

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING)
PERSONNEL POLICY CHANGE)
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)
)

RESOLUTION 06-2021
ADOPTING PERSONNEL
POLICY CHANGE

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

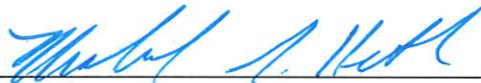
WHEREAS, on November 10, 2021 the Board of Health voted to approve the modification of the Northeast Tri County Health District Personnel Policy Chapter 8, "Paid Time Off and Other Leaves" to recognize June 19 (Emancipation Day) as a paid holiday for regular full-time and part-time employees.

WHEREAS, an amendment to those policies is necessary;

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District that the attached modification to Personnel Policy Chapter 8, section 8.2, is adopted and shall be in full force and effect within the jurisdiction of Northeast Tri County Health District from this date:

Done this 10th day of November 2021 by remote participation 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



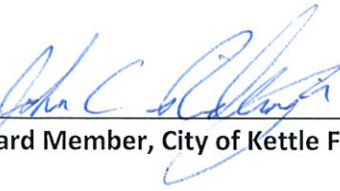
Board Member, Stevens County



Board Member, Stevens County



Health Officer



Board Member, City of Kettle Falls



Board Member, Town of Metaline



Board Member, City of Republic

8.2 PAID HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

Holiday	Date Observed
New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth (Emancipation Day)	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11 (or date observed)
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

Holiday leave allowance will be in accordance with the employee's regular work schedule. For example, if a holiday lands on an employee's regular work day of 8.5 hours, the holiday leave allowance will be 8.5 hours. If the holiday lands on an employee's regular work day of 3.5 hours, the holiday leave allowance will be 3.5 hours.

For regular part-time employees, if the holiday falls on a non-scheduled workday, the employee will be paid their percent of FTE for the holiday calculated by pro-rating the District's normal FTE work day hours times the percent the part-time employee works (8.5 times 80%, 3.5 times 80%, etc.). Employees will receive either extra pay or compensatory time for the holiday hours, as determined by their request.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus 1.5 times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the supervisor.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.