	50.2045.30	52.7147.56	55.35

\$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 1/1/202~~4~~¹ through 12/31/202~~4~~¹

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Formatted Table
RN	5,079 4,605	5,333 4,835	5,600 5,077	5,880 5,331	6,174 5,598	6,483 5,878	6,807 6,172	Formatted: Font: 11 pt
	29.3026.57	30.7727.89	32.3129.29	33.9230.76	35.6232.30	37.4033.91	39.2735.61	Formatted: Font: 11 pt
PHN	5,495 4,982	5,770 5,231	6,059 5,493	6,362 5,768	6,680 6,056	7,014 6,359	7,365 6,677	Formatted: Font: 11 pt
	31.7028.74	33.2930.18	34.9631.69	36.7033.28	38.5434.94	40.4736.69	42.4938.52	Formatted: Font: 11 pt
PHN-AP	5,770 5,231	6,059 5,493	6,362 5,768	6,680 6,056	7,014 6,359	7,365 6,677	7,733 7,011	Formatted: Font: 11 pt
	33.2930.18	34.9631.69	36.7033.28	38.5434.94	40.4736.69	42.4938.52	44.6140.45	Formatted: Font: 11 pt
PHN Supervisor	6,362 5,768	6,680 6,056	7,014 6,359	7,365 6,677	7,733 7,011	8,120 7,362	8,526 7,730	Formatted: Font: 11 pt
	36.7033.28	38.5434.94	40.4736.69	42.4938.52	44.6140.45	46.8542.47	49.1944.60	Formatted: Font: 11 pt
PHN-ARNP	6,954 6,305	7,302 6,620	7,667 6,951	8,050 7,299	8,453 7,664	8,876 8,047	9,320 8,449	Formatted: Font: 11 pt
	40.1236.37	42.1338.19	44.2340.10	46.4442.11	48.7744.22	51.2146.43	53.7748.75	Formatted: Font: 11 pt

\$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 1/1/20~~22~~¹⁹ through 12/31/20~~22~~¹⁹

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,812 2,537 16,2214.64	2,953 2,664 17,0415.37	3,101 2,797 17,8916.14	3,256 2,937 18,7816.94	3,419 3,084 19,7317.79	3,590 3,238 20,7118.68
HPT-2	Custodian/Maintenance	3,3583,030 19,3717.48	3,5263,182 20,3418.36	3,7023,341 21,3619.28	3,8873,508 22,4320.24	4,0813,683 23,5421.25	4,2853,867 24,7222.31
HPT-3	Community Health Worker Health Services Worker	3,4283,092 19,7817.84	3,5993,247 20,7618.73	3,7793,409 21,8019.67	3,9683,579 22,8920.65	4,1663,758 24,0421.68	4,3743,946 25,2422.77
HPT-4	Licensed Practical Nurse 1	3,3923,060 19,5717.65	3,5623,213 20,5518.54	3,7403,374 21,5819.47	3,9273,543 22,6620.44	4,1233,720 23,7921.46	4,3293,906 24,9822.54
HPT-5	Licensed Practical Nurse 2	3,7403,374 21,5819.47	3,9273,543 22,6620.44	4,1233,720 23,7921.46	4,3293,906 24,9822.54	4,5454,101 26,2223.66	4,7724,306 27,5324.84
HPT-6	Social Worker 1 Disease Intervention Spec	4,2513,835 24,5322.13	4,4644,027 25,7523.23	4,6874,228 27,0424.39	4,9214,439 28,3925.61	5,1674,661 29,8126.89	5,4254,894 31,3028.24
HPT-7	Social Worker 2	5,0384,545 29,0726.22	5,2904,772 30,5227.53	5,5555,011 32,0528.91	5,8335,262 33,6530.36	6,1255,525 35,3431.88	6,4315,801 37,1033.47
HPT-8	Social Worker 3	5,8335,262 33,6530.36	6,1255,525 35,3431.88	6,4315,801 37,1033.47	6,7536,091 38,9635.14	7,0916,396 40,9136.90	7,4466,716 42,9638.75
HPT-9	Public Health Educator	4,5514,106 26,2623.69	4,7794,311 27,5724.87	5,0184,527 28,9526.12	5,2694,753 30,4027.42	5,5324,991 31,9228.79	5,8095,241 33,5130.24
HPT-10	Community Liaison Outreach & Educ Coord	5,2194,709 30,1127.17	5,4804,944 31,6228.52	5,7545,191 33,2029.95	6,0425,451 34,8631.45	6,3445,724 36,6033.02	6,6616,010 38,4334.67
HPT-11	Laboratory Assistant	3,4283,092 19,7817.84	3,5993,247 20,7618.73	3,7793,409 21,8019.67	3,9683,579 22,8920.65	4,1663,758 24,0421.68	4,3743,946 25,2422.77
HPT-12	Laboratory Specialist	4,5664,119 26,3423.76	4,7944,325 27,6624.95	5,0344,541 29,0426.20	5,2864,768 30,5027.51	5,5505,006 32,0228.88	5,8285,256 33,6230.32
HPT-13	Clinic Practitioner 1/PA	6,2725,659 36,1932.65	6,5865,942 38,0034.28	6,9156,239 39,8935.99	7,2616,551 41,8937.79	7,6246,879 43,9939.69	8,0057,223 46,1841.67
HPT-14	Info Technology Specialist 1	4,1113,709 23,7221.40	4,3173,894 24,9122.47	4,5334,089 26,1523.59	4,7604,293 27,4624.77	4,9984,508 28,8426.01	5,2484,733 30,2827.31
HPT-15	Info Technology Specialist 2	5,2484,733 30,2827.31	5,5104,970 31,7928.67	5,7865,219 33,3830.11	6,0755,480 35,0531.62	6,3795,754 36,8033.20	6,6986,042 38,6434.86
HPT-16	Info Technology Specialist 3	5,7865,219 33,3830.11	6,0755,480 35,0531.62	6,3795,754 36,8033.20	6,6986,042 38,6434.86	7,0336,344 40,5836.60	7,3856,661 42,6138.43
HPT-17	Info Technology Specialist 4	6,3795,754 36,8033.20	6,6986,042 38,6434.86	7,0336,344 40,5836.60	7,3856,661 42,6138.43	7,7546,994 44,7440.35	8,1427,344 46,9742.37

HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/2023 through 12/31/2023

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,882	3,026	3,177	3,336	3,503	3,678
		2,600	2,730	2,867	3,010	3,161	3,319
		16.63	17.46	18.33	19.25	20.21	21.22
HPT-2	Custodian/Maintenance	3,442	3,614	3,795	3,985	4,184	4,393
		3,106	3,261	3,424	3,595	3,775	3,964
		19.86	20.85	21.89	22.99	24.14	25.34
HPT-3	Community Health Worker	3,514	3,690	3,875	4,069	4,272	4,486
		3,169	3,328	3,494	3,669	3,852	4,045
		20.27	21.29	22.36	23.48	24.65	25.88
HPT-4	Licensed Practical Nurse 1	3,477	3,651	3,834	4,026	4,227	4,438
		3,137	3,293	3,458	3,631	3,813	4,004
		20.06	21.06	22.12	23.23	24.39	25.60
HPT-5	Licensed Practical Nurse2	3,834	4,026	4,227	4,438	4,660	4,893
		3,458	3,631	3,813	4,004	4,204	4,414
		22.12	23.23	24.39	25.60	26.89	28.23
HPT-6	Social Worker 1 Disease Intervention Spec	4,357	4,574	4,804	5,044	5,296	5,561
		3,931	4,127	4,333	4,550	4,778	5,017
		25.14	26.39	27.72	29.10	30.55	32.08
HPT-7	Social Worker 2	5,164	5,424	5,693	5,978	6,275	6,591
		4,659	4,892	5,137	5,394	5,664	5,947
		29.79	31.28	32.84	34.49	36.21	38.03
HPT-8	Social Worker 3	5,978	6,275	6,591	6,921	7,267	7,630
		5,394	5,664	5,947	6,244	6,556	6,884
		34.49	36.21	38.03	39.93	41.93	44.02
HPT-9	Public Health Educator	4,665	4,898	5,143	5,400	5,670	5,954
		4,209	4,419	4,640	4,872	5,116	5,372
		26.91	28.26	29.67	31.15	32.71	34.35
HPT-10	Community Liaison Outreach & Educ Coord	5,349	5,616	5,897	6,192	6,502	6,827
		4,827	5,068	5,321	5,587	5,866	6,159
		30.86	32.40	34.02	35.72	37.51	39.39
HPT-11	Laboratory Assistant	3,514	3,690	3,875	4,069	4,272	4,486
		3,169	3,328	3,494	3,669	3,852	4,045
		20.27	21.29	22.36	23.48	24.65	25.88
HPT-12	Laboratory Specialist	4,680	4,914	5,160	5,418	5,689	5,973
		4,222	4,433	4,655	4,888	5,132	5,389
		27.00	28.35	29.77	31.26	32.82	34.46
HPT-13	Clinic Practitioner 1/PA	6,429	6,706	7,088	7,442	7,814	8,205
		5,800	6,090	6,395	6,715	7,051	7,404
		37.09	38.94	40.89	42.94	45.08	47.34
HPT-14	Info Technology Specialist 1	4,214	4,423	4,646	4,874	5,122	5,378
		3,802	3,992	4,192	4,402	4,622	4,853
		24.31	25.53	26.80	28.14	29.55	31.03
HPT-15	Info Technology Specialist 2	5,378	5,647	5,929	6,225	6,536	6,863
		4,853	5,096	5,351	5,619	5,900	6,195
		25.37	26.47	27.65	28.92	30.26	31.66

		31.0328.00	32.5829.40	34.2130.87	35.9132.42	37.7134.04	39.5935.74
HPT-16	Info Technology Specialist 3	5,9295,351	6,2255,619	6,5365,900	6,8636,195	7,2066,505	7,5666,830
		34.2130.87	35.9132.42	37.7134.04	39.5935.74	41.5737.53	43.6539.40
HPT-17	Info Technology Specialist 4	6,5365,900	6,8636,195	7,2066,505	7,5666,830	7,9447,172	8,3417,531
		37.7134.04	39.5935.74	41.5737.53	43.6539.40	45.8341.38	48.1243.45

HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/202~~4~~¹ through 12/31/202~~4~~¹

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,940 2,665 <u>16,961</u>	3,087 2,799 <u>17,811</u>	3,241 2,939 <u>18,701</u>	3,403 3,086 <u>19,631</u>	3,573 3,240 <u>20,611</u>	3,752 3,402 <u>21,651</u>
HPT-2	Custodian/Maintenance	3,511 3,183 <u>20,261</u>	3,687 3,343 <u>21,271</u>	3,871 3,510 <u>22,332</u>	4,065 3,686 <u>23,452</u>	4,268 3,870 <u>24,622</u>	4,481 4,064 <u>25,852</u>
HPT-3	Community Health Worker	3,584 3,249 <u>20,681</u>	3,763 3,411 <u>21,711</u>	3,951 3,582 <u>22,792</u>	4,149 3,761 <u>23,942</u>	4,356 3,949 <u>25,132</u>	4,574 4,146 <u>26,392</u>
	Health Services Worker	3,584 3,249 <u>20,681</u>	3,763 3,411 <u>21,711</u>	3,951 3,582 <u>22,792</u>	4,149 3,761 <u>23,942</u>	4,356 3,949 <u>25,132</u>	4,574 4,146 <u>26,392</u>
HPT-4	Licensed Practical Nurse 1	3,547 3,215 <u>20,461</u>	3,724 3,376 <u>21,491</u>	3,910 3,545 <u>22,562</u>	4,106 3,722 <u>23,692</u>	4,311 3,908 <u>24,872</u>	4,527 4,103 <u>26,122</u>
HPT-5	Licensed Practical Nurse 2	3,910 3,545 <u>22,562</u>	4,106 3,722 <u>23,692</u>	4,311 3,908 <u>24,872</u>	4,527 4,103 <u>26,122</u>	4,753 4,308 <u>27,422</u>	4,991 4,523 <u>28,792</u>
HPT-6	Social Worker 1	4,444 4,029 <u>25,642</u>	4,666 4,231 <u>26,922</u>	4,899 4,443 <u>28,262</u>	5,144 4,665 <u>29,682</u>	5,401 4,898 <u>31,162</u>	5,671 5,143 <u>32,722</u>
	Disease Intervention Spec	4,444 4,029 <u>25,642</u>	4,666 4,231 <u>26,922</u>	4,899 4,443 <u>28,262</u>	5,144 4,665 <u>29,682</u>	5,401 4,898 <u>31,162</u>	5,671 5,143 <u>32,722</u>
HPT-7	Social Worker 2	5,267 4,775 <u>30,392</u>	5,530 5,014 <u>31,902</u>	5,807 5,265 <u>33,503</u>	6,097 5,528 <u>35,183</u>	6,402 5,804 <u>36,943</u>	6,722 6,094 <u>38,783</u>
HPT-8	Social Worker 3	6,097 5,528 <u>35,183</u>	6,402 5,804 <u>36,943</u>	6,722 6,094 <u>38,783</u>	7,058 6,399 <u>40,723</u>	7,411 6,719 <u>42,763</u>	7,782 7,055 <u>44,904</u>
HPT-9	Public Health Educator	4,758 4,314 <u>27,452</u>	4,996 4,530 <u>28,822</u>	5,246 4,757 <u>30,272</u>	5,508 4,995 <u>31,782</u>	5,783 5,245 <u>33,363</u>	6,072 5,507 <u>35,033</u>
HPT-10	Community Liaison	5,456 4,947 <u>31,482</u>	5,729 5,195 <u>33,052</u>	6,015 5,455 <u>34,703</u>	6,316 5,728 <u>36,443</u>	6,632 6,014 <u>38,263</u>	6,964 6,315 <u>40,183</u>
	Outreach & Educ Coord	5,456 4,947 <u>31,482</u>	5,729 5,195 <u>33,052</u>	6,015 5,455 <u>34,703</u>	6,316 5,728 <u>36,443</u>	6,632 6,014 <u>38,263</u>	6,964 6,315 <u>40,183</u>
HPT-11	Laboratory Assistant	3,584 3,249 <u>20,681</u>	3,763 3,411 <u>21,711</u>	3,951 3,582 <u>22,792</u>	4,149 3,761 <u>23,942</u>	4,356 3,949 <u>25,132</u>	4,574 4,146 <u>26,392</u>

HPT-12	Laboratory Specialist	<u>4,774</u>	<u>5,013</u>	<u>5,264</u>	<u>5,527</u>	<u>5,803</u>	<u>6,093</u>
		4,328	4,544	4,771	5,010	5,261	5,524
		<u>27.54</u> 24.97	<u>28.92</u> 26.22	<u>30.37</u> 27.53	<u>31.89</u> 28.90	<u>33.48</u> 30.35	<u>35.15</u> 31.87
HPT-13	Clinic Practitioner 1/PA	<u>6,558</u>	<u>6,886</u>	<u>7,230</u>	<u>7,592</u>	<u>7,972</u>	<u>8,371</u>
		5,945	6,243	6,555	6,883	7,227	7,588
		<u>37.84</u> 34.30	<u>39.73</u> 36.02	<u>41.71</u> 37.82	<u>43.80</u> 39.71	<u>45.99</u> 41.70	<u>48.30</u> 43.78
HPT-14	Info Technology Specialist 1	<u>4,298</u>	<u>4,513</u>	<u>4,739</u>	<u>4,976</u>	<u>5,225</u>	<u>5,486</u>
		3,897	4,092	4,297	4,512	4,738	4,975
		<u>24.80</u> 22.48	<u>26.04</u> 23.61	<u>27.34</u> 24.79	<u>28.71</u> 26.03	<u>30.14</u> 27.34	<u>31.65</u> 28.70
HPT-15	Info Technology Specialist 2	<u>5,486</u>	<u>5,760</u>	<u>6,048</u>	<u>6,350</u>	<u>6,668</u>	<u>7,001</u>
		4,975	5,224	5,485	5,759	6,047	6,349
		<u>31.65</u> 28.70	<u>33.23</u> 30.14	<u>34.89</u> 31.64	<u>36.64</u> 33.23	<u>38.47</u> 34.89	<u>40.39</u> 36.63
HPT-16	Info Technology Specialist 3	<u>6,048</u>	<u>6,350</u>	<u>6,668</u>	<u>7,001</u>	<u>7,351</u>	<u>7,719</u>
		5,485	5,759	6,047	6,349	6,666	6,999
		<u>34.89</u> 31.64	<u>36.64</u> 33.23	<u>38.47</u> 34.89	<u>40.39</u> 36.63	<u>42.41</u> 38.46	<u>44.53</u> 40.38
HPT-17	Info Technology Specialist 4	<u>6,668</u>	<u>7,001</u>	<u>7,351</u>	<u>7,719</u>	<u>8,105</u>	<u>8,510</u>
		6,047	6,349	6,666	6,999	7,349	7,716
		<u>38.47</u> 34.89	<u>40.39</u> 36.63	<u>42.41</u> 38.46	<u>44.53</u> 40.38	<u>46.76</u> 42.40	<u>49.10</u> 44.52



COLLECTIVE BARGAINING AGREEMENT

Between

KITSAP PUBLIC HEALTH DISTRICT

&

**PROFESSIONAL AND TECHNICAL EMPLOYEES
LOCAL 17 (PROTEC17)**

Effective

January 1, 2022, through December 31, 2024

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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 PROTEC17. 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 PROTEC17 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 PROTEC17 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 PROTEC17 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 PROTEC17 with at least thirty (30) calendar days' notice before entering into a contract that will reduce the FTE of current employees, during which time PROTEC17 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 PROTEC17 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, PROTEC17 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) weeks' 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. 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 Administrator:

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 Disease subject matter expertise for response to 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, 2022, all salary ranges will be increased by 5.5%.

6.1.2 Effective January 1, 2023, all salary ranges will be increased by 2.5%.

6.1.3 Effective January 1, 2024, all salary ranges will be increased by 2.0%.

6.1.4 In addition to the increases listed above, effective January 1, 2022, all salary ranges of the clerical unit will be increased an additional 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. The exception is when an Environmental Health Specialist 1, who after acquiring certification as a Registered Sanitarian(RS), moves to the Environmental Health Specialist 2-RS classification. In this circumstance, the employee's hire date will remain the determining factor for step increases.

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:

Years of Service	Annual Bonus
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 Human Resources Manager or Administrator. 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:

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. General leave may not be used until it has accrued and may not be used for purposes other than those outlined RCW 49.46.210 prior to the completion of six (6) months of active employment. 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 carry forward a maximum of three hundred sixty (360) hours of general leave from one calendar year to the next. An employee who has accrued three hundred sixty (360) hours of General Leave will have his/her accrual rate reduced to five (5) hours per month until his or her balance has been reduced through use to

less than three hundred sixty (360) hours; 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 spouses, 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 Administrator'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 workdays, 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 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) workdays 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 Administrator 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 an Administrator 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 Paid Family and Medical Leave Program. Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which begins January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and for the period beginning January 1, 2019, and ending December 31, 2020, will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise limited by action of the State). Employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The District will pay the remaining premium amounts. Following finalization of regulations implementing RCW 50A.04, any party may reopen this Agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.

10.5 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
Juneteenth – June 19th
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 workday 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 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 2024, the District's contributions toward medical and dental insurance will remain at the dollar amount in effect as of December 31, 2024, during bargaining and any period governed by RCW 41.56.123.

12.4 Employer required PPD tests for employees will be provided by the District. If a chest x-ray is required, the District will provide a referral to an outside provider and cover the cost of the x-ray. Influenza vaccinations are provided to employees at no charge. The District will provide time during the workday for and reimburse for costs associated with any other vaccination or associated health service required by the District.

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 pay, or 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 pay, or reimburse employees for, the annual renewal costs of licenses or certifications that are not required by the District but provide a benefit to it. Employees are responsible for taking the steps necessary to complete annual renewal processes in a timely manner and to secure payment/reimbursement by the District for renewal costs. In no

circumstances will the District pay or reimburse employees for late fees or penalties associated with license/certification renewal.

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 PROTEC17 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 bona fide 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 PROTEC17 or because of service by an authorized representative on behalf of PROTEC17 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 PROTEC17 shall agree to establish a conference committee comprised of one shop steward (or their alternates) from each bargaining unit, the PROTEC17 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:

18.2.1 Meet quarterly as needed and when mutually agreeable.

18.2.2 Maintain an "open door" policy and use outside resources (including PROTEC17 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.

18.2.3 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 PROTEC17 representation and shall permit the employee reasonable time to arrange for participation of a PROTEC17 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 PROTEC17 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 PROTEC17 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 PROTEC17 prior to convening a Pre-Disciplinary Meeting. In the event that the employee cannot secure PROTEC17 representation, as described in

Section 19.2.2., 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.

19.4 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.

19.5 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.

19.6 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.

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

19.8 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.

19.9 Setback Within Range. An employee may be moved to a lower step in his/her salary range for disciplinary reasons.

19.10 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.

19.11 Performance Standards. Any performance standards used to measure performance of employees shall be fair, just, reasonable, and equitably applied throughout the District.

19.12 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 PROTEC17, 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 PROTEC17 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 PROTEC17 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 PROTEC17 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, PROTEC17 will notify the District of its intent to proceed to arbitration.
- (b) Arbitration. Upon request of either party, PROTEC17 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 PROTEC17 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 When an employee provides written authorization to the District, the District will deduct from the employee's salary an amount equal to the dues required of a member of the Union. The District will transmit such dues to the Union's headquarters each pay period.

21.3 The District will inform employees who are new to the bargaining unit about the Union's status as the exclusive representative of the bargaining unit.

21.4 An employee may revoke his or her authorization for payroll deduction of payments to the Union by written notice to the District and the Union. Every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, after receipt by the District of the employee's written notice.

21.5 Along with its transmittal of dues, the District will provide the Union with a list of all employees paying dues, including the dues amount. The District will

identify those employees who have newly authorized dues, have revoked dues authorization, or have left the bargaining unit.

21.6 PROTEC17 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.

ARTICLE 22 – UNION REPRESENTATION

22.1 PROTEC17 shall have the right to appoint one shop steward for each bargaining unit. PROTEC17 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 PROTEC17 at all times. Only persons so designated will be accepted by the District as representatives of PROTEC17 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. PROTEC17 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 PROTEC17 representative shall have access to the steward's work areas during business hours with prior notice to the District's Human Resources Manager or Administrator and providing the PROTEC17 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 PROTEC17 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 PROTEC17 in areas accessible to members of the bargaining unit.

22.8 The District may make available to PROTEC17 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.

22.9 The District will provide the Union with the name, job title, department, and contact information for all employees newly hired into a bargaining unit position. Within ninety days of hire, the Union will be provided with thirty (30) minutes during the employee's paid time to explain contractual rights and introduce the new employee to the Union. Employees will be informed that their attendance is voluntary and that they will remain in paid status during the meeting.

22.10 With prior approval of their supervisor, which will not be unreasonably denied, Union shop stewards will be permitted to flex their work hours, use General Leave, use compensatory time, or, if no such leave is available, take unpaid time off to attend training sessions sponsored by the Union.

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 PROTEC17 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. During probation, the employee may be dismissed with one (1) days' notice. The initial probation period is the first twelve (12) months of employment but will be automatically extended on a day-for-day basis for any periods of unpaid leave taken by the employee. 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:

26.2.1 Transfers initiated by the District;

26.2.2 Transfers to a new position in the same classification; and

26.2.3 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. All use of District cellular phones must be consistent with District policy.

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 two (2) 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 – SUCCESSIONSHIP

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 PROTEC17.

28.2 In the event that Kitsap County makes a formal proposal to dissolve the District, the District will notify PROTEC17 of that proposal as soon as practicable.

ARTICLE 29 – ENTIRE AGREEMENT

29.1 The agreement expressed herein constitutes the entire agreement between PROTEC17 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 1st day of January 2022, and shall remain in full force and effect until the 31st day of December 2024. 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 1st, 2024.

Dated this ____ day of _____, 2022.

Professional & Technical Employees,
Local 17

Kitsap Public Health District

Executive Director, PROTEC17

Chair, Kitsap Public Health Board

Union Representative, PROTEC17

Administrator

Employee Representative

Employee Representative

Employee Representative

Employee Representative

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APPENDIX A

CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/2022 through 12/31/2022

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,705	2,840	2,982	3,131	3,288	3,452
Competitive		15.61	16.38	17.20	18.06	18.97	19.92
2	Secretary/Clerk 2	3,131	3,288	3,452	3,625	3,806	3,996
Comp/Non		18.06	18.97	19.92	20.91	21.96	23.05
3	Sr. Secretary/Clerk	3,452	3,625	3,806	3,996	4,196	4,406
Noncompetitive		19.92	20.91	21.96	23.05	24.21	25.42
4	Permit Technician 1	3,608	3,788	3,977	4,176	4,385	4,604
Competitive		20.82	21.85	22.94	24.09	25.30	26.56
5	Permit Technician 2	3,977	4,176	4,385	4,604	4,834	5,076
Competitive		22.94	24.09	25.30	26.56	27.89	29.29
6	Secretary/Clerk 3	3,806	3,996	4,196	4,406	4,626	4,857
Competitive		21.96	23.05	24.21	25.42	26.69	28.02
7	Accounting Assistant 1	3,460	3,633	3,815	4,006	4,206	4,416
Competitive		19.96	20.96	22.01	23.11	24.27	25.48
8	Accounting Assistant 2	3,806	3,996	4,196	4,406	4,626	4,857
Comp/Non		21.96	23.05	24.21	25.42	26.69	28.02
9	Sr. Accounting Assistant	4,196	4,406	4,626	4,857	5,100	5,355
Noncompetitive		24.21	25.42	26.69	28.02	29.42	30.89
10	Secretary/Clerk 4	4,240	4,452	4,675	4,909	5,154	5,412
Competitive		24.46	25.69	26.97	28.32	29.74	31.22

CLERICAL UNIT SALARY SCHEDULE

Effective 1/1/2023 through 12/31/2023

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,773	2,912	3,058	3,211	3,372	3,541
Competitive		16.00	16.80	17.64	18.53	19.45	20.43
2	Secretary/Clerk 2	3,211	3,372	3,541	3,718	3,904	4,099
Comp/Non		18.53	19.45	20.43	21.45	22.52	23.65
3	Sr. Secretary/Clerk	3,541	3,718	3,904	4,099	4,304	4,519
Noncompetitive		20.43	21.45	22.52	23.65	24.83	26.07
4	Permit Technician 1	3,698	3,883	4,077	4,281	4,495	4,720
Competitive		21.34	22.40	23.52	24.70	25.93	27.23
5	Permit Technician 2	4,077	4,281	4,495	4,720	4,956	5,204
Competitive		23.52	24.70	25.93	27.23	28.59	30.02
6	Secretary/Clerk 3	3,904	4,099	4,304	4,519	4,745	4,982
Competitive		22.52	23.65	24.83	26.07	27.38	28.74
7	Accounting Assistant 1	3,547	3,724	3,910	4,106	4,311	4,527
Competitive		20.46	21.49	22.56	23.69	24.87	26.12
8	Accounting Assistant 2	3,904	4,099	4,304	4,519	4,745	4,982
Comp/Non		22.52	23.65	24.83	26.07	27.38	28.74
9	Sr. Accounting Assistant	4,304	4,519	4,745	4,982	5,231	5,493
Noncompetitive		24.83	26.07	27.38	28.74	30.18	31.69
10	Secretary/Clerk 4	4,346	4,563	4,791	5,031	5,283	5,547
Competitive		25.07	26.33	27.64	29.03	30.48	32.00

CLERICAL UNIT SALARY SCHEDULE
Effective 1/1/2024 through 12/31/2024

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,828	2,969	3,117	3,273	3,437	3,609
Competitive		16.32	17.13	17.98	18.88	19.83	20.82
2	Secretary/Clerk 2	3,273	3,437	3,609	3,789	3,978	4,177
Comp/Non		18.88	19.83	20.82	21.86	22.95	24.10
3	Sr. Secretary/Clerk	3,609	3,789	3,978	4,177	4,386	4,605
Noncompetitive		20.82	21.86	22.95	24.10	25.30	26.57
4	Permit Technician 1	3,772	3,961	4,159	4,367	4,585	4,814
Competitive		21.76	22.85	23.99	25.19	26.45	27.77
5	Permit Technician 2	4,159	4,367	4,585	4,814	5,055	5,308
Competitive		23.99	25.19	26.45	27.77	29.16	30.62
6	Secretary/Clerk 3	3,978	4,177	4,386	4,605	4,835	5,077
Competitive		22.95	24.10	25.30	26.57	27.89	29.29
7	Accounting Assistant 1	3,618	3,799	3,989	4,188	4,397	4,617
Competitive		20.87	21.92	23.01	24.16	25.37	26.64
8	Accounting Assistant 2	3,978	4,177	4,386	4,605	4,835	5,077
Comp/Non		22.95	24.10	25.30	26.57	27.89	29.29
9	Sr. Accounting Assistant	4,386	4,605	4,835	5,077	5,331	5,598
Noncompetitive		25.30	26.57	27.89	29.29	30.76	32.30
10	Secretary/Clerk 4	4,433	4,655	4,888	5,132	5,389	5,658
Competitive		25.58	26.86	28.20	29.61	31.09	32.64

APPENDIX B

ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE

Effective 1/1/2022 through 12/31/2022

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	3,484	3,658	3,841	4,033	4,235	4,447	4,669	4,902
Competitive		20.10	21.10	22.16	23.27	24.43	25.66	26.94	28.28
2	EH Technician 2	3,841	4,033	4,235	4,447	4,669	4,902	5,147	5,404
Comp/Non		22.16	23.27	24.43	25.66	26.94	28.28	29.69	31.18
3	EH Specialist 1	4,235	4,447	4,669	4,902	5,147	5,404	5,674	5,958
Competitive		24.43	25.66	26.94	28.28	29.69	31.18	32.74	34.37
4	EH Specialist 2	4,669	4,902	5,147	5,404	5,674	5,958	6,256	6,569
Comp/Non		26.94	28.28	29.69	31.18	32.74	34.37	36.09	37.90
5	EH Specialist 2 - RS	4,902	5,147	5,404	5,674	5,958	6,256	6,569	6,897
Comp/Non		28.28	29.69	31.18	32.74	34.37	36.09	37.90	39.79
6	Senior EH Specialist	5,176	5,435	5,707	5,992	6,292	6,607	6,937	7,284
Noncompetitive		29.86	31.36	32.93	34.57	36.30	38.12	40.02	42.02
7	EH Specialist 3	5,672	5,956	6,254	6,567	6,895	7,240	7,602	7,982
Competitive		32.72	34.36	36.08	37.89	39.78	41.77	43.86	46.05

ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE
Effective 1/1/2023 through 12/31/2023

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	3,571	3,750	3,938	4,135	4,342	4,559	4,787	5,026
Competitive		20.60	21.64	22.72	23.86	25.05	26.30	27.62	29.00
2	EH Technician 2	3,938	4,135	4,342	4,559	4,787	5,026	5,277	5,541
Comp/Non		22.72	23.86	25.05	26.30	27.62	29.00	30.44	31.97
3	EH Specialist 1	4,342	4,559	4,787	5,026	5,277	5,541	5,818	6,109
Competitive		25.05	26.30	27.62	29.00	30.44	31.97	33.57	35.24
4	EH Specialist 2	4,787	5,026	5,277	5,541	5,818	6,109	6,414	6,735
Comp/Non		27.62	29.00	30.44	31.97	33.57	35.24	37.00	38.86
5	EH Specialist 2 - RS	5,026	5,277	5,541	5,818	6,109	6,414	6,735	7,072
Comp/Non		29.00	30.44	31.97	33.57	35.24	37.00	38.86	40.80
6	Senior EH Specialist	5,305	5,570	5,849	6,141	6,448	6,770	7,109	7,464
Noncompetitive		30.61	32.14	33.74	35.43	37.20	39.06	41.01	43.06
7	EH Specialist 3	5,814	6,105	6,410	6,731	7,068	7,421	7,792	8,182
Competitive		33.54	35.22	36.98	38.83	40.78	42.81	44.95	47.20

ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE
Effective 1/1/2024 through 12/31/2024

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	3,642	3,824	4,015	4,216	4,427	4,648	4,880	5,124
Competitive		21.01	22.06	23.16	24.32	25.54	26.82	28.15	29.56
2	EH Technician 2	4,015	4,216	4,427	4,648	4,880	5,124	5,380	5,649
Comp/Non		23.16	24.32	25.54	26.82	28.15	29.56	31.04	32.59
3	EH Specialist 1	4,427	4,648	4,880	5,124	5,380	5,649	5,931	6,228
Competitive		25.54	26.82	28.15	29.56	31.04	32.59	34.22	35.93
4	EH Specialist 2	4,880	5,124	5,380	5,649	5,931	6,228	6,539	6,866
Comp/Non		28.15	29.56	31.04	32.59	34.22	35.93	37.73	39.61
5	EH Specialist 2 - RS	5,124	5,380	5,649	5,931	6,228	6,539	6,866	7,209
Comp/Non		29.56	31.04	32.59	34.22	35.93	37.73	39.61	41.59
6	Senior EH Specialist	5,411	5,682	5,966	6,264	6,577	6,906	7,251	7,614
Noncompetitive		31.22	32.78	34.42	36.14	37.94	39.84	41.83	43.93
7	EH Specialist 3	5,930	6,227	6,538	6,865	7,208	7,568	7,946	8,343
Competitive		34.21	35.93	37.72	39.61	41.59	43.66	45.84	48.13

APPENDIX C

REGISTERED NURSE UNIT SALARY SCHEDULE

Effective 1/1/2022 through 12/31/2022

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,858	5,101	5,356	5,624	5,905	6,200	6,510	6,836
	28.03	29.43	30.90	32.45	34.07	35.77	37.56	39.44
PHN	5,256	5,519	5,795	6,085	6,389	6,708	7,043	7,395
	30.32	31.84	33.43	35.11	36.86	38.70	40.63	42.66
PHN-AP	5,519	5,795	6,085	6,389	6,708	7,043	7,395	7,765
	31.84	33.43	35.11	36.86	38.70	40.63	42.66	44.80
PHN Supervisor	6,085	6,389	6,708	7,043	7,395	7,765	8,153	8,561
	35.11	36.86	38.70	40.63	42.66	44.80	47.04	49.39
PHN-ARNP	6,652	6,985	7,334	7,701	8,086	8,490	8,915	9,361
	38.38	40.30	42.31	44.43	46.65	48.98	51.43	54.01

\$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 1/1/2023 through 12/31/2023

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	4,979	5,228	5,489	5,763	6,051	6,354	6,672	7,006
	28.73	30.16	31.67	33.25	34.91	36.66	38.49	40.42
PHN	5,387	5,656	5,939	6,236	6,548	6,875	7,219	7,580
	31.08	32.63	34.26	35.98	37.78	39.66	41.65	43.73
PHN-AP	5,656	5,939	6,236	6,548	6,875	7,219	7,580	7,959
	32.63	34.26	35.98	37.78	39.66	41.65	43.73	45.92
PHN Supervisor	6,236	6,548	6,875	7,219	7,580	7,959	8,357	8,775
	35.98	37.78	39.66	41.65	43.73	45.92	48.21	50.63
PHN-ARNP	6,818	7,159	7,517	7,893	8,288	8,702	9,137	9,594
	39.34	41.30	43.37	45.54	47.82	50.20	52.71	55.35

\$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 1/1/2024 through 12/31/2024

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	5,079	5,333	5,600	5,880	6,174	6,483	6,807	7,147
	29.30	30.77	32.31	33.92	35.62	37.40	39.27	41.23
PHN	5,495	5,770	6,059	6,362	6,680	7,014	7,365	7,733
	31.70	33.29	34.96	36.70	38.54	40.47	42.49	44.61
PHN-AP	5,770	6,059	6,362	6,680	7,014	7,365	7,733	8,120
	33.29	34.96	36.70	38.54	40.47	42.49	44.61	46.85
PHN Supervisor	6,362	6,680	7,014	7,365	7,733	8,120	8,526	8,952
	36.70	38.54	40.47	42.49	44.61	46.85	49.19	51.65
PHN-ARNP	6,954	7,302	7,667	8,050	8,453	8,876	9,320	9,786
	40.12	42.13	44.23	46.44	48.77	51.21	53.77	56.46

\$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

APPENDIX D

HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/2022 through 12/31/2022

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,812 16.22	2,953 17.04	3,101 17.89	3,256 18.78	3,419 19.73	3,590 20.71
HPT-2	Custodian/Maintenance	3,358 19.37	3,526 20.34	3,702 21.36	3,887 22.43	4,081 23.54	4,285 24.72
HPT-3	Community Health Worker Health Services Worker	3,428 19.78	3,599 20.76	3,779 21.80	3,968 22.89	4,166 24.04	4,374 25.24
HPT-4	Licensed Practical Nurse 1	3,392 19.57	3,562 20.55	3,740 21.58	3,927 22.66	4,123 23.79	4,329 24.98
HPT-5	Licensed Practical Nurse 2	3,740 21.58	3,927 22.66	4,123 23.79	4,329 24.98	4,545 26.22	4,772 27.53
HPT-6	Social Worker 1 Disease Intervention Spec	4,251 24.53	4,464 25.75	4,687 27.04	4,921 28.39	5,167 29.81	5,425 31.30
HPT-7	Social Worker 2	5,038 29.07	5,290 30.52	5,555 32.05	5,833 33.65	6,125 35.34	6,431 37.10
HPT-8	Social Worker 3	5,833 33.65	6,125 35.34	6,431 37.10	6,753 38.96	7,091 40.91	7,446 42.96
HPT-9	Public Health Educator	4,551 26.26	4,779 27.57	5,018 28.95	5,269 30.40	5,532 31.92	5,809 33.51
HPT-10	Community Liaison Outreach & Educ Coord	5,219 30.11	5,480 31.62	5,754 33.20	6,042 34.86	6,344 36.60	6,661 38.43
HPT-11	Laboratory Assistant	3,428 19.78	3,599 20.76	3,779 21.80	3,968 22.89	4,166 24.04	4,374 25.24
HPT-12	Laboratory Specialist	4,566 26.34	4,794 27.66	5,034 29.04	5,286 30.50	5,550 32.02	5,828 33.62
HPT-13	Clinic Practitioner 1/PA	6,272 36.19	6,586 38.00	6,915 39.89	7,261 41.89	7,624 43.99	8,005 46.18
HPT-14	Info Technology Specialist 1	4,111 23.72	4,317 24.91	4,533 26.15	4,760 27.46	4,998 28.84	5,248 30.28
HPT-15	Info Technology Specialist 2	5,248 30.28	5,510 31.79	5,786 33.38	6,075 35.05	6,379 36.80	6,698 38.64
HPT-16	Info Technology Specialist 3	5,786 33.38	6,075 35.05	6,379 36.80	6,698 38.64	7,033 40.58	7,385 42.61
HPT-17	Info Technology Specialist 4	6,379 36.80	6,698 38.64	7,033 40.58	7,385 42.61	7,754 44.74	8,142 46.97

HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/2023 through 12/31/2023

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,882 16.63	3,026 17.46	3,177 18.33	3,336 19.25	3,503 20.21	3,678 21.22
HPT-2	Custodian/Maintenance	3,442 19.86	3,614 20.85	3,795 21.89	3,985 22.99	4,184 24.14	4,393 25.34
HPT-3	Community Health Worker Health Services Worker	3,514 20.27	3,690 21.29	3,875 22.36	4,069 23.48	4,272 24.65	4,486 25.88
HPT-4	Licensed Practical Nurse 1	3,477 20.06	3,651 21.06	3,834 22.12	4,026 23.23	4,227 24.39	4,438 25.60
HPT-5	Licensed Practical Nurse2	3,834 22.12	4,026 23.23	4,227 24.39	4,438 25.60	4,660 26.89	4,893 28.23
HPT-6	Social Worker 1 Disease Intervention Spec	4,357 25.14	4,575 26.39	4,804 27.72	5,044 29.10	5,296 30.55	5,561 32.08
HPT-7	Social Worker 2	5,164 29.79	5,422 31.28	5,693 32.84	5,978 34.49	6,277 36.21	6,591 38.03
HPT-8	Social Worker 3	5,978 34.49	6,277 36.21	6,591 38.03	6,921 39.93	7,267 41.93	7,630 44.02
HPT-9	Public Health Educator	4,665 26.91	4,898 28.26	5,143 29.67	5,400 31.15	5,670 32.71	5,954 34.35
HPT-10	Community Liaison Outreach & Educ Coord	5,349 30.86	5,616 32.40	5,897 34.02	6,192 35.72	6,502 37.51	6,827 39.39
HPT-11	Laboratory Assistant	3,514 20.27	3,690 21.29	3,875 22.36	4,069 23.48	4,272 24.65	4,486 25.88
HPT-12	Laboratory Specialist	4,680 27.00	4,914 28.35	5,160 29.77	5,418 31.26	5,689 32.82	5,973 34.46
HPT-13	Clinic Practitioner 1/PA	6,429 37.09	6,750 38.94	7,088 40.89	7,442 42.94	7,814 45.08	8,205 47.34
HPT-14	Info Technology Specialist 1	4,214 24.31	4,425 25.53	4,646 26.80	4,878 28.14	5,122 29.55	5,378 31.03
HPT-15	Info Technology Specialist 2	5,378 31.03	5,647 32.58	5,929 34.21	6,225 35.91	6,536 37.71	6,863 39.59
HPT-16	Info Technology Specialist 3	5,929 34.21	6,225 35.91	6,536 37.71	6,863 39.59	7,206 41.57	7,566 43.65
HPT-17	Info Technology Specialist 4	6,536 37.71	6,863 39.59	7,206 41.57	7,566 43.65	7,944 45.83	8,341 48.12

HEALTH PROFESSIONAL AND TECHNICAL UNIT SALARY SCHEDULE

Effective 1/1/2024 through 12/31/2024

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,940	3,087	3,241	3,403	3,573	3,752
		16.96	17.81	18.70	19.63	20.61	21.65
HPT-2	Custodian/Maintenance	3,511	3,687	3,871	4,065	4,268	4,481
		20.26	21.27	22.33	23.45	24.62	25.85
HPT-3	Community Health Worker Health Services Worker	3,584	3,763	3,951	4,149	4,356	4,574
		20.68	21.71	22.79	23.94	25.13	26.39
HPT-4	Licensed Practical Nurse 1	3,547	3,724	3,910	4,106	4,311	4,527
		20.46	21.49	22.56	23.69	24.87	26.12
HPT-5	Licensed Practical Nurse 2	3,910	4,106	4,311	4,527	4,753	4,991
		22.56	23.69	24.87	26.12	27.42	28.79
HPT-6	Social Worker 1 Disease Intervention Spec	4,444	4,666	4,899	5,144	5,401	5,671
		25.64	26.92	28.26	29.68	31.16	32.72
HPT-7	Social Worker 2	5,267	5,530	5,807	6,097	6,402	6,722
		30.39	31.90	33.50	35.18	36.94	38.78
HPT-8	Social Worker 3	6,097	6,402	6,722	7,058	7,411	7,782
		35.18	36.94	38.78	40.72	42.76	44.90
HPT-9	Public Health Educator	4,645	4,877	5,121	5,377	5,646	5,928
		26.80	28.14	29.54	31.02	32.57	34.20
HPT-10	Community Liaison Outreach & Educ Coord	5,456	5,729	6,015	6,316	6,632	6,964
		31.48	33.05	34.70	36.44	38.26	40.18
HPT-11	Laboratory Assistant	3,584	3,763	3,951	4,149	4,356	4,574
		20.68	21.71	22.79	23.94	25.13	26.39
HPT-12	Laboratory Specialist	4,774	5,013	5,264	5,527	5,803	6,093
		27.54	28.92	30.37	31.89	33.48	35.15
HPT-13	Clinic Practitioner 1/PA	6,558	6,886	7,230	7,592	7,972	8,371
		37.84	39.73	41.71	43.80	45.99	48.30
HPT-14	Info Technology Specialist 1	4,298	4,513	4,739	4,976	5,225	5,486
		24.80	26.04	27.34	28.71	30.14	31.65
HPT-15	Info Technology Specialist 2	5,486	5,760	6,048	6,350	6,668	7,001
		31.65	33.23	34.89	36.64	38.47	40.39
HPT-16	Info Technology Specialist 3	6,048	6,350	6,668	7,001	7,351	7,719
		34.89	36.64	38.47	40.39	42.41	44.53
HPT-17	Info Technology Specialist 4	6,668	7,001	7,351	7,719	8,105	8,510
		38.47	40.39	42.41	44.53	46.76	49.10

ATTACHMENT 4

Clerical Unit Salary Survey Kitsap Public Health District

2021 Clerical Unit Salary Survey

Kitsap Public Health District

SUMMARY

KPHD Classification	2021 Range Maximum			Difference from 2021 Market Average
	Market Average	Market Median	KPHD	
Secretary/Clerk 1	3,930	3,883	3,210	-18.3%
Secretary/Clerk 2	4,578	4,723	3,717	-18.8%
Secretary/Clerk 3	4,688	4,699	4,518	-3.6%
Permit Technician 1	4,946	4,916	4,279	-13.5%
Permit Technician 2	5,442	5,335	4,718	-13.3%
Secretary/Clerk 4	5,124	5,169	5,028	-1.9%
Accounting Assistant 1	4,438	4,719	4,103	-7.5%
Accounting Assistant 2	4,829	4,916	4,518	-6.4%
Senior Accounting Assistant	5,232	5,291	4,981	-4.8%

**Environmental Health Job Classifications
Salary Survey
Kitsap Public Health District**

**2021 Environmental Health Job Classifications Salary Survey
Kitsap Public Health District
SUMMARY**

KCHD Classification	2021 Range Maximum			Difference from 2021 Market Average
	Market Average	Market Median	KPHD	
EH Technician 2	5,182	5,208	5,122	-1.2%
EH Specialist 1	6,046	6,145	5,647	-5.3%
EH Specialist 2 with RS	6,771	6,878	6,536	-3.5%
Senior EH Specialist	7,060	7,271	6,905	-2.2%
EH Specialist 3	7,630	7,521	7,564	-0.9%

2021 Registered Nurse Job Classifications Salary Survey

Kitsap Public Health District

SUMMARY

Job Classification	2021 Range Maximum			Variation from
	Market Average	Market Median	KPHD	Market Average
PHN	7,079	7,271	7,011	-1.0%
PHN Supervisor	7,667	7,511	8,117	5.9%

2021 Health Professional and Technical Unit Salary Survey

Kitsap Public Health District

SUMMARY

KCHD Classification	2021 Range Maximum			Difference from 2021 Market Average
	Market Average	Market Median	KPHD	
Custodian/Maintenance Worker	4,040	4,041	4,064	0.6%
Social Worker 2	5,814	5,727	6,094	-7.3%
Public Health Educator	5,814	5,507	5,507	-5.3%
Community Liaison/Outreach Coord.	6,467	6,504	6,315	-2.4%
ITS 3	7,280	7,304	6,999	-3.9%
ITS 4	8,757	8,874	7,716	-8.6%

MEMO

To: Kitsap Public Health Board
From: Keith Grellner, Administrator
Date: February 1, 2022
Re: Resolution 2022-02, Approving 2022 Salary Adjustment for Non-Represented Employees

Please find attached for your review, consideration, and approval:

1. Draft Resolution 2022-02, Approving 2022 Salary Adjustment for Non-Represented Employees (Attachment 1); and
2. An amended 2022 Salary Schedule for Non-Represented Employee Job Classifications (Attachment 2).

Proposal for Wage Adjustments for Non-Represented Employees

As discussed during the Health Board's December 7, 2021, regular meeting, if a new collective bargaining agreement is approved by the Health Board for the 2022 through 2024 period for represented employees, a commensurate update of the salary schedule for non-represented employees will be warranted.

Resolution 2022-02, if approved, will increase the salaries of non-represented employees by an additional 1.5% effective February 1, 2022. With the 4% increase in 2022 salaries for non-represented employees approved by the Health Board at the December 7, 2021, meeting, combined with this 1.5% proposal, non-represented employees will be caught up, as of February 1, 2022, with salary increases granted to represented employees through the new collective bargaining agreement. The total 2022 cost of this wage increase for non-represented employees is approximately \$180K, or 1% of the total 2022 budget.

Recommended Action

The Health District recommends approval of Resolution 2022-02, approving 2022 Salary Adjustment for Non-Represented Employees.

Please contact me with any questions or concerns about this matter at (360) 728-2284, or keith.grellner@kitsappublichealth.org.

Attachments (2)

Approving 2022 Salary Adjustment For Non-Represented Employees

WHEREAS, the Kitsap Public Health Board (Health Board) desires to provide adequate and competitive compensation for the employees of the Kitsap Public Health District, balanced with the need to ensure that such compensation is within its funding ability and in accordance with the Health Board's Compensation Policy (Resolution 2010-05); and

WHEREAS, a new collective bargaining agreement between the Health District and represented employees of the Health District through PROTEC 17 has been approved by the Health Board that includes salary adjustments of:

- 5.5% for 2022;
- 2.5% for 2023;
- 2.0% for 2024; and

WHEREAS, non-represented employees are granted the same wage adjustments as represented employees to provide equitable compensation for all employees and to avoid salary schedule compression between job classifications; and

WHEREAS, the Health Board approved an interim 4.0% salary adjustment for non-represented employees that became effective January 1, 2022, prior to the approval of the new collective bargaining agreement for represented employees.

NOW, THEREFORE, BE IT RESOLVED that the Kitsap Public Health Board approves a 1.5% wage increase for all steps and classifications for non-represented employees for 2022, 2.5% for 2023, and 2.0% for 2024 as reflected in the attached salary schedules.

APPROVED: February 1, 2022

EFFECTIVE: February 1, 2022

Mayor Greg Wheeler, Chair
Kitsap Public Health Board

Attachment (1)



MANAGEMENT AND NON-REPRESENTED SALARY SCHEDULE

Effective 2/1/2022 through 12/31/2022

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Non-Exempt									
10	Confidential Secretary	\$ 3,277	\$ 3,441	\$ 3,613	\$ 3,794	\$ 3,984	\$ 4,183	\$ 4,392	\$ 4,612
20	Clinic Practitioner 2	6,431	6,753	7,091	7,446	7,818	8,209	8,619	9,050
Exempt									
30	Administrative Assistant	4,271	4,485	4,709	4,944	5,191	5,451	5,724	6,010
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	5,191	5,451	5,724	6,010	6,311	6,627	6,958	7,306
50	Epidemiologist 2 Program Coordinator 2	6,010	6,311	6,627	6,958	7,306	7,671	8,055	8,458
60	Program Manager 1 Support Services Program Manager	6,554	6,882	7,226	7,587	7,966	8,364	8,782	9,221
70	Program Manager 2	7,226	7,587	7,966	8,364	8,782	9,221	9,682	10,166
80	Assistant Division Director	7,587	7,966	8,364	8,782	9,221	9,682	10,166	10,674
90	Division Director	7,966	8,364	8,782	9,221	9,682	10,166	10,674	11,208
*	Administrator	13,351	*Appointed position						
*	Health Officer	16,464	*Appointed position						



MANAGEMENT AND NON-REPRESENTED SALARY SCHEDULE

Effective 1/1/2023 through 12/31/2023

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Non-Exempt									
10	Confidential Secretary	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,888	\$ 4,082	\$ 4,286	\$ 4,500	\$ 4,725
20	Clinic Practitioner 2	6,592	6,922	7,268	7,631	8,013	8,414	8,835	9,277
Exempt									
30	Administrative Assistant	4,378	4,597	4,827	5,068	5,321	5,587	5,866	6,159
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	5,321	5,587	5,866	6,159	6,467	6,790	7,130	7,487
50	Epidemiologist 2 Program Coordinator 2	6,159	6,467	6,790	7,130	7,487	7,861	8,254	8,667
60	Program Manager 1 Support Services Program Manager	6,718	7,054	7,407	7,777	8,166	8,574	9,003	9,453
70	Program Manager 2	7,407	7,777	8,166	8,574	9,003	9,453	9,926	10,422
80	Assistant Division Director	7,777	8,166	8,574	9,003	9,453	9,926	10,422	10,943
90	Division Director	8,166	8,574	9,003	9,453	9,926	10,422	10,943	11,490
*	Administrator	13,685	*Appointed position						
*	Health Officer	16,876	*Appointed position						



KITSAP PUBLIC HEALTH DISTRICT

MANAGEMENT AND NON-REPRESENTED SALARY SCHEDULE

Effective 1/1/2024 through 12/31/2024

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Non-Exempt									
10	Confidential Secretary	\$ 3,426	\$ 3,597	\$ 3,777	\$ 3,966	\$ 4,164	\$ 4,372	\$ 4,591	\$ 4,821
20	Clinic Practitioner 2	6,724	7,060	7,413	7,784	8,173	8,582	9,011	9,462
Exempt									
30	Administrative Assistant	4,466	4,689	4,923	5,169	5,427	5,698	5,983	6,282
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	5,427	5,698	5,983	6,282	6,596	6,926	7,272	7,636
50	Epidemiologist 2 Program Coordinator 2	6,282	6,596	6,926	7,272	7,636	8,018	8,419	8,840
60	Program Manager 1 Support Services Program Manager	6,852	7,195	7,555	7,933	8,330	8,747	9,184	9,643
70	Program Manager 2	7,555	7,933	8,330	8,747	9,184	9,643	10,125	10,631
80	Assistant Division Director	7,933	8,330	8,747	9,184	9,643	10,125	10,631	11,163
90	Division Director	8,330	8,747	9,184	9,643	10,125	10,631	11,163	11,721
*	Administrator	13,959	*Appointed position						
*	Health Officer	17,214	*Appointed position						

MEMO

To: Kitsap Public Health Board
From: Keith Grellner, Administrator
Date: February 1, 2022
Re: Resolution 2022-03, Approving 2022 Budget Amendment for Kitsap Public Health District

Please find attached for your review and approval:

1. Draft Resolution 2022-03, Approving 2022 Budget Amendment for Kitsap Public Health District (Attachment 1); and
2. Proposed 2022 Budget Amendment Draft (Attachment 2).

Overview of 2022 Budget Amendment

Attachment 2 contains the proposed budget amendment draft for 2022 for the Kitsap Public Health District. The purpose of the budget amendment is to get Health Board approval to amend approved expenditures for the 2022 budget year with respect to the new collective bargaining agreement between the Health District and our employee union, PROTEC 17 (if approved; see Agenda Item #6). The original 2022 budget approved by the Health Board in December 2021 is posted online [here](#).

The main changes in the Amended 2022 budget, as compared to the original 2022 budget approved by the Health Board in December 2021, are:

- Updating salary expenditures for represented employees
- Updating salary expenditures for non-represented employees;
- Minor real-time revenue and expenditure adjustments.

With respect to the 2022 budget amendment draft document, the revised/amended budget line items (as applicable) are shown in the shaded “BUDGET – RT 2022” column.

The 2022 budget amendment remains balanced at an increased total cost of \$18,682,535 due to the anticipated approval of the new 2022-2024 collective bargaining agreement and associated salary adjustments for both represented and non-represented employees.

The 2022 budget amendment draft also includes a small increase in full-time equivalent (FTE) employees from the original 2022 budget approved in December 2021 (141.38 vs. 140.45 FTE). The 2022 amendment also projects an addition to reserves of about \$295K if revenues (see bottom-third of Page 3), operations, and expenditures all play-out in accordance with the budget amendment projections, but as many unknowns still exist for the remainder of 2022 (e.g., COVID-related work and revenues; Environmental Health fee schedule revenues; etc.), it is too early at this time to know if any actual additions to reserves will be realized.

Recommended Action

The Health District recommends Health Board approval of Resolution 2022-03, Approving 2022 Budget Amendment for Kitsap Public Health District.

Please contact me with any questions or concerns about this matter at (360) 728-2284, or keith.grellner@kitsappublichealth.org.

Attachments (2)

Approving 2022 Budget Amendment for Kitsap Public Health District

The attached 2022 Budget Amendment for Kitsap Public Health District, with total projected sources and uses of funds equal to \$18,682,535 and with 141.38 full-time equivalent employees, is hereby approved by the Kitsap Public Health Board, and constitutes the authorized 2022 Budget for the Kitsap Public Health District.

APPROVED: February 1, 2022

Mayor Greg Wheeler, Chair
Kitsap Public Health Board



KITSAP PUBLIC HEALTH DISTRICT

2022 BUDGET AMENDMENT DRAFT

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT

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Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
AGENCYWIDE REVENUES & OTHER SOURCES OF FUNDS

REVENUES	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
CONTRACTS & GRANTS				
Admin Services: Equity	\$ 150,000	\$ 150,000	\$ -	N/A
Admin Services: PHEPR & Assessment/Epidemiology	325,345	325,345	-	N/A
Community Health	7,515,793	7,542,005	26,212	0.35%
Environmental Health	840,653	840,653	-	N/A
Total Contracts & Grants	\$ 8,831,791	\$ 8,858,003	\$ 26,212	0.30%
FEES				
Admin Services: General Services & Vital Statistics	\$ 166,000	\$ 166,000	\$ -	N/A
Community Health: Assessment/Epidemiology	169,702	169,702	-	N/A
Community Health: Other	217,113	217,113	-	N/A
Environmental Health	6,531,547	6,531,547	-	N/A
Total Fees	\$ 7,084,362	\$ 7,084,362	\$ -	N/A
GOVERNMENT FLEXIBLE FUNDING - GENERAL PUBLIC HEALTH				
Bainbridge Island	\$ 81,970	\$ 81,970	\$ -	N/A
Bremerton	115,963	115,963	-	N/A
Kitsap County	1,338,964	1,338,964	-	N/A
Kitsap County - Allocated to Tuberculosis Control	100,000	100,000	-	N/A
Port Orchard	39,884	39,884	-	N/A
Poulsbo	33,494	33,494	-	N/A
State Public Health Assistance Funds	997,476	997,476	-	N/A
Total Local Government Flexible Funding	\$ 2,707,751	\$ 2,707,751	\$ -	N/A
GOVERNMENT CONTRIBUTIONS - NDGC MORTGAGE				
Bainbridge Island	\$ 5,580	\$ 5,580	\$ -	N/A
Bremerton	9,167	9,167	-	N/A
Kitsap County	40,333	40,333	-	N/A
Port Orchard	3,286	3,286	-	N/A
Poulsbo	2,569	2,569	-	N/A
Total Local Government NDGC Mortgage	\$ 60,935	\$ 60,935	\$ -	N/A
MISCELLANEOUS INCOME				
Interest Income	\$ 21,000	\$ 21,000	\$ -	N/A
Other Income	246,000	246,000	-	N/A
Total Miscellaneous Income	\$ 267,000	\$ 267,000	\$ -	N/A
TOTAL REVENUES	\$ 18,951,839	\$ 18,978,051	\$ 26,212	0.14%
FUND BALANCE				
Use or (Designate): Drinking Water	\$ -	\$ -	\$ -	N/A
Use or (Designate): Foundational Public Health Services	-	-	-	N/A
Use or (Designate): HIV/AIDS	-	-	-	N/A
Use or (Designate): On-Site Sewage	(148,716)	(308,204)	(159,488)	107.24%
Use or (Designate): Solid & Hazardous Waste	(323,534)	(340,483)	(16,949)	5.24%
Use or (Designate): Tuberculosis	10,637	10,474	(163)	-1.53%
Use or (Source) of Unrestricted/Undesignated Funds	32,469	342,697	310,228	955.46%
Total Change in Fund Balance	\$ (429,144)	\$ (295,516)	\$ 133,628	-31.14%
TOTAL REVENUES & OTHER SOURCES OF FUNDS	\$ 18,522,695	\$ 18,682,535	\$ 159,840	0.86%
TOTAL REVENUES OVER (SHORT) OF EXPENDITURES	\$ -	\$ -		

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
AGENCYWIDE EXPENDITURES & OTHER USES OF FUNDS

EXPENDITURES	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
Personnel Costs				
Salaries & Wages	\$ 10,307,987	\$ 10,708,818	\$ 400,831	3.89%
Payroll Taxes	961,590	957,596	(3,994)	-0.42%
Benefits	2,959,011	2,974,974	15,963	0.54%
Unemployment	63,872	64,490	618	0.97%
Subtotal Personnel Costs	\$ 14,292,460	\$ 14,705,878	\$ 413,418	2.89%
Non-Personnel Costs				
Supplies	\$ 172,404	\$ 172,404	\$ -	0.00%
Office Equipment <\$5,000	5,000	10,000	5,000	100.00%
Computer Software <\$5,000	24,346	24,346	-	0.00%
Computer Hardware <\$5,000	43,300	43,300	-	0.00%
Professional Services	1,855,993	1,575,993	(280,000)	-15.09%
Legal Services	42,358	52,358	10,000	23.61%
Communications	173,856	173,856	-	0.00%
Travel & Mileage	79,869	79,869	-	0.00%
Parking & Commute Trip Reduction	19,512	19,512	-	0.00%
Advertising	2,045	2,045	-	0.00%
Rentals & Leases	91,090	91,090	-	0.00%
Insurance	206,000	206,000	-	0.00%
Utilities	1,800	1,800	-	0.00%
Repairs & Maintenance	199,955	199,955	-	0.00%
Operations & Maintenance: NDGC	384,000	386,422	2,422	0.63%
Training	72,260	72,260	-	0.00%
Miscellaneous	277,697	286,697	9,000	3.24%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	16,000	16,000	-	0.00%
Computer Hardware >\$5,000	20,000	20,000	-	0.00%
Government Center Debt Principal	180,000	180,000	-	0.00%
Government Center Debt Interest	122,750	122,750	-	0.00%
Non-Expenditures	240,000	240,000	-	0.00%
Subtotal Non-Personnel Costs	\$ 4,230,235	\$ 3,976,657	\$ (253,578)	-5.99%
TOTAL EXPENDITURES	\$ 18,522,695	\$ 18,682,535	\$ 159,840	0.86%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
ADMINISTRATIVE SERVICES DIVISION - SUMMARY

	BUDGET	BUDGET - RT	DIFFERENCE	DIFFERENCE
	2022	2022	FROM 2022 (\$)	FROM 2022 (%)
REVENUES				
DIRECT PROGRAM REVENUES	\$ 939,280	\$ 939,280	\$ -	N/A
Government Contributions	(59,213)	(65,110)	(5,897)	9.96%
TOTAL REVENUES	\$ 880,067	\$ 874,170	(5,897)	-0.67%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 2,579,796	\$ 2,607,376	\$ 27,580	1.07%
Payroll Taxes	210,336	212,517	2,181	1.04%
Benefits	716,060	718,886	2,826	0.39%
Unemployment	15,437	15,601	164	1.06%
Subtotal Personnel Costs	\$ 3,521,629	\$ 3,554,380	\$ 32,751	0.93%
Non-Personnel Costs				
Supplies	\$ 73,830	\$ 73,830	\$ -	N/A
Office Equipment <\$5,000	5,000	10,000	5,000	100.00%
Computer Software <\$5,000	19,846	19,846	-	N/A
Computer Hardware <\$5,000	17,500	17,500	-	N/A
Professional Services	121,090	141,090	20,000	16.52%
Legal Services	27,500	37,500	10,000	36.36%
Communications	98,484	98,484	-	N/A
Travel & Mileage	6,350	6,350	-	N/A
Parking & Commute Trip Reduction	3,600	3,600	-	N/A
Advertising	500	500	-	N/A
Rentals & Leases	29,580	29,580	-	N/A
Insurance	206,000	206,000	-	N/A
Utilities	1,800	1,800	-	N/A
Repairs & Maintenance	148,834	148,834	-	N/A
Operations & Maintenance: NDGC	9,470	9,183	(287)	-3.03%
Training	21,300	21,300	-	N/A
Miscellaneous	86,975	95,975	9,000	10.35%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	16,000	16,000	-	N/A
Computer Hardware >\$5,000	20,000	20,000	-	N/A
Government Center Debt Principal	180,000	180,000	-	N/A
Government Center Debt Interest	122,750	122,750	-	N/A
Non-Expenditures	240,000	240,000	-	N/A
Subtotal Non-Personnel Costs	\$ 1,456,409	\$ 1,500,122	\$ 43,713	3.00%
PROGRAM EXPENDITURES	\$ 4,978,038	\$ 5,054,502	\$ 76,464	1.54%
Administrative Services Overhead	(4,097,971)	(4,180,332)	(82,361)	2.01%
TOTAL EXPENDITURES	\$ 880,067	\$ 874,170	\$ (5,897)	-0.67%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
ADMIN SERVICES (Health Officer, Administrator, Acctg, HR, IT, PIO, Clerical, & Facilities)

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
Contracts & Grants				
Foundation Public Health Services	150,000	150,000	-	N/A
Subtotal	\$ 150,000	\$ 150,000	\$ -	N/A
Fees				
Birth Certificates	\$ 90,000	\$ 90,000	\$ -	N/A
Death Certificates	60,000	60,000	-	N/A
Vital Statistics Postage & Handling	16,000	16,000	-	N/A
Subtotal Vital Statistics	\$ 166,000	\$ 166,000	\$ -	N/A
Other Revenues				
Bainbridge - NDGC	\$ 5,580	\$ 5,580	\$ -	N/A
Bremerton - NDGC	9,167	9,167	-	N/A
Kitsap County - NDGC	40,333	40,333	-	N/A
Port Orchard - NDGC	3,286	3,286	-	N/A
Poulsbo - NDGC	2,569	2,569	-	N/A
Flex Court Restitution	1,500	1,500	-	N/A
Admin - Other	1,500	1,500	-	N/A
Sale of Surplus Property	-	-	-	N/A
Donations	-	-	-	N/A
Expenditure Reimbursements	-	-	-	N/A
Cashiers' Over/Short	-	-	-	N/A
Cash Adjustments	-	-	-	N/A
Interest	21,000	21,000	-	N/A
Non-Revenue	243,000	243,000	-	N/A
Non-Revenue - KCHP Passthrough	-	-	-	N/A
Subtotal Other Revenues	\$ 327,935	\$ 327,935	\$ -	N/A
TOTAL REVENUES	\$ 643,935	\$ 643,935	\$ -	N/A
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 2,160,532	\$ 2,192,607	\$ 32,075	1.48%
Payroll Taxes	175,989	178,520	2,531	1.44%
Benefits	608,790	612,077	3,287	0.54%
Unemployment	12,924	13,115	191	1.48%
Subtotal Personnel Costs	\$ 2,958,235	\$ 2,996,319	\$ 38,084	1.29%
Non-Personnel Costs				
Supplies	\$ 73,150	\$ 73,150	\$ -	N/A
Office Equipment <\$5,000	5,000	10,000	5,000	100.00%
Computer Software <\$5,000	19,546	19,546	-	N/A
Computer Hardware <\$5,000	15,900	15,900	-	N/A
Professional Services	121,090	141,090	20,000	16.52%
Legal Services	27,500	37,500	10,000	36.36%
Communications	91,344	91,344	-	N/A
Travel & Mileage	4,350	4,350	-	N/A
Parking & Commute Trip Reduction	3,600	3,600	-	N/A
Advertising	500	500	-	N/A
Rentals & Leases	29,580	29,580	-	N/A
Insurance	206,000	206,000	-	N/A
Utilities	1,800	1,800	-	N/A
Repairs & Maintenance	148,474	148,474	-	N/A
Operations & Maintenance: NDGC	-	-	-	N/A
Training	19,300	19,300	-	N/A
Miscellaneous	86,975	95,975	9,000	10.35%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	16,000	16,000	-	0.00%
Computer Hardware >\$5,000	20,000	20,000	-	N/A
Government Center Debt Principal	180,000	180,000	-	N/A
Government Center Debt Interest	122,750	122,750	-	N/A
Non-Expenditures	240,000	240,000	-	N/A
Subtotal Non-Personnel Costs	\$ 1,432,859	\$ 1,476,859	\$ 44,000	3.07%
PROGRAM EXPENDITURES	\$ 4,391,094	\$ 4,473,178	\$ 82,084	1.87%
Administrative Services Overhead	(4,201,522)	(4,282,019)	(80,497)	1.92%
TOTAL EXPENDITURES	\$ 189,572	\$ 191,159	\$ 1,587	0.84%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOH Con Con PHEPR LHJ Funding	\$ 295,345	\$ 295,345	\$ -	0.00%
DOH CC COVID LHJ CARES	-	-	-	N/A
DOH CC CDC COVID-19 CRISIS RESP	-	-	-	N/A
Other - PHEPR	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 295,345	\$ 295,345	\$ -	N/A
Government Contributions	93,787	87,890	(5,897)	-6.29%
TOTAL REVENUES	\$ 389,132	\$ 383,235	\$ (5,897)	-1.52%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 207,230	\$ 204,073	\$ (3,157)	-1.52%
Payroll Taxes	16,968	16,722	(246)	-1.45%
Benefits	39,110	38,786	(324)	-0.83%
Unemployment	1,243	1,224	(19)	-1.53%
Subtotal Personnel Costs	\$ 264,551	\$ 260,805	\$ (3,746)	-1.42%
Non-Personnel Costs				
Supplies	\$ 480	\$ 480	\$ -	N/A
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	300	300	-	N/A
Computer Hardware <\$5,000	-	-	-	N/A
Professional Services	-	-	-	N/A
Legal Services	-	-	-	N/A
Communications	6,420	6,420	-	N/A
Travel & Mileage	2,000	2,000	-	N/A
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	360	360	-	N/A
Operations & Maintenance: NDGC	9,470	9,183	(287)	-3.03%
Training	2,000	2,000	-	N/A
Miscellaneous	-	-	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 21,030	\$ 20,743	\$ (287)	-1.36%
PROGRAM EXPENDITURES	\$ 285,581	\$ 281,548	\$ (4,033)	-1.41%
Administrative Services Overhead	103,551	101,687	(1,864)	-1.80%
TOTAL EXPENDITURES	\$ 389,132	\$ 383,235	\$ (5,897)	-1.52%

**KITSAP PUBLIC HEALTH DISTRICT
2022 BUDGET AMENDMENT DRAFT
EQUITY PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
Kitsap Connects - 1/10th of 1%	\$ -	\$ -	\$ -	N/A
Bremerton Salvation Army Services	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ -	\$ -	\$ -	N/A
Government Contributions	301,363	299,776	(1,587)	-0.53%
TOTAL REVENUES	\$ 301,363	\$ 299,776	\$ (1,587)	-0.53%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 212,034	\$ 210,696	\$ (1,338)	-0.63%
Payroll Taxes	17,379	17,275	(104)	-0.60%
Benefits	68,160	68,023	(137)	-0.20%
Unemployment	1,270	1,262	(8)	-0.63%
Subtotal Personnel Costs	\$ 298,843	\$ 297,256	\$ (1,587)	-0.53%
Non-Personnel Costs				
Supplies	\$ 200	\$ 200	\$ -	N/A
Office Equipment	-	-	-	N/A
Computer Software	-	-	-	N/A
Computer Hardware	1,600	1,600	-	N/A
Professional Services	-	-	-	N/A
Legal Services	-	-	-	N/A
Communications	720	720	-	N/A
Travel & Mileage	-	-	-	N/A
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: Government Center	-	-	-	N/A
Training	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Equipment	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 2,520	\$ 2,520	\$ -	N/A
TOTAL EXPENDITURES	\$ 301,363	\$ 299,776	\$ (1,587)	#DIV/0!
Administrative Services Overhead	-	-	-	N/A
Administrative Services Overhead	-	-	-	N/A
TOTAL EXPENDITURES W/OVERHEAD DISTRIBUTED	\$ 301,363	\$ 299,776	\$ (1,587)	\$ (0)

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
COMMUNITY HEALTH DIVISION - SUMMARY

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DIRECT PROGRAM REVENUES	\$ 8,032,608	\$ 8,058,820	\$ 26,212	0.33%
Government Contributions	2,565,227	2,778,412	213,185	8.31%
Draw from (Increase) Reserves	10,637	10,474	(163)	-1.53%
TOTAL REVENUES	\$ 10,608,472	\$ 10,847,706	\$ 239,234	2.26%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 4,617,203	\$ 4,743,650	\$ 126,447	2.74%
Payroll Taxes	468,488	466,746	(1,742)	-0.37%
Benefits	1,257,799	1,297,099	39,300	3.12%
Unemployment	28,023	28,797	774	2.76%
Subtotal Personnel Costs	\$ 6,371,513	\$ 6,536,292	\$ 164,779	2.59%
Non-Personnel Costs				
Supplies	\$ 52,422	\$ 52,422	\$ -	N/A
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	13,200	13,200	-	N/A
Professional Services	1,325,351	1,325,351	-	N/A
Legal Services	-	-	-	N/A
Communications	41,048	41,048	-	N/A
Travel & Mileage	21,645	21,645	-	N/A
Parking & Commute Trip Reduction	6,120	6,120	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	56,550	56,550	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	29,140	29,140	-	N/A
Operations & Maintenance: NDGC	221,632	225,223	3,591	1.62%
Training	30,500	30,500	-	N/A
Miscellaneous	14,305	14,305	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal NON-LABOR COSTS	\$ 1,811,913	\$ 1,815,504	\$ 3,591	0.20%
PROGRAM EXPENDITURES	\$ 8,183,426	\$ 8,351,796	\$ 168,370	2.06%
Administrative Services Overhead	2,425,046	2,495,910	70,864	2.92%
Community Health Overhead	-	-	-	N/A
TOTAL EXPENDITURES	\$ 10,608,472	\$ 10,847,706	\$ 239,234	2.26%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
COMMUNITY HEALTH DIVISION ADMINISTRATION

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
Other Revenues				
DSHS Medicaid Match - CH Admin	\$ 150,000	\$ 150,000	\$ -	0.0%
OCH CBOSS DSRIP	-	-	-	N/A
Mason County Nightingale Notes	-	-	-	N/A
Olympic College Teaching Contract	-	-	-	N/A
Non-Revenue	-	-	-	N/A
TOTAL REVENUES	\$ 150,000	\$ 150,000	\$ -	N/A
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 134,838	\$ 135,832	\$ 994	0.74%
Payroll Taxes	10,767	10,849	82	0.76%
Benefits	34,026	34,128	102	0.30%
Unemployment	806	812	6	0.74%
Subtotal Personnel Costs	\$ 180,437	\$ 181,621	\$ 1,184	0.66%
Non-Personnel Costs				
Supplies	\$ 500	\$ 500	\$ -	N/A
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	2,500	2,500	-	N/A
Professional Services	2,600	2,600	-	N/A
Legal Services	-	-	-	N/A
Communications	2,700	2,700	-	N/A
Travel & Mileage	-	-	-	N/A
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: NDGC	-	-	-	N/A
Training	5,000	5,000	-	N/A
Miscellaneous	10,315	10,315	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 23,615	\$ 23,615	\$ -	N/A
PROGRAM EXPENDITURES	\$ 204,052	\$ 205,236	\$ 1,184	0.58%
Administrative Services Overhead	-	-	-	N/A
Community Health Overhead	(54,052)	(55,236)	(1,184)	2.19%
TOTAL EXPENDITURES	\$ 150,000	\$ 150,000	\$ -	N/A

**Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
ASSESSMENT AND EPIDEMIOLOGY PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
Clallam County Assessment Work	\$ 34,230	\$ 34,230	\$ -	N/A
Jefferson County Health Department	12,360	12,360	-	N/A
KCR Kitsap Interagency Coordinating Council	10,000	10,000	-	N/A
Kitsap Mental Health Services	-	-	-	N/A
OCH EPI Support	-	-	-	N/A
KCF Kitsap Strong Initiative	-	-	-	N/A
Jefferson County CHA CHIP	-	-	-	N/A
Jefferson County Assessment	-	-	-	N/A
Clallam County Assessment Work	-	-	-	N/A
OESD Behavioral Health Counseling Enhancement	16,642	16,642	-	N/A
OCH Oral Health	-	-	-	N/A
1/10 of 1%: Assessment	48,470	48,470	-	N/A
Foundational Public Health Services	30,000	30,000	-	N/A
New Unassigned Revenue	48,000	48,000	-	N/A
DIRECT PROGRAM REVENUES	\$ 199,702	\$ 199,702	\$ -	N/A
Government Contributions	319,983	246,817	(73,166)	-22.87%
TOTAL REVENUES	\$ 519,685	\$ 446,519	\$ (73,166)	-14.08%

EXPENDITURES

Personnel Costs

Salaries & Wages	\$ 266,421	\$ 227,435	\$ (38,986)	-14.63%
Payroll Taxes	21,896	18,709	(3,187)	-14.56%
Benefits	55,858	47,790	(8,068)	-14.44%
Unemployment	1,598	1,365	(233)	-14.58%
Subtotal Personnel Costs	\$ 345,773	\$ 295,299	\$ (50,474)	-14.60%

Non-Personnel Costs

Supplies	\$ 600	\$ 600	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	-	-	-	N/A
Professional Services	-	-	-	N/A
Legal Services	-	-	-	N/A
Communications	2,740	2,740	-	N/A
Travel & Mileage	7,200	7,200	-	0.00%
Parking & Commute Trip Reduction	360	360	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	4,120	4,120	-	0.00%
Operations & Maintenance: NDGC	12,378	10,397	(1,981)	-16.00%
Training	8,000	8,000	-	0.00%
Miscellaneous	160	160	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 35,558	\$ 33,577	\$ (1,981)	-5.57%

PROGRAM EXPENDITURES

PROGRAM EXPENDITURES	\$ 381,331	\$ 328,876	\$ (52,455)	-13.76%
Administrative Services Overhead	135,356	115,132	(20,224)	-14.94%
Community Health Overhead	2,998	2,511	(487)	N/A
TOTAL EXPENDITURES	\$ 519,685	\$ 446,519	\$ (73,166)	-14.08%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
HEALTHY COMMUNITIES - ROLL-UP

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DIRECT PROGRAM REVENUES	\$ 1,156,946	\$ 1,183,158	\$ 26,212	2.27%
Government Contributions	1,120,791	1,234,535	113,744	10.15%
Draw from (Increase) Reserves	-	-	-	N/A
TOTAL REVENUES	\$ 2,277,737	\$ 2,417,693	\$ 139,956	6.14%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 1,021,867	\$ 1,098,959	\$ 77,092	7.54%
Payroll Taxes	84,130	90,472	6,342	7.54%
Benefits	277,524	293,443	15,919	5.74%
Unemployment	6,101	6,563	462	7.57%
Subtotal Personnel Costs	\$ 1,389,622	\$ 1,489,437	\$ 99,815	7.18%
Non-Personnel Costs				
Supplies	\$ 4,500	\$ 4,500	\$ -	N/A
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,400	1,400	-	N/A
Professional Services	232,351	232,351	-	N/A
Legal Services	-	-	-	N/A
Communications	9,208	9,208	-	N/A
Travel & Mileage	6,545	6,545	-	N/A
Parking & Commute Trip Reduction	1,800	1,800	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	18,360	18,360	-	N/A
Operations & Maintenance: NDGC	49,747	52,444	2,697	5.42%
Training	5,800	5,800	-	N/A
Miscellaneous	1,900	1,900	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal NON-LABOR COSTS	\$ 331,611	\$ 334,308	\$ 2,697	0.81%
PROGRAM EXPENDITURES	\$ 1,721,233	\$ 1,823,745	\$ 102,512	5.96%
Administrative Services Overhead	544,356	581,113	36,757	6.75%
Community Health Overhead	12,148	12,835	687	5.66%
TOTAL EXPENDITURES	\$ 2,277,737	\$ 2,417,693	\$ 139,956	6.14%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
CHRONIC DISEASE PREVENTION PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOH ConCon USDA Snap-Ed Fini	\$ -	\$ -	\$ -	N/A
DOH Youth Tobacco 7 Vapor Product Prevention	62,884	62,884	-	N/A
Foundation Public Health Services	50,000	50,000	-	N/A
DOH CC LSPAN	60,000	60,000	-	N/A
DOH Tobacco Prevention	-	-	-	N/A
DOH Marijuana & Tobacco Education Provision	247,509	247,509	-	N/A
DOH ConCon Snap-Ed IAR	104,497	104,497	-	0.00%
CDP Other	20,000	20,000	-	N/A
New Unassigned Revenue	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 544,890	\$ 544,890	\$ -	N/A
Government Contributions	319,008	282,581	(36,427)	-11.42%
TOTAL REVENUES	\$ 863,898	\$ 827,471	\$ (36,427)	-4.22%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 369,339	\$ 350,445	\$ (18,894)	-5.12%
Payroll Taxes	30,454	28,944	(1,510)	-4.96%
Benefits	94,013	89,912	(4,101)	-4.36%
Unemployment	2,212	2,099	(113)	-5.11%
Subtotal Personnel Costs	\$ 496,018	\$ 471,400	\$ (24,618)	-4.96%
Non-Personnel Costs				
Supplies	\$ 1,500	\$ 1,500	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	-	-	-	N/A
Professional Services	143,651	143,651	-	N/A
Legal Services	-	-	-	N/A
Communications	3,130	3,130	-	N/A
Travel & Mileage	1,045	1,045	-	N/A
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: NDGC	17,757	16,598	(1,159)	-6.53%
Training	2,000	2,000	-	N/A
Miscellaneous	200	200	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 169,283	\$ 168,124	\$ (1,159)	-0.68%
PROGRAM EXPENDITURES	\$ 665,301	\$ 639,524	\$ (25,777)	-3.87%
Administrative Services Overhead	194,284	183,912	(10,372)	-5.34%
Community Health Overhead	4,313	4,035	(278)	-6.45%
TOTAL EXPENDITURES	\$ 863,898	\$ 827,471	\$ (36,427)	-4.22%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
PARENT CHILD HEALTH PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOH Con Con MCGBG/MCH	\$ 79,927	\$ 79,927	\$ -	0.00%
CC DOH Lead Environments Children	-	-	-	N/A
OESD Head Start/Early Headstart Expansion	54,750	54,750	-	0.00%
DSHS Title Nineteen MSS First Steps	-	-	-	N/A
DSHS Workfirst Children with Special Needs	1,000	1,000	-	0.00%
Jefferson County - Nightingale Notes	1,650	1,650	-	0.00%
Mason County - Nightingale Notes	1,000	1,000	-	0.00%
Child Care Centers	-	-	-	N/A
Other - PCH	-	-	-	N/A
KCR Head Start	5,000	5,000	-	0.00%
Harrison Medical Center - New Parent Support	25,000	25,000	-	N/A
PCH Donations	-	-	-	N/A
New Contracts	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 168,327	\$ 168,327	\$ -	N/A
Government Contributions	348,137	347,681	(456)	-0.13%
TOTAL REVENUES	\$ 516,464	\$ 516,008	\$ (456)	-0.09%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 239,787	\$ 239,964	\$ 177	0.07%
Payroll Taxes	19,690	19,704	14	0.07%
Benefits	78,625	78,643	18	0.02%
Unemployment	1,438	1,439	1	0.07%
Subtotal Personnel Costs	\$ 339,540	\$ 339,750	\$ 210	0.06%
Non-Personnel Costs				
Supplies	\$ 1,500	\$ 1,500	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,400	1,400	-	0.00%
Professional Services	1,200	1,200	-	0.00%
Legal Services	-	-	-	N/A
Communications	2,898	2,898	-	0.00%
Travel & Mileage	1,500	1,500	-	0.00%
Parking & Commute Trip Reduction	720	720	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	16,560	16,560	-	0.00%
Operations & Maintenance: NDGC	12,155	11,963	(192)	-1.58%
Training	1,800	1,800	-	0.00%
Miscellaneous	1,200	1,200	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 40,933	\$ 40,741	\$ (192)	-0.47%
PROGRAM EXPENDITURES	\$ 380,473	\$ 380,491	\$ 18	0.00%
Administrative Services Overhead	133,011	132,574	(437)	-0.33%
Community Health Overhead	2,980	2,943	(37)	-1.24%
TOTAL EXPENDITURES	\$ 516,464	\$ 516,008	\$ (456)	-0.09%

**Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
NURSE FAMILY PARTNERSHIP PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
Jefferson County Public Health - ThrivexFive	\$ 194,719	\$ 194,719	\$ -	0.00%
CC DOH MCHBG NFP	79,927	79,927	-	0.00%
KCF NFP Healthy Start Kitsap Fund	-	-	-	N/A
Kitsap County 1/10th of 1% - NFP	169,083	195,295	26,212	15.50%
Other - NFP	-	-	-	N/A
New Unassigned Revenue	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 443,729	\$ 469,941	\$ 26,212	5.91%
Government Contributions	453,646	604,273	150,627	33.20%
TOTAL REVENUES	\$ 897,375	\$ 1,074,214	\$ 176,839	19.71%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 412,741	\$ 508,550	\$ 95,809	23.21%
Payroll Taxes	33,986	41,824	7,838	23.06%
Benefits	104,886	124,888	20,002	19.07%
Unemployment	2,451	3,025	574	23.42%
Subtotal Personnel Costs	\$ 554,064	\$ 678,287	\$ 124,223	22.42%
Non-Personnel Costs				
Supplies	\$ 1,500	\$ 1,500	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	-	-	-	N/A
Professional Services	87,500	87,500	-	0.00%
Legal Services	-	-	-	N/A
Communications	3,180	3,180	-	0.00%
Travel & Mileage	4,000	4,000	-	0.00%
Parking & Commute Trip Reduction	1,080	1,080	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	1,800	1,800	-	0.00%
Operations & Maintenance: NDGC	19,835	23,883	4,048	20.41%
Training	2,000	2,000	-	0.00%
Miscellaneous	500	500	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 121,395	\$ 125,443	\$ 4,048	3.33%
PROGRAM EXPENDITURES	\$ 675,459	\$ 803,730	\$ 128,271	18.99%
Administrative Services Overhead	217,061	264,627	47,566	21.91%
Community Health Overhead	4,855	5,857	1,002	20.64%
TOTAL EXPENDITURES	\$ 897,375	\$ 1,074,214	\$ 176,839	19.71%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
CLINICAL SERVICES - ROLL-UP

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2021 (\$)	DIFFERENCE FROM 2021 (%)
REVENUES				
DIRECT PROGRAM REVENUES	\$ 6,525,960	\$ 6,525,960	\$ -	N/A
Government Contributions	1,124,453	1,297,060	172,607	15.35%
Draw from (Increase) Reserves	10,637	10,474	(163)	-1.53%
TOTAL REVENUES	\$ 7,661,050	\$ 7,833,494	\$ 172,444	2.25%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 3,194,077	\$ 3,281,424	\$ 87,347	2.73%
Payroll Taxes	351,695	346,716	(4,979)	-1.42%
Benefits	890,391	921,738	31,347	3.52%
Unemployment	19,518	20,057	539	2.76%
Subtotal Personnel Costs	\$ 4,455,681	\$ 4,569,935	\$ 114,254	2.56%
Non-Personnel Costs				
Supplies	\$ 46,822	\$ 46,822	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	9,300	9,300	-	0.00%
Professional Services	1,090,400	1,090,400	-	0.00%
Legal Services	-	-	-	N/A
Communications	26,400	26,400	-	0.00%
Travel & Mileage	7,900	7,900	-	0.00%
Parking & Commute Trip Reduction	3,960	3,960	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	56,550	56,550	-	0.00%
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	6,660	6,660	-	0.00%
Operations & Maintenance: NDGC	159,507	162,382	2,875	1.80%
Training	11,700	11,700	-	0.00%
Miscellaneous	1,930	1,930	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal NON-LABOR COSTS	\$ 1,421,129	\$ 1,424,004	\$ 2,875	0.20%
PROGRAM EXPENDITURES	\$ 5,876,810	\$ 5,993,939	\$ 117,129	1.99%
Administrative Services Overhead	1,745,334	1,799,665	54,331	3.11%
Community Health Overhead	38,906	39,890	984	2.53%
TOTAL EXPENDITURES	\$ 7,661,050	\$ 7,833,494	\$ 172,444	2.25%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
COMMUNICABLE DISEASE PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOH Con Con AFIX Immunization	\$ 12,500	\$ 12,500	\$ -	0.00%
DOH Con Con PPHF Ops Peri Hep B	2,500	2,500	-	0.00%
Foundational Public Health Services	726,855	726,855	-	0.00%
DSHS Title Nineteen - CD	-	-	-	N/A
DOH Con Con Increase Imm Rates	-	-	-	N/A
Fees - CD	-	-	-	N/A
Fees - CD Insurance	-	-	-	N/A
DOH CC COVID LHJ OFM CARES	-	-	-	N/A
New Unassigned Revenue - COVID Funding	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 741,855	\$ 741,855	\$ -	N/A
Government Contributions	173,259	350,202	176,943	102.13%
TOTAL REVENUES	\$ 915,114	\$ 1,092,057	\$ 176,943	19.34%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 473,908	\$ 559,972	\$ 86,064	18.16%
Payroll Taxes	38,479	44,938	6,459	16.79%
Benefits	104,642	135,946	31,304	29.92%
Unemployment	2,756	3,258	502	18.21%
Subtotal Personnel Costs	\$ 619,785	\$ 744,114	\$ 124,329	20.06%
Non-Personnel Costs				
Supplies	\$ 10,350	\$ 10,350	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	4,800	4,800	-	0.00%
Professional Services	-	-	-	N/A
Legal Services	-	-	-	N/A
Communications	3,380	3,380	-	0.00%
Travel & Mileage	1,000	1,000	-	0.00%
Parking & Commute Trip Reduction	1,440	1,440	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	500	500	-	0.00%
Operations & Maintenance: NDGC	22,187	26,201	4,014	18.09%
Training	3,000	3,000	-	0.00%
Miscellaneous	520	520	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 47,177	\$ 51,191	\$ 4,014	8.51%
PROGRAM EXPENDITURES	\$ 666,962	\$ 795,305	\$ 128,343	19.24%
Administrative Services Overhead	242,765	290,352	47,587	19.60%
Community Health Overhead	5,387	6,400	1,013	18.80%
TOTAL EXPENDITURES	\$ 915,114	\$ 1,092,057	\$ 176,943	19.34%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
COVID PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOH CC FFY19 ELC COVID	\$ 1,135,000	\$ 1,135,000	\$ -	0.00%
DOH CC FFY20 ELC COVID	2,735,581	2,735,581	-	0.00%
DOH CC COVID Vaccine	500,000	500,000	-	0.00%
DOH CC FEMA COVID	470,000	470,000	-	N/A
Foundational Public Health Services	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 4,840,581	\$ 4,840,581	\$ -	0.00%
Government Contributions	614,014	601,956	(12,058)	-1.96%
TOTAL REVENUES	\$ 5,454,595	\$ 5,442,537	\$ (12,058)	-0.22%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 2,153,210	\$ 2,149,031	\$ (4,179)	-0.19%
Payroll Taxes	265,731	253,865	(11,866)	-4.47%
Benefits	638,208	637,692	(516)	-0.08%
Unemployment	13,366	13,370	4	0.03%
Subtotal Personnel Costs	\$ 3,070,515	\$ 3,053,958	\$ (16,557)	-0.54%
Non-Personnel Costs				
Supplies	\$ 18,000	\$ 18,000	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,600	1,600	-	N/A
Professional Services	1,001,200	1,001,200	-	0.00%
Legal Services	-	-	-	N/A
Communications	16,560	16,560	-	0.00%
Travel & Mileage	-	-	-	N/A
Parking & Commute Trip Reduction	1,440	1,440	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: NDGC	109,920	109,004	(916)	-0.83%
Training	5,000	5,000	-	N/A
Miscellaneous	780	780	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 1,154,500	\$ 1,153,584	\$ (916)	-0.08%
PROGRAM EXPENDITURES	\$ 4,225,015	\$ 4,207,542	\$ (17,473)	-0.41%
Administrative Services Overhead	1,202,708	1,208,123	5,415	0.45%
Community Health Overhead	26,872	26,872	-	0.00%
Clinic Overhead	-	-	-	N/A
TOTAL EXPENDITURES	\$ 5,454,595	\$ 5,442,537	\$ (12,058)	-0.22%

**Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
SYRINGE EXCHANGE PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2021 (%)
REVENUES				
DOH ConCon HIV Prevention - State	\$ 40,000	\$ 40,000	\$ -	0.00%
NACCHO CDC Overdose Prevention	-	-	-	N/A
DOH ConCon OD2A	50,000	50,000	-	0.00%
KC Solid Waste Tipping Fees (Needle Exchange)	93,713	93,713	-	0.00%
New Unassigned Revenue	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 183,713	\$ 183,713	\$ -	N/A
Government Contributions	74,383	74,267	(116)	-0.16%
Draw from (Increase) in FPHS Designated Funds	-	-	-	N/A
TOTAL REVENUES	\$ 258,096	\$ 257,980	\$ (116)	-0.04%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 86,959	\$ 87,044	\$ 85	0.10%
Payroll Taxes	7,188	7,196	8	0.11%
Benefits	21,729	21,737	8	0.04%
Unemployment	521	522	1	0.19%
Subtotal Personnel Costs	\$ 116,397	\$ 116,499	\$ 102	0.09%
Non-Personnel Costs				
Supplies	\$ 1,000	\$ 1,000	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,300	1,300	-	0.00%
Professional Services	87,200	87,200	-	0.00%
Legal Services	-	-	-	N/A
Communications	720	720	-	0.00%
Travel & Mileage	200	200	-	0.00%
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: NDGC	4,167	4,102	(65)	-1.56%
Training	500	500	-	0.00%
Miscellaneous	-	-	-	N/A
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 95,087	\$ 95,022	\$ (65)	-0.07%
PROGRAM EXPENDITURES	\$ 211,484	\$ 211,521	\$ 37	0.02%
Administrative Services Overhead	45,595	45,455	(140)	-0.31%
Community Health Overhead	1,017	1,004	(13)	-1.28%
Clinic Overhead	-	-	-	N/A
TOTAL EXPENDITURES	\$ 258,096	\$ 257,980	\$ (116)	-0.04%

**Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
TUBERCULOSIS PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DSHS Medicaid Match - TB	\$ -	\$ -	\$ -	N/A
DSHS Title Nineteen - TB	-	-	-	N/A
Kitsap County Tuberculosis Intergovernmental	100,000	100,000	-	0.00%
Fees - TB	-	-	-	N/A
Fees - TB Insurance	-	-	-	N/A
Other - TB	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 100,000	\$ 100,000	\$ -	N/A
Government Contributions	-	-	-	N/A
Draw from (Increase) in TB Designated Funds	10,637	10,474	(163)	-1.53%
TOTAL REVENUES	\$ 110,637	\$ 110,474	\$ (163)	-0.15%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 58,365	\$ 58,365	\$ -	N/A
Payroll Taxes	4,957	4,957	-	N/A
Benefits	9,928	9,928	-	N/A
Unemployment	348	348	-	N/A
Subtotal Personnel Costs	\$ 73,598	\$ 73,598	\$ -	N/A
Non-Personnel Costs				
Supplies	\$ 500	\$ 500	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	-	-	-	N/A
Professional Services	2,000	2,000	-	0.00%
Legal Services	-	-	-	N/A
Communications	1,440	1,440	-	0.00%
Travel & Mileage	200	200	-	0.00%
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: NDGC	2,635	2,591	(44)	-1.67%
Training	700	700	-	0.00%
Miscellaneous	130	130	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 7,605	\$ 7,561	\$ (44)	-0.58%
PROGRAM EXPENDITURES	\$ 81,203	\$ 81,159	\$ (44)	-0.05%
Administrative Services Overhead	28,807	28,696	(111)	-0.39%
Community Health Overhead	627	619	(8)	-1.28%
Clinic Overhead	-	-	-	N/A
TOTAL EXPENDITURES	\$ 110,637	\$ 110,474	\$ (163)	-0.15%

**Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
HIV/AIDS PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOH Con Con HOPWA	\$ 52,000	\$ 52,000	\$ -	0.00%
CC DOH Ryan White Direct Services	-	-	-	N/A
DOH Con Con Client Services ADAP	464,583	464,583	-	0.00%
DOH Con Con RW HIV Peer Navigation	83,228	83,228	-	0.00%
DOH Con Con Client Services Administration	-	-	-	N/A
DSHS Title Nineteen AIDS Case Management	60,000	60,000	-	0.00%
AIDS Counseling & Testing	-	-	-	N/A
New Unassigned Revenue	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 659,811	\$ 659,811	\$ -	N/A
Government Contributions	262,797	270,635	7,838	2.98%
Draw from (Increase) HIV/AIDS Designated Funds	-	-	-	N/A
TOTAL REVENUES	\$ 922,608	\$ 930,446	\$ 7,838	0.85%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 421,635	\$ 427,012	\$ 5,377	1.28%
Payroll Taxes	35,340	35,760	420	1.19%
Benefits	115,884	116,435	551	0.48%
Unemployment	2,527	2,559	32	1.27%
Subtotal Personnel Costs	\$ 575,386	\$ 581,766	\$ 6,380	1.11%
Non-Personnel Costs				
Supplies	\$ 16,972	\$ 16,972	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,600	1,600	-	0.00%
Professional Services*	-	-	-	N/A
Legal Services	-	-	-	N/A
Communications	4,300	4,300	-	0.00%
Travel & Mileage	6,500	6,500	-	0.00%
Parking & Commute Trip Reduction	1,080	1,080	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	56,550	56,550	-	0.00%
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	6,160	6,160	-	0.00%
Operations & Maintenance: NDGC	20,598	20,484	(114)	-0.55%
Training	2,500	2,500	-	0.00%
Miscellaneous	500	500	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 116,760	\$ 116,646	\$ (114)	-0.10%
PROGRAM EXPENDITURES	\$ 692,146	\$ 698,412	\$ 6,266	0.91%
Administrative Services Overhead	225,459	227,039	1,580	0.70%
Community Health Overhead	5,003	4,995	(8)	-0.16%
Clinic Overhead	-	-	-	N/A
TOTAL EXPENDITURES	\$ 922,608	\$ 930,446	\$ 7,838	0.85%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
ENVIRONMENTAL HEALTH DIVISION - SUMMARY

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DIRECT PROGRAM REVENUES	\$ 7,372,200	\$ 7,372,200	\$ -	N/A
Government Contributions	134,208	237,147	102,939	76.70%
Draw from (Increase) Reserves	(472,250)	(648,687)	(176,437)	37.36%
TOTAL REVENUES	\$ 7,034,158	\$ 6,960,660	\$ (73,498)	-1.04%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 3,410,988	\$ 3,357,792	\$ (53,196)	-1.56%
Payroll Taxes	282,766	278,333	(4,433)	-1.57%
Benefits	985,152	958,989	(26,163)	-2.66%
Unemployment	20,412	20,092	(320)	-1.57%
Subtotal Personnel Costs	\$ 4,699,318	\$ 4,615,206	\$ (84,112)	-1.79%
Non-Personnel Costs				
Supplies	\$ 46,152	\$ 46,152	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	4,500	4,500	-	0.00%
Computer Hardware <\$5,000	12,600	12,600	-	0.00%
Professional Services	109,552	109,552	-	0.00%
Legal Services	14,858	14,858	-	0.00%
Communications	34,324	34,324	-	0.00%
Travel & Mileage	51,874	51,874	-	0.00%
Parking & Commute Trip Reduction	9,792	9,792	-	0.00%
Advertising	1,545	1,545	-	0.00%
Rentals & Leases	4,960	4,960	-	0.00%
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	21,981	21,981	-	0.00%
Operations & Maintenance: NDGC	152,898	152,016	(882)	-0.58%
Training	20,460	20,460	-	0.00%
Miscellaneous	176,417	176,417	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 661,913	\$ 661,031	\$ (882)	-0.13%
PROGRAM EXPENDITURES	\$ 5,361,231	\$ 5,276,237	\$ (84,994)	-1.59%
Administrative Services Overhead	1,235,667	1,377,562	141,895	11.48%
Environmental Health Overhead	437,260	306,861	(130,399)	-29.82%
TOTAL EXPENDITURES	\$ 7,034,158	\$ 6,960,660	\$ (73,498)	-1.04%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
ENVIRONMENTAL HEALTH DIVISION ADMINISTRATION

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
N/A - None	\$ -	\$ -	\$ -	N/A
TOTAL REVENUES	\$ -	\$ -	\$ -	N/A
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 311,478	\$ 220,167	\$ (91,311)	-29.32%
Payroll Taxes	25,027	17,547	(7,480)	-29.89%
Benefits	89,891	58,830	(31,061)	-34.55%
Unemployment	1,864	1,316	(548)	-29.40%
Subtotal Personnel Costs	\$ 428,260	\$ 297,860	\$ (130,400)	-30.45%
Non-Personnel Costs				
Supplies	\$ 600	\$ 600	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,000	1,000	-	0.00%
Professional Services	-	-	-	N/A
Legal Services	1,800	1,800	-	0.00%
Communications	2,520	2,520	-	0.00%
Travel & Mileage	600	600	-	0.00%
Parking & Commute Trip Reduction	-	-	-	N/A
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	360	360	-	0.00%
Operations & Maintenance: NDGC	-	-	-	N/A
Training	960	960	-	0.00%
Miscellaneous	1,160	1,160	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 9,000	\$ 9,000	\$ -	N/A
PROGRAM EXPENDITURES	\$ 437,260	\$ 306,860	\$ (130,400)	-29.82%
Environmental Health Overhead	(437,260)	(306,860)	130,400	-29.82%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	N/A

**Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
SOLID & HAZARDOUS WASTE PROGRAM**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOE LSWFA Grant	\$ 186,000	\$ 186,000	\$ -	0.00%
DOE Local Source Control Grant (LSC)	112,000	112,000	-	0.00%
DOH Lead Environments for Children	-	-	-	N/A
Foundational Public Health Services	100,000	100,000	-	0.00%
Secure Medicine Return Fee	-	-	-	N/A
Kitsap County Solid Waste Tipping Fees	828,000	828,000	-	0.00%
Permits	50,000	50,000	-	0.00%
Plan Reviews	-	-	-	N/A
School Plan Reviews	4,000	4,000	-	0.00%
New Unassigned Revenue	-	-	-	N/A
Surplus Sales	-	-	-	N/A
Other	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 1,280,000	\$ 1,280,000	\$ -	N/A
Government Contributions	-	-	-	N/A
Draw from (Increase) SHW Designated Funds	(323,534)	(340,483)	(16,949)	5.24%
TOTAL REVENUES	\$ 956,466	\$ 939,517	\$ (16,949)	-1.77%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 429,087	\$ 430,630	\$ 1,543	0.36%
Payroll Taxes	35,756	35,876	120	0.34%
Benefits	121,762	121,920	158	0.13%
Unemployment	2,567	2,577	10	0.39%
Subtotal Personnel Costs	\$ 589,172	\$ 591,003	\$ 1,831	0.31%
Non-Personnel Costs				
Supplies	\$ 14,500	\$ 14,500	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	3,000	3,000	-	0.00%
Professional Services	9,000	9,000	-	0.00%
Legal Services	4,000	4,000	-	0.00%
Communications	3,960	3,960	-	0.00%
Travel & Mileage	5,500	5,500	-	0.00%
Parking & Commute Trip Reduction	1,680	1,680	-	0.00%
Advertising	1,500	1,500	-	0.00%
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	4,000	4,000	-	0.00%
Operations & Maintenance: NDGC	21,091	20,809	(282)	-1.34%
Training	6,000	6,000	-	0.00%
Miscellaneous	2,000	2,000	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 76,231	\$ 75,949	\$ (282)	-0.37%
PROGRAM EXPENDITURES	\$ 665,403	\$ 666,952	\$ 1,549	0.23%
Administrative Services Overhead	230,747	230,560	(187)	-0.08%
Environmental Health Overhead	60,316	42,005	(18,311)	-30.36%
TOTAL EXPENDITURES	\$ 956,466	\$ 939,517	\$ (16,949)	-1.77%

**KITSAP PUBLIC HEALTH DISTRICT
2022 BUDGET AMENDMENT DRAFT
DRINKING WATER & ONSITE SEPTIC SYSTEMS**

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
DOE Well Construction	\$ 22,375	\$ 22,375	\$ -	0.00%
CC Group B Water Systems	20,000	20,000	-	0.00%
Installer Certifications	30,480	30,480	-	0.00%
Sewage Permits	419,963	419,963	-	0.00%
PUD Well Construction	10,000	10,000	-	0.00%
DOH CC DW Group A - SS	22,475	22,475	-	0.00%
DOH CC DW Group A - TA	1,600	1,600	-	0.00%
Group B Operating Permits	49,055	49,055	-	0.00%
Building Clearances	128,905	128,905	-	0.00%
Property Conveyance Reports	918,495	918,495	-	0.00%
Operations & Maintenance Annual Report Fees	639,180	639,180	-	0.00%
Building Site Application Waivers	-	-	-	N/A
Building Site Applications	793,275	793,275	-	0.00%
Local Referral Listing	-	-	-	N/A
Land Use	22,205	22,205	-	0.00%
Other - OSS	745	745	-	0.00%
WT Plan Reviews/New Water Systems	24,920	24,920	-	0.00%
Well Site Inspections	3,190	3,190	-	0.00%
WT Sanitary Surveys	26,825	26,825	-	0.00%
DW Well Decommissionings	18,260	18,260	-	0.00%
DIRECT PROGRAM REVENUES	\$ 3,151,948	\$ 3,151,948	\$ -	N/A
Government Contributions	-	-	-	N/A
Draw from (Increase) OSS Designated Funds	(148,716)	(308,204)	(159,488)	107.24%
TOTAL REVENUES	\$ 3,003,232	\$ 2,843,744	\$ (159,488)	-5.31%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 1,354,008	\$ 1,316,974	\$ (37,034)	-2.74%
Payroll Taxes	112,914	109,732	(3,182)	-2.82%
Benefits	388,220	363,713	(24,507)	-6.31%
Unemployment	8,098	7,875	(223)	-2.75%
Subtotal Personnel Costs	\$ 1,863,240	\$ 1,798,294	\$ (64,946)	-3.49%
Non-Personnel Costs				
Supplies	\$ 9,852	\$ 9,852	\$ -	0.00%
Office Equipment	-	-	-	N/A
Computer Software	4,500	4,500	-	0.00%
Computer Hardware	7,600	7,600	-	0.00%
Professional Services	38,952	38,952	-	0.00%
Legal Services	2,258	2,258	-	0.00%
Communications	13,680	13,680	-	0.00%
Travel & Mileage	22,845	22,845	-	0.00%
Parking & Commute Trip Reduction	3,600	3,600	-	0.00%
Advertising	45	45	-	0.00%
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	11,621	11,621	-	0.00%
Operations & Maintenance: NDGC	66,702	63,319	(3,383)	-5.07%
Training	4,000	4,000	-	0.00%
Miscellaneous	33,742	33,742	-	0.00%
Equipment	-	-	-	N/A
Computer Software	-	-	-	N/A
Computer Hardware	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 219,397	\$ 216,014	\$ (3,383)	-1.54%
PROGRAM EXPENDITURES	\$ 2,082,637	\$ 2,014,308	\$ (68,329)	-3.28%
Administrative Services Overhead	729,840	701,620	(28,220)	-3.87%
Environmental Health Overhead	190,755	127,816	(62,939)	-32.99%
TOTAL EXPENDITURES	\$ 3,003,232	\$ 2,843,744	\$ (159,488)	-5.31%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
FOOD & LIVING ENVIRONMENT PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
USDA Summer Food Program OSPI	\$ 3,750	\$ 3,750	\$ -	0.00%
HHS FDA Food Safety Program Training	-	-	-	N/A
Foundation Public Health Services	287,528	287,528	-	0.00%
Establishments	675,000	675,000	-	0.00%
Food Handler Permits	7,804	7,804	-	0.00%
Food Handler Permits - TPCHD	73,620	73,620	-	0.00%
Temporary Permits	52,795	52,795	-	0.00%
Camps	3,115	3,115	-	0.00%
Pools/Spas	84,645	84,645	-	0.00%
LE Reinspections	465	465	-	0.00%
Other - Food & Living Environment	-	-	-	N/A
Food Establishment Reinspections	38,280	38,280	-	0.00%
Plan Reviews - Food & LE	48,000	48,000	-	0.00%
DIRECT PROGRAM REVENUES	\$ 1,275,002	\$ 1,275,002	\$ -	N/A
Government Contributions	301,559	281,193	(20,366)	-6.75%
TOTAL REVENUES	\$ 1,576,561	\$ 1,556,195	\$ (20,366)	-1.29%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 716,279	\$ 723,712	\$ 7,433	1.04%
Payroll Taxes	59,584	60,164	580	0.97%
Benefits	224,282	225,044	762	0.34%
Unemployment	4,292	4,336	44	1.03%
Subtotal Personnel Costs	\$ 1,004,437	\$ 1,013,256	\$ 8,819	0.88%
Non-Personnel Costs				
Supplies	\$ 6,000	\$ 6,000	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	-	-	-	N/A
Professional Services	1,200	1,200	-	0.00%
Legal Services	2,000	2,000	-	0.00%
Communications	7,620	7,620	-	0.00%
Travel & Mileage	14,929	14,929	-	0.00%
Parking & Commute Trip Reduction	2,160	2,160	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	-	-	-	N/A
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	-	-	-	N/A
Operations & Maintenance: NDGC	35,957	35,677	(280)	-0.78%
Training	3,500	3,500	-	0.00%
Miscellaneous	2,500	2,500	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 75,866	\$ 75,586	\$ (280)	-0.37%
PROGRAM EXPENDITURES	\$ 1,080,303	\$ 1,088,842	\$ 8,539	0.79%
Administrative Services Overhead	393,428	395,335	1,907	0.48%
Environmental Health Overhead	102,830	72,018	(30,812)	-29.96%
TOTAL EXPENDITURES	\$ 1,576,561	\$ 1,556,195	\$ (20,366)	-1.29%

Kitsap Public Health District
2022 BUDGET AMENDMENT DRAFT
POLLUTION IDENTIFICATION & CORRECTION PROGRAM

	BUDGET 2022	BUDGET - RT 2022	DIFFERENCE FROM 2022 (\$)	DIFFERENCE FROM 2022 (%)
REVENUES				
Hood Canal Coordinating Council - Phase 4	\$ 10,000	\$ 10,000	\$ -	0.00%
NEP BEachPS SSI 1-5 PIC Task 4	-	-	-	N/A
CC Water Rec Beach IAR	25,000	25,000	-	0.00%
DOE Kitsap County 4A & 4B Project - Federal	-	-	-	N/A
DOE CCWF Kitsap County 4A & 4B Project - State	-	-	-	N/A
DOH CC Swim Beach ACT IAR	-	-	-	N/A
Rec Shellfish/Biotoxin PSAA	14,000	14,000	-	0.00%
DOH CC LMP Implementation	60,000	60,000	-	0.00%
City of Poulsbo Stormwater	11,250	11,250	-	0.00%
Clean Water Kitsap	1,300,000	1,300,000	-	0.00%
Kitsap County Septic Tipping Fees	130,000	130,000	-	0.00%
Surplus Sales	-	-	-	N/A
PIC Other	115,000	115,000	-	0.00%
New Unassigned Revenue	-	-	-	N/A
DIRECT PROGRAM REVENUES	\$ 1,665,250	\$ 1,665,250	\$ -	N/A
Government Contributions	(167,351)	(44,046)	123,305	-73.68%
TOTAL REVENUES	\$ 1,497,899	\$ 1,621,204	\$ 123,305	8.23%
EXPENDITURES				
Personnel Costs				
Salaries & Wages	\$ 600,136	\$ 666,309	\$ 66,173	11.03%
Payroll Taxes	49,485	55,014	5,529	11.17%
Benefits	160,997	189,482	28,485	17.69%
Unemployment	3,591	3,988	397	11.06%
Subtotal Personnel Costs	\$ 814,209	\$ 914,793	\$ 100,584	12.35%
Non-Personnel Costs				
Supplies	\$ 15,200	\$ 15,200	\$ -	0.00%
Office Equipment <\$5,000	-	-	-	N/A
Computer Software <\$5,000	-	-	-	N/A
Computer Hardware <\$5,000	1,000	1,000	-	0.00%
Professional Services	60,400	60,400	-	0.00%
Legal Services	4,800	4,800	-	0.00%
Communications	6,544	6,544	-	0.00%
Travel & Mileage	8,000	8,000	-	0.00%
Parking & Commute Trip Reduction	2,352	2,352	-	0.00%
Advertising	-	-	-	N/A
Rentals & Leases	4,960	4,960	-	0.00%
Insurance	-	-	-	N/A
Utilities	-	-	-	N/A
Repairs & Maintenance	6,000	6,000	-	0.00%
Operations & Maintenance: NDGC	29,148	32,211	3,063	10.51%
Training	6,000	6,000	-	0.00%
Miscellaneous	137,015	137,015	-	0.00%
Equipment >\$5,000	-	-	-	N/A
Computer Software >\$5,000	-	-	-	N/A
Computer Hardware >\$5,000	-	-	-	N/A
Subtotal Non-Personnel Costs	\$ 281,419	\$ 284,482	\$ 3,063	1.09%
PROGRAM EXPENDITURES	\$ 1,095,628	\$ 1,199,275	\$ 103,647	9.46%
Administrative Services Overhead	318,912	356,907	37,995	11.91%
Environmental Health Overhead	83,359	65,022	(18,337)	-22.00%
TOTAL EXPENDITURES	\$ 1,497,899	\$ 1,621,204	\$ 123,305	8.23%