

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING
PERSONNEL POLICY CHANGE

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RESOLUTION 03-2016
ADOPTING PERSONNEL
POLICY CHANGE

WHEREAS, the Board of Health of the Northeast Tri County Health District has previously adopted personnel policies; AND

WHEREAS, amendments to those policies are necessary;

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District that the attached Personnel Policy change is adopted and shall be in full force and effect within the jurisdiction of the Northeast Tri County Health District from this date.

Done this 18th day of May, 2016 in Newport, Washington and effective immediately upon signatures as of this date.

Board Member, Ferry County




Board Member, Ferry County

Board Member, Pend Oreille County



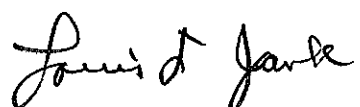
Board Member, Pend Oreille County



Board Member, Stevens County



Board Member, Stevens County



Board Member, City of Colville

Board Member, City of Republic



Board Member, Town of Lone



Health Officer

**NORTHEAST TRI COUNTY HEALTH DISTRICT
PROCEDURE 8.2
SHARED LEAVE PROGRAM**

The purpose of this program is to permit employees to voluntarily donate a portion of their vacation leave, compensatory time or personal holiday to a fellow employee who is unable to work due to suffering from a severe or extraordinary illness or injury, or the illness or injury of an immediate family member as listed in **Chapter 8 Paid Time Off; Section 8.3 (3) 1.** of the Northeast Tri County Health District's Personnel Policies. The recipient employee must have depleted his/her sick leave, vacation leave, personal holiday and compensatory time and will imminently go on leave without pay.

While an employee is using "Shared Leave", he/she shall continue to be classified as a Health District employee and shall receive the same treatment in respect to salary and benefits as the employee would otherwise receive if using their own sick leave or vacation leave.

Shared Leave Recipient Criteria:

1. The employee is unable to work due to suffering from a severe or extraordinary illness or injury, or the illness or injury of an immediate family member as listed in **Chapter 8 Paid Time Off; Section 8.3 (3) 1.** of the Northeast Tri County Health District's Personnel Policies as certified by a statement from his/her physician.
2. The employee's employment records must indicate that he/she is conscientious about the use of sick leave benefits and does not show a pattern of consistent use of one (1) or more sick leave days per month (without evidence of a chronic illness).
3. The employee must have diligently pursued and been found ineligible for state industrial insurance time loss benefits, if applicable.
4. The maximum number of donated hours that an employee may use will be equivalent to eight (8) weeks (three-hundred (300) hours for 100% full-time equivalent or pro-rated based on full-time equivalent percentage) during a twelve (12) month period. (After the twelve (12) month period has elapsed, any unused donated leave cannot be used). No shared leave will be allowed for employees found unable to return to work through certification of their physician.
5. Should an employee's employment records indicate a consistent lack of more than five (5) days accumulated sick leave or a persistent pattern of using one or more sick leave days per month (without evidence of chronic illness), the employee will not be able to receive shared leave.
6. All requests to receive donated leave will be reviewed by the supervisor and/or division director and the administrator. The administrator has final approval authority.

Shared Leave Donation Criteria:

1. Shared leave donations can be made from the employee's accumulated vacation leave, compensatory time or personal holiday.
2. All donations shall be strictly voluntary. The donor shall designate the recipient.
3. Donations shall be in seven and one-half (7.5) hour increments.
4. Donations of leave shall not bring the donor employee's vacation leave balance below seventy-five (75) hours.
5. There will be no maximum number of hours that an employee is allowed to donate.
6. The donor does not have the right to retract or take back donated leave once it has been designated for use.
7. Donors will not be charged the maximum number of hours that they authorized if those hours are not required during the indicated twelve (12) month period.