



Public Health
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North Central Public Health District

North Central Public Health District Full Board of Health Meeting

Date: Tuesday, August 8, 2023

Time: 4:00 p.m. to 6:00 p.m.

Virtually via Zoom: <https://wascocounty-org.zoom.us/j/86899654066>

AGENDA

1. Call to Order

- Introductions
- Establish a Quorum
- Requests to add items to the Agenda
- Requests for Public Comments

2. Action Items

- 6/13/2023 Board of Health Meeting Minutes
- A/P Check Reports
- NCPHD Employee Handbook
- Wasco & Sherman County Conversations

3. Non-Action Items

- Fiscal Update
- Contracts Summary
- Director's Report

Note: This agenda is subject to last minute changes.

Meetings are ADA accessible. If special accommodations are needed please contact NCPHD in advance at (541) 506-2626. TDD 1-800-735-2900. NCPHD does not discriminate against individuals with disabilities.

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent; ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel



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NORTH CENTRAL PUBLIC HEALTH DISTRICT

419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600
www.ncphd.org

**North Central Public Health District
Board of Health Meeting Minutes
June 13, 2023**

Board Members In Attendance: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

Staff Present: Shellie Campbell – Director NCPHD; Brita Meyer – Fiscal Manager NCPHD; Gloria Perry - Office Manager NCPHD; Martha McInnes - Clinical Programs Secretary NCPHD; Nadia Hernandez - Accounting Assistant NCPHD; Zachary Hale, CD Investigator NCPHD; Marta Fisher, Regional Epidemiologist NCPHD; Gloria Alvarez, Community Outreach Programs Secretary NCPHD

Minutes by: Cynthia Rojas

SUMMARY OF ACTIONS TAKEN

MOTION by Julie Whetzel, and seconded by Shawn Payne to accept the May 9, 2023 Board of Health meeting minutes.

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

MOTION by Shawn Payne, and seconded by Phil Brady, to accept the May 2023 A/P Checks Issued reports as presented.

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

MOTION by Phil Brady, and seconded by Julie Whetzel, to accept the Resolution 2023-03 Adopting Appropriations for the fiscal year 2023-2024 as presented.

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

MOTION by Bill Lennox, and seconded by Shawn Payne, to accept the Resolution 2023-04 Adopting the Annual Budget for the fiscal Year 2023-2024 as presented.

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

CALL TO ORDER: Commissioner Joan Bird called the Public Board of Health meeting to order at 4:00 p.m.

Introductions:

1. None.

Establish a Quorum

1. A quorum of the board members present was established.

Requests for Additions to the Agenda

- 1.

Request for Public Comment

1. None.

ACTION ITEMS

1. Approval of past meeting minutes.
 - a. A motion was made and carried to approve the meeting minutes from 5/9/2023 as presented
2. Approval of A/P Check reports.
 - a. A motion was made and carried to approve the May 2023 A/P Check reports as presented.

Budget Hearing & Adoption

1. 2023-2024 Budget Hearing and Adoption.
 - a. Commissioner Bird closed the regular public session and opened the budget public hearing at 4:09 pm, noting the purpose of the hearing was to approve the 2023-2024 budget.
 - b. Brita Meyer reviewed the proposed Revenue & Expenditures with the board.
 - c. With no public comment, Commissioner Bird closed the public budget hearing at 4:45pm and reopened the regular public session.
 - d. Motion was made to approve Resolution 2023-03 Adopting Appropriations for the fiscal year 2023-2024 in the amount of \$4,091,180 as presented.
 - e. Motion was made to approve Resolution 2023-04 Adopting the Annual Budget for the fiscal year 2023-2024 in the amount of \$4,091,180 as presented.
 - f. Discussion, questions, and feedback were requested.

NON-ACTION ITEMS

1. IGA Update
 - a. Conversations with Sherman & Wasco Counties about the possibility of going under Wasco County.
 - b. Shellie & Commissioner Brady will be meeting later this week or next week to go over questions.
 - c. Brita & Shellie will meet with Mike Middleton & Tyler Stone on July 6th to go over fiscal
 - d. There are conversations happening with legal teams of all parties.
 - e. Commissioner Brady discussed about the purchase Wasco County made of the GHOB building and the plan is to house by various county departments.
 - f. Discussion, questions, and feedback were requested.
2. Contract Summary
 - a. Shellie reviewed current contract with the Board.
 - b. Discussion, questions, and feedback were requested.
3. Director’s Report
 - a. Shellie Campbell presented her director’s report to the Board.
 - b. Discussion, questions, and feedback were requested

Being no further business to be conducted at this time, Commissioner Joan Bird adjourned the Board of Health meeting at 5:49 p.m.

Signature

Date

Printed Name

NCPHD
Accounts Payable Checks
Issued JUNE 2023

Check Date	Check Number	Vendor Name	Amount
6/9/2023	1109	OREGON STATE, DEPT OF REVENUE	\$4,231.11
6/9/2023	1110	IRS	\$15,762.71
5/19/2023	1111	IRS	\$85.28
Held in Que	1112	OREGON STATE, DEPT OF REVENUE	\$5.60
5/19/2023	1113	OREGON STATE, DEPT OF REVENUE	\$28.99
5/22/2023	1114	IRS	\$322.16
Held in Que	1115	OREGON STATE, DEPT OF REVENUE	\$13.18
5/22/2023	1116	OREGON STATE, DEPT OF REVENUE	\$86.50
5/22/2023	1117	IRS	\$368.55
Held in Que	1118	P E R S	\$430.61
5/23/2023	1119	OREGON STATE, DEPT OF REVENUE	\$15.25
5/23/2023	1120	OREGON STATE, DEPT OF REVENUE	\$105.30
6/9/2023	1121	ASIFLEX	\$215.00
6/9/2023	1122	P E R S	\$16,546.84
6/9/2023	1123	IRS	\$1.90
Held in Que	1124	P E R S	\$5.43
6/23/2023	1125	IRS	\$16,265.29
6/23/2023	1126	ASIFLEX	\$215.00
6/23/2023	1127	P E R S	\$16,962.18
6/23/2023	1128	OREGON STATE, DEPT OF REVENUE	\$4,361.85
6/1/2023	15452	HENRY SCHEIN	\$236.37
6/1/2023	15453	OFFICE DEPOT	\$491.73
6/1/2023	15454	OPTIMIST PRINTERS	\$3,671.00
6/1/2023	15455	R&S NORTHEAST LLC	\$1,812.29
6/1/2023	15456	RAGE GRAPHIX & DESIGN INC.	\$83.30
6/1/2023	15457	US BANK	\$11,466.01
6/1/2023	15458	SHERMAN COUNTY	\$1,000.00
6/8/2023	15459	CIS TRUST	\$43,287.06
6/8/2023	15460	COLUMBIA GORGE NEWS	\$82.50
6/8/2023	15461	H2OREGON BOTTLED WATER INC.	\$103.58
6/8/2023	15462	HENRY SCHEIN	\$5,585.45
6/8/2023	15463	IMMENSE IMAGERY	\$1,640.49
6/8/2023	15464	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,700.00
6/8/2023	15465	R&S NORTHEAST LLC	\$212.90
6/8/2023	15466	SAIF CORPORATION	\$571.34
6/8/2023	15467	SATCOM GLOBAL INC.	\$62.87
6/8/2023	15468	STAPLES ADVANTAGE	\$296.51
6/8/2023	15469	STRATUS AUDIO, INC.	\$83.16
6/8/2023	15470	SYNERGY HEALTH AND WELLNESS	\$796.25
6/8/2023	15471	THE DALLES DISPOSAL	\$39.72
6/8/2023	15472	U.S. CELLULAR	\$1,253.68
6/8/2023	15473	WASCO COUNTY	\$241.85
6/13/2023	15474	CA STATE DISPURSEMENT UNIT	VOID
6/27/2023	15474	CA STATE DISPURSEMENT UNIT	VOID
6/13/2023	15475	NATIONWIDE RETIREMENT SOLUTION	\$1,326.19
6/15/2023	15476	AHLERS & ASSOCIATES	\$860.00

PAYROLL A/P (EFT)

PAYROLL A/P

6/15/2023	15477	ASD SPECIALITY, HEALTHCARE LLC	\$157.55
6/15/2023	15478	BEERY ELSNER & HAMMOND LLP	\$4,152.05
6/15/2023	15479	CYTOCHECK LABORATORY LLC	\$217.50
6/15/2023	15480	FRANKLIN, SARAH	\$7,956.84
6/15/2023	15481	HENRY SCHEIN	\$507.26
6/15/2023	15482	MELZER, KEN	\$145.00
6/15/2023	15483	OR STATE PUBLIC, HEALTH LABORATORY	\$13.55
6/15/2023	15484	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,000.00
6/15/2023	15485	STERICYCLE INC.	\$433.69
6/15/2023	15486	STRYKER SALES	\$113.42
6/15/2023	15487	TONKIN	\$24.00
6/21/2023	15488	ALL TRAFFIC SOLUTIONS	\$10,527.75
6/21/2023	15489	BEERY ELSNER & HAMMOND LLP	\$1,479.35
6/21/2023	15490	COLUMBIA GORGE NEWS	\$198.00
6/21/2023	15491	NATIONAL CENTER	\$28.32
6/21/2023	15492	OFFICE DEPOT	\$26.91
6/21/2023	15493	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$612.50
6/21/2023	15494	QWIK CHANGE LUBE CENTER INC.	\$212.33
6/27/2023	15495	AMERICAN FAMILY LIFE ASSURANCE	\$411.96
6/27/2023	15496	CA STATE DISPURSEMENT UNIT	\$231.50
6/27/2023	15497	NATIONWIDE RETIREMENT SOLUTION	\$1,326.19
6/27/2023	15498	MASSMUTUAL FINANCIAL GROUP	\$651.34
6/29/2023	15499	ADAM'S AUTO	\$260.00
6/29/2023	15500	ASD SPECIALITY, HEALTHCARE LLC	\$1,079.99
6/29/2023	15501	FRANKLIN, SARAH	\$3,978.42
6/29/2023	15502	HALL, JAMES B	\$405.00
6/29/2023	15503	HENRY SCHEIN	\$383.39
6/29/2023	15504	WASCO COUNTY	\$143.72
6/29/2023	15505	HOOD RIVER COUNTY	\$4,607.10
6/29/2023	15506	WASCO COUNTY	\$9,116.10
6/29/2023	15507	HOOD RIVER COUNTY, PREVENTION DEPARTMENT	\$4,607.10
TOTAL:			\$216,940.81

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 15452 - 15507 & payroll EFT 1109 - 1128 numbers totalling \$216,940.81.

Signature _____ Date _____

Printed Name _____



NORTH CENTRAL PUBLIC HEALTH DISTRICT

EMPLOYEE HANDBOOK

Updated June 1, 2023

DRAFT

Welcome!

Welcome to North Central Public Health District, we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with North Central Public Health District you will become a productive and successful member of North Central Public Health District's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between North Central Public Health District and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of North Central Public Health District with or without prior notice. This handbook supersedes any prior handbooks or written policies of North Central Public Health District that are inconsistent with its provisions.

This handbook does not create a contract of employment between North Central Public Health District and its employees. All employment at North Central Public Health District is "at will." That means that either you or North Central Public Health District may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a written contract of employment). No supervisor, manager, or representative of North Central Public Health District, other than the Director, has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the Director.

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please contact your supervisor.

Sincerely,

A handwritten signature in black ink that reads "Shellie Campbell". The signature is written in a cursive, flowing style.

Shellie Campbell
Director
NCPHD

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DRAFT

I. Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their supervisor, or the Director, at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No Retaliation Policy

The North Central Public Health District provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The North Central Public Health District also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other North Central Public Health District's policies, "race", is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles. Further, "protective hairstyles" is defined as "hairstyle", hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)".

The North Central Public Health District's commitment to equal opportunity applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The North Central Public Health District supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the North Central Public Health District pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with their supervisor.

See also, "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

The North Central Public Health District prohibits harassment ~~of any kind~~ and sexual assault in the workplace, or harassment ~~of any kind~~ and sexual assault outside of the workplace that violates its employees, contracted employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, North Central Public Health District prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability,

genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor or any member of Leadership Team, or with the Director, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during North Central Public Health District related or sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of North Central Public Health District's employees. ***Such harassment is prohibited whether committed by North Central Public Health District employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affect such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

North Central Public Health District's policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

~~Such harassment may include~~ North Central Public Health District's policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings) epithets or slurs;

- Negative stereotyping;
- Displaying racist symbols anywhere on North Central Public Health District property;
- “Teasing” or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person’s religious beliefs, or “pushing” your religious beliefs on someone who doesn’t have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; ~~or~~
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status; ~~or~~
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of “race” on page 1). Employees may not touch another employee’s hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of the Director or ~~Office Manager~~ Human Resource Manager, or any member of Leadership Team as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with North Central Public Health District’s needs to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, North Central Public Health District will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the North Central Public Health District’s complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although North Central Public Health District cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against North Central Public Health District, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee’s employer (in limited circumstances).

Protection Against Retaliation

North Central Public Health District prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing, or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the Director or ~~Office Manager~~ Human Resource Manager or any Leadership Team member. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See *also* the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The North Central Public Health District provides an Employee Assistance Program (EAP) through Canopy ~~(as of January 2022, Was previously Cascade Centers)~~ to employees and dependents who are enrolled in North Central Public Health District's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to ~~www.cascadecenters.com~~ canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identify theft and others.

North Central Public Health District cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination or sexual assault, from talking about or disclosing his/her experience.

The North Central Public Health District is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the North Central Public Health District to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with North Central Public Health District regarding his/her experience and/or employment status, the employee should contact the Director. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the North Central Public Health District and the employee do reach an agreement, the North Central Public Health District will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about North Central Public Health District or making comments that would lower NCPHD in rank or reputation). If however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that North Central Public Health District and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

North Central Public Health District strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. North Central Public Health District, therefore, prohibits employees from bullying one another, or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and website. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who has witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or any member of Leadership Team as soon as possible. If conduct in violation of this policy is found to have occurred North Central Public Health District will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

North Central Public Health District is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

North Central Public Health District will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of North Central Public Health District.

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on North Central Public Health District and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the North Central Public Health District, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the Director and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his/her need for a reasonable accommodation. Both the North Central Public Health District and the employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact their supervisor to discuss their options for continuing to work and, if necessary, leave of absence options. The North Central Public Health District will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on North Central Public Health District's operations. Although this policy refers to "employees", the North Central Public Health District will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with the Director and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the North Central Public Health District and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the North Central Public Health District and the employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The North Central Public Health District prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the North Central Public Health District; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an

employer can't require an employee to use OFLA if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the North Central Public Health District. Also, no employee will be denied employment opportunities if the denial is based on the need of the North Central Public Health District to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under the Oregon Family Leave Act. See policies on E page 20, or speak with the ~~Office Manager~~ [Human Resource Manager](#).

G. Bilingual Stipend

NCPHD provides services to any clients with limited English in a language that they understand well enough to know what they need to do. Interpreter services assistance is provided either by an NCPHD bilingual employee or through the telephone language line Stratus Audio: 1-877-746-4674. Written language professional translation services are also available for NCPHD forms and other communication. An NCPHD employee who provides verbal translation interpreting assistance or written translation interpreting assistance will receive a bilingual stipend on a monthly basis on their paycheck.

The following stipend is available for bilingual employees providing interpreting/translation services as follows:

- Certified: \$250.00 /month
- Qualified: \$150.00 /month
- Non-Qualified/Cert: \$125.00 /month

H. Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about [the](#) North Central Public Health District's compliance with any law, regulation or policy, using one of the methods identified in this policy. [The](#) North Central Public Health District will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- [A violation of any federal, Oregon, or local law, rules or regulations by \[the\]\(#\) North Central Public Health District;](#)
- [A violation of law, regulation, or standard pertaining to safety and health in the place of employment;](#)
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of [the](#) North Central Public Health District; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, [the](#) North Central Public Health District will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the

direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

In addition to the North Central Public Health District's Open Door Policy see section G page 41, employees who wish to report improper or unlawful conduct should first talk to his/her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with any member of the Leadership Team. Supervisors and managers are required to inform the Director about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the North Central Public Health District were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided by under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the North Central Public Health District's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of his/her coworker or supervisor acting within the course and scope of his/her employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the North Central Public Health District; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The North Central Public Health District will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by the North Central Public Health District policy).

In addition, the North Central Public Health District prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no North Central Public Health District employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The North Central Public Health District may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his/her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the North Central Public Health District

| determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

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II. Employment Status: Classification and Compensation

A. Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the North Central Public Health District, are hired into an introductory training period that generally lasts no less than 90 days. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your supervisor. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the North Central Public Health District meets your expectations as an employer.

At or before the end of the introductory period, a decision about your employment status will be made. The North Central Public Health District will decide whether to: (1) Extend your introductory period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and North Central Public Health District may terminate the employment relationship during the introductory period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by North Central Public Health District for any definite period of time. Both you and North Central Public Health District are free to terminate the employment relationship, at any time, with or without notice for any reason not prohibited by law.

B. Employee Classification

North Central Public Health District classifies employees as follows:

North Central Public Health District operates on a full-time work week of 37.5 hours.

1. Regular Full-time: Employment in an established position requiring 37.5 hours or more of work per week. Generally, full-time employees are eligible to participate in North Central Public Health District's benefit programs.
2. Regular Part-time (Benefits Eligible): Employment requiring less than 37.5 hours work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional work weeks of over 37.5 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are eligible for benefits including paid time off, leaves or medical insurance when their FTE. Is 0.6 (21.75) or greater.
- ~~2-3.~~ Regular Part-time (Not Benefits Eligible): Employment requiring less than 21.75 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 21.75 hours will not constitute a change in benefit status. Regular, part-time employees working less than 21.75 hours or less per week are not eligible for benefits except those mandated by applicable law.
- ~~3-4.~~ Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees ~~may be~~ are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either “exempt” or “non-exempt”, which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all North Central Public Health District rules and procedures.

C. The Workweek

~~The workweek is a seven-day work period beginning Sunday at 12:00 a.m. through Saturday at 11:59 p.m. Typically, business hours are from Monday through Friday 8:30 a.m. through 5:00 p.m.~~

The North Central Public Health District has established regular working hours to promote a productive work environment that will serve our clients. The general office hours are Monday through Friday, 8:30a.m. to 5:00p.m.

The normal workday is 7.5 hours and the normal work week is 37.5 hours. If you are an non-exempt employee, you should not begin work before your normal starting time nor continue to work beyond the normal quitting time without advance approval from your direct supervisor.

The direct supervisor may schedule specific work hours for individual employees. Changes to work schedules may be made on a individual basis based on business necessity, at the discretion of the direct supervisor with approval from the Director. Management reserves the right to modify schedules consistent with the needs of the North Central Public Health District.

D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his/her supervisor before the end of the shift so that North Central Public Health District may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be “skipped” in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact their supervisor.

Length of Work Period	Number of Rest Breaks Required	Number of Meal Periods Required
2 hours or less	0	0
2 hrs., 1 min. – 5 hrs., 59 min.	1	0
6 hrs.	1	1
6 hrs., 1 min. – 10 hrs.	2	1

10 hrs., 1 min. – 13 hrs., 59 min.	3	1
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E. Rest Breaks for Expression of Breast Milk

The North Central Public Health District will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The North Central Public Health District will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the North Central Public Health District is required to provide as paid rest breaks and/or meal periods under applicable personnel rules. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the North Central Public Health District may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The North Central Public Health District will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The North Central Public Health District will make a reasonable effort to provide the employee with a private location, within close proximity to the employee's work area, to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the North Central Public Health District will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as part of the employee's break period.

Notice

An employee who intends to express milk during work hours must give their supervisor or Human Resource Manager reasonable oral or written notice of her intention to do so in order to allow the North Central Public Health District time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

F. Overtime

Time-and-a-half

North Central Public Health District pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 hours in any workweek. See "Employee Classification," above.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 per workweek required to receive overtime pay.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by North Central Public Health District on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his/her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by North Central Public Health District on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved.

When overtime is required by North Central Public Health District on a Sunday or on a holiday, North Central Public Health District will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or Holiday.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or a member of Leadership Team. ~~Supervisors record their approval on blue slips when the overtime occurs.~~ Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory (Comp) Time

In lieu of paid overtime, Comp Time (hours worked over 40 hours) will be computed at 1.5 times the overtime hours, with prior supervisor/manager approval. Employees are encouraged to work with their supervisor/manager to schedule and use comp time within ~~sixty (60)~~ thirty (30) days of when it is accrued. Comp time earned, but not used, up through the end of May of the fiscal year will be cashed out at the end of the current fiscal year. However, in the event that a Public Health Emergency hinders staff from using comp- hours, exceptions may be granted at the Public Health Administrator's discretion to extend the timeframe for using comp. hours. When an employee is separated from employment with North Central Public Health District, any remaining comp time will be paid to the employee.

Flex Time

Flex time are hours worked over your scheduled hours up to forty (40) hours. Flex time will be computed at straight time. Employees are encouraged to work with their supervisor/manager to schedule and use flex time within ~~sixty (60)~~ thirty (30) days of when it is accrued. Flex time hours earned, but not used, up through the end of May of the fiscal year will be cashed out at the end of the current fiscal year. However, in the event that a Public Health Emergency hinders staff from using flex time hours, exceptions may be granted at the Public Health Administrator's discretion to extend the timeframe for using flex time hours. When an employee is separated from employment with North Central Public Health District, any remaining flex time will be paid to the employee.

G. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timesheet for payroll purposes. Employees are required to record their own time at the beginning and end of each work period. Filling out another employee's timesheet, allowing another employee to fill out your timesheet, or altering any timesheet will be grounds for discipline up to and including termination. An employee who fails to record his/her timesheet may be subjected to discipline as well. ~~Employees must also fill out a blue slip if any deviations from their normal work schedule occur.~~ **Deviations from work schedule need to be pre-approved by the supervisor or by the end of the next business day. Blue slips should explain what you did and if it should be posted to your sick time, vacation time, flex time or comp time.**

Salaried exempt employees are only required to record leave hours on a time sheet. These employees will be instructed separately on this process.

H. Employee-Incurred Expenses and Reimbursements

The North Central Public Health District will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The North Central Public Health District will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on North Central Public Health District-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one week of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.

Non-Overnight Meals: Meal expenses incurred while traveling within Oregon or outside of Oregon for only one day, without staying overnight, are taxable if reimbursed. These expenses should be recorded with other travel expenses on the same voucher and reimbursed through Payroll. Meal expenses for same day travel are not normally appropriate unless the reason for travel does not allow time for the employee to get a meal. Generally speaking, coffee on the way to a business meeting or snacks would not be appropriate expenditures of North Central Public Health District funds.

Some examples of actual and reasonable business-related expenses that the North Central Public Health District will reimburse/pay for are:

- *Conferences or Workshops*
 - Conferences/Workshops must be beneficial to North Central Public Health District and be within the scope of employee's field of work.
 - Must have prior approval of supervisor and Director.
- *Education*
 - Must be beneficial to North Central Public Health District and be within the scope of employee's field of work.
 - Must have prior approval of supervisor and Director.
- *Lodging*

- Lodging shall be allowed at the appropriate GSA rate for the location in which you are spending the night. The applicable rates for lodging for the area can be found on the General Services Administration website: www.gsa.gov. Incidentals that are available at the place of lodging are not allowed and would include services such as in room movies/mini-bar, or recreational activities such as tours.
- *Meals*
 - The allowable expense under the GSA regulations will apply for meals consumed while traveling overnight. If inappropriate charges incurred (i.e. alcohol), the employee may be required to reimburse North Central Public Health District for such expenses that are determined to be inappropriate. Meals that are provided as part of the registration to a conference or similar event will reduce the daily allowance for that meal type from the total allowable meal expense for the day.
- *Mileage and Parking*
 - For most in-District travel, North Central Public Health District employees are encouraged to use vehicles owned by the North Central Public Health District. If a North Central Public Health District owned vehicle is not available or desirable, using the criteria below, supervisors may authorize the use of a private vehicle and reimburse for mileage. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the North Central Public Health District.
 - North Central Public Health District management may determine that no suitable North Central Public Health District owned vehicle is available for use based on the duration, distance, required route, or work to be performed; and may authorize use of an employee’s private vehicle for official business travel;
 - Prior to authorizing official business travel in a private vehicle, the employee and supervisor must complete a *Travel Authorization* form;
 - Travel by privately-owned vehicle to and from another mode of travel (air, other ground/vehicle, rail, marine, transit) is subject to this policy.

Rates will be adjusted annual with the Federal Rate		
Modes of Transportation	Effective/Applicability Date	Rates per Mile
If use of privately owned automobile is authorized due to no NCPHD-furnished automobile is available	July 1, 2024	\$.56 per mile <u>Current</u> <u>Federal Rate</u>
If NCPHD-furnished automobile is available, but not desirable	July 1, 2024	\$.20
If a privately owned automobile is used and NCPHD is reimbursed for travel by another agency	July 1, 2024	Actual reimbursement NCPHD receives

I Payroll Policies

You will be paid semi-monthly. Hours worked the 1st through the 15th of the month are paid on the 25th of the month and hours worked the 16th through the last day of the month are paid on the 10th of the

following month. If a pay date falls on a week-end or holiday, you will be paid on the last working day prior to these dates.

The North Central Public Health District does not provide advance payments of salary, or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from North Central Public Health District, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to North Central Public Health District for someone else to receive the check.

Qualifying employees will receive longevity pay according to the following schedule:

- At 5 years employee will receive up to \$25.00/month based on their FTE; At 10 years employee will receive up to \$50.00/month based on their FTE; At 15 years employee will receive up to \$75.00/month based on their FTE; At 20 years employee will receive up to \$100.00/month based on their FTE; At 25 years employee will receive up to \$125.00/month based on their FTE; and at 30 years employee will receive up to \$150.00/month based on their FTE.

J. Statement Regarding Pay Practices

The North Central Public Health District makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the North Central Public Health District has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to the Finance Manager. North Central Public Health District will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the North Central Public Health District's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

K. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important.

If you have changes in any of the following items, please notify the Office Manager to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax-withholding.

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Employees may not intentionally withhold information from North Central Public Health District about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, North Central Public Health Districts may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

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L. Performance Reviews

All North Central Public Health District employees will receive regular performance reviews in January. Performance reviews serve as one factor in decisions related to employment, such as training, step pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

North Central Public Health District's goal is to provide an employee with his/her first formal performance evaluation within six months after hire or promotion. After the initial evaluation, North Central Public Health District will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- A self-evaluation
- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis utilizing the *Frequent Check-in* form.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences Policy

Employees are expected to report to work as scheduled, on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized North Central Public Health District business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call or text no later than 7:30 a.m. on the employee’s work day. Employees should also call the main North Central Public Health District number and leave a message. Not reporting to work ~~or and~~ not texting or calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Annual Leave/Vacation

It is the policy of North Central Public Health District to provide each full-time employee with annual leave vacation time on a periodic basis. The amount of annual leave vacation to which an employee becomes entitled is determined by the employee’s length of service as of his/her employment anniversary date.

Eligible New Employees

Full-time new employees in their first year will receive their initial awarded vacation on the first of the month following two full months of employment. The amount of the award is pro-rated to reflect the employees hire date and the months remaining in the calendar year.

Prorated by start date for new hires in the first year:

Hire Date	After 2 Months -- --		STEP ONE		STEP TWO	
	Award Date		Hire Year Prorated Amount Awarded		1 st January Following Hire Year 90 Hours Awarded (12 days)	
January 2024 <u>2023</u>	April 2024 <u>2023</u>		67.5 hrs. (9 days)		January 2022 <u>2024</u>	
February 2024 <u>2023</u>	May 2024 <u>2023</u>		60 hrs. (8 days)		January 2022 <u>2024</u>	
March 2024 <u>2023</u>	June 2024 <u>2023</u>		52.5 hrs. (7 days)		January 2022 <u>2024</u>	
April 2024 <u>2023</u>	July 2024 <u>2023</u>		45 hrs. (6 days)		January 2022 <u>2024</u>	
May 2024 <u>2023</u>	August 2024 <u>2023</u>		37.5 hrs. (5 days)		January 2022 <u>2024</u>	
June 2024 <u>2023</u>	September 2024 <u>2023</u>		30 hrs. (4 days)		January 2022 <u>2024</u>	
July 2024 <u>2023</u>	October 2024 <u>2023</u>		22.5 hrs. (3 days)		January 2022 <u>2024</u>	
August 2024 <u>2023</u>	November 2024 <u>2023</u>		15 hrs. (2 days)		January 2022 <u>2024</u>	
September 2024 <u>2023</u>	December 2024 <u>2023</u>		7.5 hrs. (1 day)		January 2022 <u>2024</u>	
October 2024 <u>2023</u>	January 2022 <u>2024</u>		90 hrs. (12 days)		January 2023 <u>2025</u>	
November 2024 <u>2023</u>	February 2022 <u>2024</u>		82.5 hrs. (11 days)		January 2023 <u>2025</u>	
December 2024 <u>2023</u>	March 2022 <u>2024</u>		75 hrs. (10 days)		January 2023 <u>2025</u>	

Thereafter, vacation days will be awarded to all employees in the month of January of the New Year.

For Regular, Full-Time employees, vacation is awarded as follows:

Hire to 1 st year	See above prorated chart
1 st to 2 nd year	97.5 hours (13 days)
2 nd to 3 rd year	105 hours (14 days)
3 rd to 4 th year	112.5 hours (15 days)
4 th to 5 th year	112.5 hours (15 days)
5 th to 6 th year	120 hours (16 days)
6 th to 7 th year	127.5 hours (17 days)
7 th to 8 th year	135 hours (18 days)
8 th to 9 th year	142.5 hours (19 days)
9 th to 10 th year	150 hours (20 days)
10 th to 11 th year	150 hours (20 days)
11 th to 12 th year	157.5 hours (21 days)
12 th to 13 th year	165 hours (22 days)
13 th to 14 th year	172.5 hours (23 days)
14 th to 15 th year	180 hours (24 days)
15 th + Years	187.5 hours (25 days)

For Part-Time employees, vacation is awarded as follows:

For part-time employees the amount of vacation awarded is determined by their employment hire date and pro-rated by their FTE.

Employees who are scheduled for less than 21.75 hours per week shall not be entitled to paid vacation time.

Vacation awarded in January must be used by March 31st of the following year. Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation, and will not be paid for awarded, but unused vacation at the time of termination (regardless of the reason). Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation. In the event that a public health emergency hinders staff from using vacation hours exceptions to the use/lose dates and vacation payouts may be granted at the Public Health Administrator's discretion.

C. Sick Leave

North Central Public Health District provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the ~~Office Manager~~ [Human Resource Manager](#). Please also refer to the Oregon Sick Leave Law poster that is posted in the east hallway of Annex A.

Eligibility and Accrual of Paid Sick Leave

Under Oregon’s Paid Sick Leave Law and this policy, “employee” includes regular, part-time, regular, full-time, hourly, salaried, exempt, non-exempt, seasonal and temporary employees.

The first month, following two (2) completed full months of employment, a full-time employee shall be credited with fifteen (15) hours of accrued sick leave or prorated by FTE. Thereafter, full time employee shall continue to accrue sick leave at the rate of seven and one-half (7.5) hours for each full calendar month of active employment. Part time employees will accrue sick time per their FTE. Sick leave is provided by North Central Public Health District to cover “sickness” and is not to be used as a supplement for vacation.

Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Sick leave must also be used whenever an employee needs time off to attend a routine medical appointment. Absences due to illnesses or injuries that qualify under the Oregon Family Leave Act (OFLA) will not be counted against an employee’s attendance record.

Sick leave is not accumulated while an employee is on a leave of absence without pay. In the case of a work-related accident or injury, you may use sick time to offset any hours not paid through Workers’ Compensation, or to offset the reduction in regular pay until accumulated sick time is used. At no time, however, can the combination of these exceed normal earnings, nor can you use more sick time than what you have accumulated.

Pay Rate and Carryover

Paid sick leave will be paid at the employee’s regular rate of pay.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee’s sick leave balance will be restored.

~~Employees are not entitled to be paid for earned but unused sick days, either before or when their employment is terminated for any reason.~~

Use of Sick Leave

Paid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.
 - “Family member” means the eligible employee’s spouse, same-gender domestic partner (as described in ORS 106.30 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner’s child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner’s parent, grandparent, grandchild; and any individual with whom the employee has or had an in loco parentis relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.

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- 3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon's domestic violence leave law (ORS 659A.272).
- 4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

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Employee Notice of Need for Sick Leave

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Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of North Central Public Health District. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with North Central Public Health District's call-in procedures. See Section

An employee must contact his/her supervisor daily while on sick leave, unless on extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, North Central Public Health District may deny the use and legal protections of sick leave.

Sick Leave Documentation

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If an employee takes more than three consecutive scheduled workdays as sick leave, North Central Public Health District may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

Sick Leave Abuse

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If North Central Public Health District suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, North Central Public Health District may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

~~Employees who abuse sick leave or violate this policy will be subject to discipline, up to and including termination.~~

D. Holidays and Floating Holidays

North Central Public Health District recognizes **ten eleven** holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 37.5 hours per week.

The holidays celebrated are:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his/her regularly scheduled hours the workday before and the workday after the holiday, or have been on an approved vacation day or any other excused absence under North Central Public Health District's policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive time and a half payment for the hours worked.

Floating Holiday

Employees may select 1 (one) additional day off with pay (known as a "floating holiday") during a calendar year.

Floating holidays are awarded on the employee's anniversary date. Floating holidays may not be accrued.

Employees must coordinate requests for floating holidays with their supervisor. Part-time employees, who are eligible for benefits will receive a proportional amount of time off.

E. Family Medical Leave

OFLA Leave Policy

The following is a summary of Family and Medical Leave policy and procedures under the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Oregon law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used OFLA Leave. In all cases, applicable Oregon laws, rules, policies and collective bargaining agreements govern the employee's and North Central Public Health District's rights and obligations, not this policy.

North Central Public Health District does not have any "eligible employees" for purposes of the federal Family Medical Leave Act.

Employees seeking further information should contact the ~~Office Manager Human Resource~~ or your supervisor. Please also refer to the "Oregon Family Leave Act" notice posted in the east end hall on the employee bulletin board which is incorporated here by reference.

Definitions

Family Member

- o "Family member" is defined as a spouse (including registered, same-sex domestic partners), parent (biological, adoptive, step, foster, or *in loco parentis*), parent of a registered, same-sex domestic partner, parent-in-law, grandparent, grandchild, or "child" (see definition below).

Child

- o "Child" includes a biological, adopted, foster or stepchild, the child of a registered, same-sex domestic partner, or a child with whom the employee is in a relationship of *in loco parentis*. For purposes of Serious Health Condition Leave, the "child" can be any age; for all other types of leave under OFLA, the "child" must be under the age of 18 or over 18 if incapable of self-care because of a mental or physical disability.

Eligible Employee

- ~~o To qualify for OFLA Leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave, an employee must have been employed for at least 180 days (no per-week hourly minimum is required). For purposes of Oregon Military Family Leave Act leave, an employee becomes eligible after having worked only 20 hours per week (no minimum length of employment required).~~

OFLA – To qualify for OFLA leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week.

Parental Leave – To qualify for Parental Leave under OFLA, an employee must have been employed for at least 180 days (no per-week hourly minimum is required).

OMFLA – For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per wweek (no minimum length of employment required). A different calculation method applied for reemployed service members under USERRA who seek OMFLA leve; see Human Resources Manager for more information.

Public Health Emergency Leave – Employees are eligible to take any OFLA leave during a Public Health Emergency if they have worked: (a) more than 30 days immediately before the date on which the leave would begin; or (b) an average of 25 hours per week in the 30 days immediately before the date on which the leave would begin. See definition of “public health emergency” definition below.

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Serious Health Condition

- o “Serious health condition” is defined under OFLA as an illness, injury, impairment, or physical or mental condition that, for example: requires inpatient care in a medical care facility such as a hospital, hospice or residential facility such as a nursing home; requires constant or continuing care such as home care administered by a health care professional; or involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. “Serious health condition” also includes any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Other conditions may qualify as “serious health conditions”; please see your supervisor for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as “serious health conditions”.

Public Health Emergencies

A “public health emergency” is a public health emergency declared under ORS 433.441 or an emergency declaration declared uner ORS 401.165. An example of this is when the State of Oregon declared a COVID-19 state of emergency in March 2020 and the wildfire state of emergency in June 2021.

Reasons for Taking Leave

Family Medical Leave is defined to include and may be taken under any of the following circumstances:

1. Employee’s Serious Health Condition Leave: To recover from or seek treatment for an employee’s serious health condition, including pregnancy-related conditions and prenatal care.

2. Family Member's Serious Health Condition Leave: To care for a Family Member with a serious health condition.
3. Oregon Military Family Leave Act Leave ("OMFLA"): During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.
4. Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.
6. Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a Serious Health Condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick Child Leave is not available if another family member is able and willing to care for the child.
7. Bereavement Leave. See the Bereavement Leave Policy on (F page 24) of this handbook.

Length of Leave

In any One-Year Calculation Period, eligible employees may take:

- Up to twelve (12) weeks of Parental Leave, Serious Health Condition Leave (employee's own or family member), or Sick Child Leave;
- An additional twelve (12) weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee ("Pregnancy Disability Leave"); and
- Employees who take the entire twelve (12) weeks of Parental Leave may be entitled to an additional twelve (12) weeks of Sick Child Leave.

One-Year Calculation Period

The "twelve month period" during which leave is available (also referred to as the "One-Year Calculation Period") will be determined by a rolling twelve-month period measured backward from the date an employee uses any family medical leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the twelve weeks which has not been used during the immediately preceding 12 months.

Intermittent Leave

Intermittent or reduced schedule leave may be taken when medically necessary due to the serious health condition of a covered family member or the employee. Employees must make reasonable efforts to schedule planned medical treatments so as to minimize disruption of North Central Public Health District's operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both North Central Public Health District and the employee. Intermittent leave for Parental Leave is not available.

Employee Responsibilities – Notice

Employees must provide at least 30 days' notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for a serious health condition of the employee or of a family member. If 30 days' notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to North Central Public Health District within 24 hours of commencement of the leave

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee shall advise their supervisor as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify their supervisor within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with North Central Public Health District's normal call-in procedures. Employees who fail to comply with North Central Public Health District's call-in procedures may be disciplined, or may have their period of OFLA leave reduced.

Certification

Generally speaking, employees must provide sufficient information for North Central Public Health District to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider.

Additionally:

1. Employees requesting Serious Health Condition leave for themselves or to care for a family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request.
2. Employees requesting Sick Child Leave may be required to submit, at a minimum, a note from a doctor or health care provider if the employee has requested to use more than three days (i.e., one, three-day occurrence or three separate instances) of sick child leave within a One-Year Calculation Period.

Employees must furnish North Central Public Health District's requested medical certification information within 15 calendar days after such information is requested by North Central Public Health District. In some cases (except for leave to care for a sick child), North Central Public Health District may require a second or third opinion, at North Central Public Health District's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a medical certification.

Medical Certification Prior to Returning to Work

If family medical leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification from his/her health care provider stating that the employee is able to resume work.

Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including floating holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on OFLA leave. Use of accrued paid leaves will run concurrently with OFLA leave. If the employee has no accrued paid leave, floating holidays, vacation, compensatory time or sick leave available to use during an OFLA leave, the leave will be unpaid.

Holiday Pay While on Leave

Employees receiving short or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved family medical leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

On-the-Job Injury or Illness

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

Benefits While on Leave

North Central Public Health District will continue the employee's health coverage under any group health plan during a period of approved OFLA leave on the same terms as if the employee had continued to work. The employee must continue to make any regular contributions to the cost of the health insurance premiums during the period of approved OFLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an OFLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in North Central Public Health District's benefit plans.

Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated Family Medical Leave period, reinstatement may not be available unless the law requires otherwise.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

Restoration of Leave Bank at Time of Re-Employment

An employee who leaves employment with North Central Public Health District for any reason may be eligible for OFLA leave if they are re-employed by North Central Public Health District within 180 days of the separation and if the employee was eligible for OFLA leave at the time of the separation. Special rules apply to employees who temporarily stop working for North Central Public Health District for 180 days or less; please speak with Human Resource for more information.

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F. Bereavement Leave

Employees who have worked for North Central Public Health District for 180 calendar days, and averaged at least 25 hours per week, will be granted up to three (3) days off with pay, and may take up to two weeks of unpaid bereavement leave per death of a Family Member (defined below). Employees who have worked for North Central Public Health District for 90-180 days may use up to 40 hours of accrued sick leave for bereavement purposes, and who have experienced the death of a Family Member (defined below). Employees who have worked for North Central Public Health District for fewer than 90 days may not be eligible for leave; see [Office-Human Resource](#) Manager for more information.

Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA. For purposes of this policy, "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse.

Employees who wish to take bereavement leave must inform North Central Public Health District as soon as possible after receiving notification of a Family Member's death. Although prior notice is not required, verbal notice must be provided within 24 hours of beginning leave. Written notice must be provided to North Central Public Health District within three days of returning to work. Employees are required to use any available sick leave during the period of bereavement leave; vacation time will be used if the employee has no available sick leave.

G. Jury and Witness Duty

Jury Duty

North Central Public Health District will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's supervisor to verify the need for such leave. Jury duty leave is paid time off. Jury duty compensation for time served must be submitted to the ~~Office-Human~~ Manager when received.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his/her ~~her~~ supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness ~~duty~~ fees to the ~~Office-Human Resource~~ Manager upon receipt.

Except for employee absences covered under North Central Public Health District's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee may use Leave without Pay after consultation with their supervisor. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

H. Religious Observances Leave and Accommodation Policy

North Central Public Health District respects the sincerely held religious beliefs and observances of all employees. North Central Public Health District will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on North Central Public Health District's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the employee's supervisor, and may require the requesting employee to provide proof of the "sincerely held" religious belief.

I. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his/her immediate family

member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

“Immediate family member” includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, North Central Public Health District may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney’s office, police report, a protective order issued by a court, or similarly reliable sources.

J. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his/her minor dependents.

Reasons for taking leave include the employee’s (or the employee’s dependent’s) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his/her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to your supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. North Central Public Health District will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give North Central Public Health District notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee’s behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a “reasonable safety accommodation” that will allow the employee to more safely continue to

work, unless such an accommodation would impose an “undue hardship” on North Central Public Health District. Please contact your supervisor immediately with requests for reasonable safety accommodations.

K. Military Leave

Employees who wish to serve in the military and take military leave should contact the [Office-Human Resource](#) Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered “federal active duty” for training under this policy; other requirements apply. Please contact the [Office-Human](#) Manager for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

North Central Public Health District offers medical, vision, dental, and life insurance for all of its regular, full-time employees and part-time employees working 0.6 FTE or greater. North Central Public Health District pays the cost of individual coverage for benefited eligible employees. Those employees who wish to have their dependents included in the insurance plan are required to pay a portion of the monthly premium for that coverage on a payroll deduction basis.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by North Central Public Health District. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by North Central Public Health District, employees will be advised and provided with copies of relevant plan documents. Enrollment packets are provided to all benefit eligible employees during the annual open enrollment process. For further questions employees can contact the [Office Human](#) Manager.

B. Employee Assistance Program (EAP)

This free, confidential service is provided by Canopy (~~previously Cascade Centers~~) and is available to all employees and dependents covered on a CIS Regence medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting the [Office Human](#) Manager, or you can contact Canopy directly at 1-800-433-2320, or at ~~www.cascadecenters.com~~ www.canopywell.com.

C. Workers' Compensation and Safety On the Job

You are protected by Workers' Compensation Insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

If you are injured on the job, North Central Public Health District wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury ~~at the time it happens, and~~ no later than 24 hours after injury.

2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to your supervisor.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, you will – under most circumstances – be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. ~~These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement.~~ North Central Public Health District does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by North Central Public Health District, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, North Central Public Health District will attempt to provide you with a temporary job assignment for a reasonable period of time (~~usually 6 months or less~~) until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with North Central Public Health District. While you are on modified or transitional work, you are still subject to all other North Central Public Health District rules and procedures.

Overlap With Other Laws

North Central Public Health District will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

D. PERS (Public Employees' Retirement System) Benefits

North Central Public Health District participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about North Central Public Health District's contributions to employee PERS or OPSRP plans, please see the [Office-Human](#) Manager for more information.

North Central Public Health District will consider allowing PERS-eligible employees to retire from his/her employment with the North Central Public Health District and then rehiring them, as permitted under Oregon law. The North Central Public Health District will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the North Central Public Health District, and the ability of existing employees to perform the work of the retiring employee. Please see Human Resource for more information.

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V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

North Central Public Health District works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to North Central Public Health District's reputation.

North Central Public Health District expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees except where noted in this policy or where it is inconsistent with applicable law ~~and/or collective bargaining agreement provisions~~. This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

- Possession, transfer, use or being under the influence of any alcohol while on North Central Public Health District property, on North Central Public Health District time, while in North Central Public Health District clothes, while driving North Central Public Health District vehicles (or personal vehicles while on North Central Public Health District business), or in other circumstances which adversely affect North Central Public Health District operations or safety of North Central Public Health District employees or others;
 - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- ~~Failure to notify NCPHD of an arrest or conviction under any criminal drug or alcohol statute within two days of the arrest or conviction;~~
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on North Central Public Health District property, on North Central Public Health District time, while in North Central Public Health District clothes, while driving NCPHD vehicles (or personal vehicles while on North Central Public Health District business), or in other circumstances which adversely affect North Central Public Health District operations or safety of North Central Public Health District employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in system while on North Central Public Health District property or on North Central Public Health District time.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances

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by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to North Central Public Health District property, or possessing, items or objects on North Central Public Health District property that contain any "controlled substance," including, for example, "pot brownies", "edibles" and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in North Central Public Health District property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (or controlled substances), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to North Central Public Health District property.
- ~~Refusing to cooperate with any and all tests required by this policy. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.~~

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or North Central Public Health District operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect North Central Public Health District operations or safety of North Central Public Health District employees or other persons, North Central Public Health District may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide North Central Public Health District with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as North Central Public Health District will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above)

Testing

North Central Public Health District reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a ~~drug and alcohol test~~ criminal background check;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a North Central Public Health District vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when NCPHD reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, North Central Public Health District may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the Director or the Director's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the Director. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings. An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the Director. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on North Central Public Health District property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, North Central Public Health District may search furniture, equipment or other property provided to the employee by North Central Public Health District, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by North Central Public Health District to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

North Central Public Health District recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. North Central Public Health District is willing to help such employees obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask a supervisor or Director for assistance.

North Central Public Health District will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and North Central Public Health District to the extent its existing benefits package covers some or all of the program costs.

Although North Central Public Health District recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of North Central Public Health District's policy is discovered, the employee's willingness to seek North Central Public Health District or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement. A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address his/her substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with his/her performance and to specify the performance required for the employee to achieve in order to continue to be employed by North Central Public Health District. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or North Central Public Health District is prohibited unless written authorization is obtained from the employee.

B. Mobile Devices Policy

This policy applies to employee use of cell phones, smart phones, tablets, and all similar devices, all of which are referred to as "mobile devices" in this policy.

Cell Phones and Mobile Devices in General (both North Central Public Health District-provided and personal cell phones)

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or North Central Public Health District-provided mobile devices may not violate North Central Public Health District's policies against harassment and discrimination. Thus, employees who use a personal or North Central Public Health District-provided mobile device to send a text or instant message to another employee (or to a citizen or someone not employed by North Central Public Health District) that is harassing or otherwise in violation of North Central Public Health District's policies prohibiting discrimination, harassment, bullying, and retaliation will be subject to discipline up to and including termination.

Non-exempt employees may not use their personal or North Central Public Health District-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their supervisor. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a nonexempt employee's obligation from recording time for all hours worked.

Employee Use of North Central Public Health District-Provided or Paid For Mobile Devices

Mobile Devices are made available to North Central Public Health District employees on a limited basis to conduct North Central Public Health District's business. Determinations as to which employees receive North Central Public Health District-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, North Central Public Health District may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of North Central Public Health District away from the office – see your supervisor for more information.

Employees who receive a mobile device from North Central Public Health District must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy ~~(including those policies applicable to personal cell phone use)~~. Further, employees who receive a cell phone, or mobile device, from North Central Public Health District must acknowledge and understand that because the mobile device is paid for and provided by North Central Public Health District, or subsidized by North Central Public Health District, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if North Central Public Health District has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other North Central Public Health District policy.

Employees should have no reasonable expectation of privacy in a North Central Public Health District-provided or paid for mobile device. An employee who refuses to provide North Central Public Health District access to his/her personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

~~Employees may not use NCPHD-provided mobile devices to call 1-900, 1-976 or similar "pay per minute" services.~~ Further, family and friends may not use an employee's North Central Public Health District-provided mobile device.

Mobile Devices and Public Records

North Central Public Health District-related business conducted on North Central Public Health District-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against North Central Public Health District or individual employees.

Employee Use of Mobile Devices with Cameras

~~Cameras of any type, including any type of mobile device, or cell phone, with built-in cameras and video photography devices, may not be used at any NCPHD-sponsored function unless authorized to do so by the supervisor.~~

Cameras of any type, including mobile device with built-in camera and video photography options, may not be used during working hours, or at any North Central Public Health-sponsored function unless authorized to do so by the Director.

Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law

also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of North Central Public Health District vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by North Central Public Health District.

Employees are prohibited from using handheld cell phones for any purpose while driving on North Central Public Health District-authorized or North Central Public Health District-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages while driving on North Central Public Health District business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hand-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

C. Use of North Central Public Health District Email and Electronic Equipment and Services

North Central Public Health District uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such North Central Public Health District property.

Ownership

All information and communications in any format, stored by any means on or received or transmitted via North Central Public Health District's electronic equipment or services is the sole property of North Central Public Health District.

Use

All of North Central Public Health District electronic equipment and services are provided and intended for North Central Public Health District business purposes only and not for personal matters, communications or entertainment. Access to the Internet, websites and other electronic services paid for by North Central Public Health District are to be used for North Central Public Health District business only.

This means that employees may not use the North Central Public Health District-provided Internet, or North Central Public Health District electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate North Central Public Health District's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;

- Engage in any activity that violates the rights of any person or North Central Public Health District, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other North Central Public Health District-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use North Central Public Health District-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). North Central Public Health District email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using North Central Public Health District electronic equipment and services are not private. Any data created, received or transmitted using North Central Public Health District's equipment or services are the property of North Central Public Health District and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on North Central Public Health District's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect North Central Public Health District's ownership of the electronic information, electronic equipment, or services, or North Central Public Health District's right to inspect such information.

North Central Public Health District reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of North Central Public Health District's electronic equipment and services, including all communications and internet usage and resources/sites visited. North Central Public Health District will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on North Central Public Health District's computer systems or mobile devices without approval from the Director and/or Wasco County IS Department (WCIS). All software installed on North Central Public Health District's computer systems must be licensed. Copying or transferring of North Central Public Health District-owned software to a personal device/equipment may be done only for personal devices/equipment used for North Central Public Health District business and with the written authorization of the Director and/or WCIS.

All hardware will be purchased and installed through Wasco County IS department.

If an employee's work dictates the persistent use of a laptop, a laptop will be the user's "PC" and a docking station (standard monitor, keyboard and mouse) will be provided at the user's desk for use when in the office.

Computer configuration and specification will be determined based on the essential functions of the position.

A user logon and password will be given to each individual. This is unique to each user and should NOT be divulged to any other individual. This logon/password allows each user to log on any computer on the North Central Public Health District network and gives them the same network rights as if they logged on their regular workstation.

Software standards have been established to ensure North Central Public Health District-wide compatibility, efficiency in use and support.

Individual software packages may be authorized to meet an individual department's unique needs. Software will not be downloaded from the Internet. If there is a need to do this, the user must get the Director's approval and submit a MOJO to Wasco County IS to perform the download. This is to prevent virus infection and to confirm compatibility.

No application software may be copied or installed from a non-North Central Public Health District computer. This does not include word processing documents or spread sheets (data) that a user has worked on at a non-North Central Public Health District work location.

All other software must meet North Central Public Health District standards, be removed from the PC, or proven to North Central Public Health District officials that there is a "business related need" including a valid license for the software.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by North Central Public Health District management. No employee can examine, change or use another person's files, output, username or password unless they have explicit authorization from the Director, after consulting the Wasco County IS Department, to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of

communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

North Central Public Health District's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate North Central Public Health District's policies on harassment and discrimination.

D. Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal or commercial web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with North Central Public Health District, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of North Central Public Health District or North Central Public Health District's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any of North Central Public Health District's policies including North Central Public Health District's no-harassment and no-discrimination policies and workplace violence policies. Similarly, postings that include threats of violence that are physically threatening or intimidating, bullying or harassing, discriminatory remarks, or similar inappropriate or unlawful conduct will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to an North Central Public Health District-owned or -maintained website without identifying yourself as an North Central Public Health District employee.

Express only your personal opinions. Never represent yourself as a spokesperson for North Central Public Health District, unless you are authorized by your manager/supervisor to do so. If North Central Public is a subject of the content you are creating, be clear and open about the fact that you are an North Central Public Health District employee, and make it clear that your views do not represent those of North Central Public Health District or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, North Central Public Health District's employees and elected officials, and suppliers or other third parties who do business with North Central Public Health District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs,

video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, North Central Public Health District employees or elected officials, that might constitute harassment or bullying and/or that violate North Central Public Health District policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or North Central Public Health District policy.

Maintain the confidentiality of North Central Public Health District's confidential information. Do not post internal reports, policies, procedures or other internal, North Central Public Health District-related confidential communications or information. (See "Workplace Privacy and Confidentiality" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, ~~engage in lawful collective bargaining activity~~, or to express an opinion on a matter of public concern that does not unduly disrupt North Central Public Health District operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against North Central Public Health District's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

North Central Public Health District's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by North Central Public Health District.

Nothing in this policy prohibits North Central Public Health District from requiring an employee to produce content from his/her social media or internet account in connection with an North Central Public Health District-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

E. Workplace Privacy and Confidentiality Confidential North Central Public Health District Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with North Central Public Health District policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees, who access, use or disclose confidential information, contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of North Central Public Health District) may be removed from our premises without permission from the Director. Likewise, any materials developed by North Central Public Health District employees in the performance

of their jobs is the property of North Central Public Health District and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to North Central Public Health District's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

At North Central Public Health District, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the North Central Public Health District or the North Central Public Health District's citizens.

We at North Central Public Health District are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to North Central Public Health District from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets North Central Public Health District's or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

G. Open-Door Policy

North Central Public Health District's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. North Central Public Health District's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in North Central Public Health District, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the Director and/or the Board of Health Chairperson.

H. Outside Employment

Generally, employees may obtain employment with an employer other than North Central Public Health District or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of North Central Public Health District time (including the employee's work time), North Central Public Health District facilities, equipment and supplies, or the prestige or influence of the employee's position with North Central Public Health District. In other words, the employee may

not engage in private business interests or other employment activities on the North Central Public Health District's time or using the North Central Public Health District's property;

- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for North Central Public Health District.

North Central Public Health District requires employees to report outside employment to their supervisor before the outside employment begins. Thereafter, an employee must provide an update to his/her supervisor on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

I. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on North Central Public Health District property, or in an North Central Public Health District vehicle; (see "Alcohol/Drug Use Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas, no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or,
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

J. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours.

This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of North Central Public Health District employees to express their personal political views.); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by North Central Public Health District (see "Holidays" section, above), North Central Public Health District is open for business on Mondays through Fridays

during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the Director (or his/her designee) will decide whether to and to what extent North Central Public Health District will close. Information regarding a closure will be transmitted to employees through HAN Alert system. In the event that the office is closed, employees will be compensated for the time.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your supervisor. If staff cannot reach the office and are able to serve North Central Public Health District from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides. If North Central Public Health District remains open, but an employee chooses to not report to work due to weather concerns, the employee must use accrued leave for that day. It is an unpaid day for those with no leave.

L. Driving While on Business

Employees using a private vehicle to conduct North Central Public Health District business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized North Central Public Health District business use, should make any necessary arrangements with their insurance carriers. Private vehicles may only be used if a North Central Public Health District vehicle is not available and with Director's approval.

North Central Public Health District may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with North Central Public Health District, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify North Central Public Health District when there are transactions on your driving record such as speeding tickets and citations.

While on North Central Public Health District business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their supervisor of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above ~~on page 35~~.

Employees who receive a ticket or citation while driving a North Central Public Health District-owned vehicle or while on North Central Public Health District business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

M. Workplace Violence

North Central Public Health District recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect

to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance ~~many~~ manner by North Central Public Health District.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with North Central Public Health District, or that threaten the safety, security or financial interests of North Central Public Health District. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to the Director.

NCPHD also may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others.

N. Workplace Inspections – No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by North Central Public Health District pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by North Central Public Health District; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances. The Director or his/her designee will notify the reporting employee of any action taken in response to the report.

O. Smoke-Free Workplace

North Central Public Health District provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to North Central Public Health District property, vehicles or facilities/buildings.

North Central Public Health District buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, North Central Public Health District prohibits tobacco/marijuana use in or around NCPHD vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of North Central Public Health District's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. North Central Public Health District is a tobacco/marijuana free campus. A designated smoking area is in the lower parking lot.

P. Hiring of Family Members

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at North Central Public Health District subject to the same

selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor, or Human Resources. The employees and North Central Public Health District will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, North Central Public Health District will make the final decision, based on North Central Public Health District's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by North Central Public Health District. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

Q. Vaccinations

Employee Immunization Requirements

In accordance with North Central Public Health District's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases which may be reduced by vaccinations, risk assessment, screening and mitigation strategies. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, Oregon Health Authority, OSHA, and other health authorities, as applicable.

To purpose of the policy is to provide clear guidance for employee health screening, to include new employee health assessment for respirator fit-testing and communicable disease history, immunization requirements, and screening for communicable diseases such as tuberculosis (TB).

The employee health onboarding will be provided by a collaborative effort between the Health Officer, Clinical Programs Supervisor, and Immunization Coordinator with specific duties outlined herein.

All employees will be subject to the following employee requirements: *Health Questionnaire*, *Tuberculosis Health Questionnaire* (symptom screen and risk assessment), baseline TB screening, proof of immunity, and respirator regulations as it applies to the job description. These health assessments are a mandatory part of the hiring process and must be completed within 30 days of hire, and will be coordinated at no cost to the employee.

1. Employee Health Questionnaire:

The Health Officer and Clinical Programs Supervisor review all new employee *Health Questionnaires*. Communicable disease history is evaluated and necessary titers, immunizations, accommodations and/or work restrictions are coordinated by the Clinical Programs Supervisor. Respirator fit-testing screen and

any necessary accommodations are coordinated by the Health Officer in collaboration with the PHEP coordinator who provides respirator fit-testing.

2. Tuberculosis (TB) Screening

All employees must complete a *Tuberculosis Screening Questionnaire* and have a risk assessment upon hire. NCPHD currently follows CDC and OHA guidelines for "Settings Classified as Low Risk", thus annual TB testing is not recommended.

- a. Baseline TB testing is required if no baseline TB results are available from within the last year except the following employees: documented history of a positive TB test, TB disease, or TB treatment. Two Step TB Skin Testing will be used to screen for TB infection.
- b. All newly hired employees with a newly positive TB test result will be evaluated by the Health Officer for symptoms and referred for a chest x-ray,
 - a. NEGATIVE chest x-ray: latent tuberculosis infection (LTBI) treatment will be reviewed by the Health Officer OR the employee will be referred to their primary care provider.
 - b. POSITIVE chest x-ray: employee will be advised follow up at Emergency Department.

3. Immunization and proof of immunity

- a. All employees must document proof of immunity to certain communicable diseases including measles, mumps, rubella (German measles), varicella (Chicken Pox), Hepatitis B, and COVID-19 unless a reasonable exemption and accommodation is approved. Acceptable proof of immunity is as follows:

Measles, mumps, rubella and varicella: record of 2 doses of vaccine, positive titer results or provider documentation of illness.

Hepatitis B: record of a complete vaccine series or titer if vaccine record unavailable.

Tetanus/Diphtheria/Pertussis: record of Tdap vaccine within the last 10 years.

Influenza: record of annual influenza vaccine.

COVID-19: record of a complete vaccine series.

- b. Vaccination will be offered to those employees who are not immune to all the above communicable diseases.
- c. Employees may request an exemption for specific vaccines due to a medical reason or because of a sincerely held religious belief, and must submit a completed Request for Accommodation form to Human Resources. Accommodations may be granted where they do not cause NCPHD undue hardship or pose a direct threat to the health and safety of others. Employees granted exemptions may be excluded from work in the event of an outbreak of any of the disease above for the duration determined by the local health authorities. Employees who are granted exemptions for the following vaccines will be required to also adhere to the following:
 - i. **COVID-19**
 - Wear an N95 mask at all times in the facility and/or when interacting with community members, staff or clients when representing NCPHD while the mandate and policy is in effect.
 - May be asked to be tested each week while the mandate and policy is in effect and turn in test results to Health Officer each week.
 - Keep air purification system on in their work area while they are present.

4. Employee Health Record

Health screenings and documentation required herein will be kept and maintained with your employee file in Human Resources.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and North Central Public Health's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other North Central Public Health District records.
- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any North Central Public Health District property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of North Central Public Health District equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on North Central Public Health District property.
- Carrying firearms or any other dangerous weapon on North Central Public Health District premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on North Central Public Health District property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another North Central Public Health District employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by North Central Public Health District.
- Misrepresentation of North Central Public Health District policies, practices, procedures, or your status or authority to enter into agreements on behalf of North Central Public Health District. Employees may not use North Central Public Health District's name, logo, likeness, facilities, assets or other resources of North Central Public Health District for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or North Central Public Health District policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by North Central Public Health District or outside regulatory or legislative bodies.
- Harassment or discrimination that violates North Central Public Health District policy.

This statement of prohibited conduct does not alter North Central Public Health District's policy of at-will employment. North Central Public Health District remains free to terminate the employment relationship at

any time, with or without cause or notice. Either you or North Central Public Health District remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet North Central Public Health District standards, North Central Public Health District will determine whether it will terminate the employee's employment or ~~endeavor, when it deems appropriate, to~~ provide the employee a reasonable opportunity to correct the deficiency ~~through progressive discipline (such as in no particular order, verbal warnings, written warnings, suspensions without pay and demotions).~~ ~~This can be accomplished through forms of discipline short of termination, such as verbal warnings, written warnings, suspensions without pay, and demotions (in no particular order).~~ The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of North Central Public Health District policies, procedures and rules and for other inappropriate behavior or conduct, North Central Public Health District may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. North Central Public Health District may also choose to send the employee to a training or an education opportunity.

In all cases, North Central Public Health District ~~retains sole discretion to will~~ determine the nature and extent of any discipline based upon the circumstances of each individual case. ~~Accordingly, N~~ North Central Public Health District ~~reserves the right to may~~ proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when North Central Public Health District deems such action appropriate. ~~At all times,~~ North Central Public Health District retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

C. Retirement or Resignation From Employment

If you choose to resign or retire, it is anticipated that you will give North Central Public Health District as much notice as possible – preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave North Central Public Health District, you will not be eligible for re-employment at a later date. Employees who miss three or more consecutive work days without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the Director or Board of Health Chairperson before making a final decision. All employees may be asked to complete an exit interview.

Employees must return all North Central Public Health District property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Office Manager on or before their last day of work. Employees should meet with the ~~Office Human Resource~~ Manager at the time their resignation is given to discuss continuation of benefits.

D. References

All requests for references or recommendations must be directed to the Director. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance.

By policy, North Central Public Health District discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

DRAFT

VII. Employee Acknowledgement

Acknowledgment of Receipt of ~~2021-2023~~ Personnel Policies

North Central Public Health District – Employee Handbook Version ~~23~~

I acknowledge that I have received and will read a copy of North Central Public Health District's ~~2021-2023~~ Personnel Policies (Employee Handbook). I also understand that a copy of the Personnel Policies (Employee Handbook) is available to me at any time to review in the ~~Office~~ Human Resource Manager's office or on the Shared Drive.

I understand that North Central Public Health District has adopted the Personnel Policies (Employee Handbook) only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in North Central Public Health District's sole discretion. I also understand that the Personnel Policies (Employee Handbook) control over any other contradictory statements. I acknowledge that the Personnel Policies (Employee Handbook) are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either North Central Public Health District or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review North Central Public Health District's policies regarding equal employment opportunity and that the North Central Public Health District aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to the ~~Office~~ Human Resource Manager or my supervisor.

During my employment with North Central Public Health District, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

North Central Public Health District

Draft as of 4/14/2023

Questions from North Central Public Health District to Wasco and Sherman County

WC – Wasco County

SC – Sherman County

PH – NCPHD and/or Public Health

1. What is the vision of Wasco County for public health and how we serve the Wasco and Sherman County communities? This should not change from current service provided the State does not make changes to our requirements.
2. How would WC support OAR 333-014-0550 and the fundamental programs and capabilities needed to support PH? We will provide the required services as required by OAR.

Financial:

1. Has WC facilitated a fiscal review to determine the cost savings, if any, and/or how much if NCPHD went back under WC? We have not done a cost analysis at this time.
2. How would the general funds continue to support PH financial needs? Would they continue at the current level? Funding would be approached the same way we do for all other departments as defined in the book *The Human Side of Budgeting* (Scott Lazenby 2013) The current contribution would be the base funding percentage moving forward. We provided this book several months ago for review.
3. How will general funds support be determined? See question 2.
4. How does WC currently support other departments with GFs? See question 2
5. Would WC take an overhead or administrative fee from PH Program Element funding received from the state, federal and/or private grants? If so, how much and how is that amount determined? General Fund Departments do not pay allocated charges - my understanding is part of PH would be General. WC does not have a full indirect cost recovery program. The areas of recovery are primarily for IT support.

6. Do you anticipate charging PH for rent, IT services or facility support? How is this determined for WC departments? If so, what is that amount? Depends on the structure. Right now, rent is not collected - I don't see that changing. IT & facility support should receive some charges.

7. How would WC facilitate the PH budget and financial support? The portion considered General Fund funded would participate in the allocation of the general revenues. The budget would be built as part of the WC budget process and this would cut down on the time PH staff spend building up to the budget committee. The allocation of the general revenues assists with financial support - it is assigned and does not require a "sales" pitch. The Finance Office & HR Office would be there to fully support PH and free up the PH staff to focus on the mission of PH instead of AP, Payroll, AR, GL maintenance, HR, annual financial audit, etc. Additionally, WC has made significant contributions to PERS Side Accounts. This has resulted in about 9% rate credit. This is contributed primarily by the General Fund for the good of all departments. (Public Works does contribute significantly.) This has aided WC in controlling our PERs rates. This would also assist PH as our rates would be calculated with PH & WC being 1 entity.

8. What would you like/need to know about PH financing? How PH sees the organizational structure. I believe there is a large amount of grant funding and special purpose funds. Do these require separate funds? How many distinct funds does PH utilize? Do you use project accounting? How many staff are currently at PH in administration and what are their areas of responsibility & position title?

9. How do you see the transfer of financial responsibility and what would be included in the transfer of duties such as; AP/AR, payroll, grant funding, reporting, invoicing, clinic billing, PERs, banking, etc. What day to day responsibilities would remain with NCPHD specifically? There is spectrum in the current department based primarily on size (and history to a degree). Finance does AP/AR, payroll and the associated reconciliations. Departments handle their own reporting - with training and assistance from Finance as needed. Departments enter POs & invoices that are then placed in the workflow for approval. Invoicing is typically done from Finance with departments providing us the information. But Finance would have no problem allowing a department to initiate invoices - after training. Cash receipts are typically started in the department, sent to finance for review and posting. Grant reports are the departments responsibility - Finance will assist as needed. PH would still be responsible for tracking and managing their budget. Finance would provide tools and training to use the tools.

10. Do you anticipate reducing programs or services provided by PH and/or PH budget? If so, how would a determination to reduce programs or services be evaluated and made? We do not anticipate a reduction. The current salary levels at PH will need to be reviewed in light of WC Compensation Philosophy. (WC aims for mid-marked -50th percentile - or so. This is defined as step 3 on each pay grade.) Each grade has 9 steps. It is anticipated that this will result in increased personnel costs (with a portion offset by the PERS Side Account savings.). So, no. We see no cuts. But IF this is to happen, the decision to do so would require PH leadership as they know the priorities. Finance does not see a reduction in staff for administrative functions, rather the decreased pressure (printing checks, reconciliations, payroll processing, gl maintenance, audit, etc) and focus on PH operations. The side thought I have is PH seems to utilize more grants than any WC department. If capacity permits, a PH employee may be focused on grants and provide assistance managing that for WC as a whole.

11. How and who (WC/PH) will absorb the cost of the transition? PH would be a part of WC and as such WC would absorb the cost. If there are costs associated with PH ending as a separate entity, those should be covered by PH to the extent possible. This hinges on what is defined as "costs of the transition". There will be quite a bit of work setting up the systems - this would be covered by the staff involved. So, until the joining of the organizations, PH staff time spent on the transition would be paid by PH. WC staff time would be paid by WC. Final audit should be paid by PH. Messaging costs to staff could be split. The important point here is after the organizations are rejoined, all costs become WC - PH would be a department of the County. Part of the cost would be training on Munis. Finance would ensure sending relevant individuals to Tyler Connect 202x for a deeper understanding of Munis even before the point of transition. (Too late this year - but will be around this time next year.) PH staff may already attend this conference for Eden.

12. Would NCPHD be included in the WC annual financial audit? For audits of periods starting after the rejoined organization absolutely. For the final audit of NCPHD that should be covered by PH. Although, the audit would be after the organizations have joined so the PD dept of WC would/should pay that bill. After that, it is WC responsibility. Other audits specific to health care would remain the responsibility of PH.

13. What would be, or is, the policy on signing of MOU's, contracts, and grants, etc.? Do all go to the BOCC for approval? Departments have signing authority up to 5k. The Board of Commissioners acts as the contract review board and signs all contracts.

14. How and who would oversee NCPHD contracts and MOU's with OHA and community partners? These would all be initiated by the department and reviewed by the Department Director, Administrator, and Legal.

15. Would legal support (enforcement, contract reviews, etc.) be supported financially by WC or charged directly to PH? Legal supports the entirety of Wasco County and PH would fall under the county. We do not currently allocate legal to individual departments but as we refine our budget process we may start to push those costs to the departments since we are also pushing the revenue to the departments that we used to manage centrally.

Human Resources:

1. How do you envision WC transitioning the PH staff to WC? We know there was conflict when PH became a district. How would you recommend addressing this with all staff and what support programs would you see putting in place to address this pre and post transition? This will just be a communication process to staff along with completing all of the associated paperwork and enrollments.
2. What role would WC have in HR; review of compensation, alignment of job postings, job descriptions, staff recruitment, hiring, on-boarding, orientation, training, evaluations, staff dismissals, staff layoffs and policies? All of the above. We have a fully functioning HR department.
3. What is the process with WC on creating and hiring a new position? Would we have the independence to staff as our programs and budget allow? If you have the money in the budget and it is sustainable then you can staff as desired. All positions go through HR for recruitment and finance for funding.
4. How do you see the move to WC impacting PH staff benefits such as; salary/pay, step increases, PERs, Insurance, sick leave, vacation, onboarding new staff? Is an overall orientation with WC part of the onboarding for all new staff? PH staff would be treated as a new hire and would go through orientation and fall into the county compensation philosophy and pay matrix.
5. NCPHD currently offers a stipend for bi-lingual staff (qualified and certified level). How does WC address this? This is accounted for in pay equity as part of the position scoring. Staff would not get a stipend. Stipends are probably not legal under pay equity rules since they are included as pay.

Wasco County BOCC

1. What decisions by PH that are currently made at the BOH level or by the leadership team would need to go to the BOCC for approval? What is the current process for other departments? Example; policies and programs? BOCC oversees budget, contracting. Without knowing what decisions you are referring to, it is hard to answer. Generally, the Board approves new programs, grant funded programs, etc.

Sherman County:

1. What services would WC offer to Sherman County specific to public health and how would that be implemented? Same services as currently offered however they are currently implemented.
2. How do you see the partnership with SC if PH moves back to WC? We have always had good partnerships with Sherman. We would essentially be contracting for services with Sherman so whatever Sherman wants we can discuss the service, costs, implementation, etc.
3. What would be the financial responsibility of SC? We would provide service based on their State funding or any other services requested.
4. How would SCs voice be heard in partnership with WC? Sherman has direct contact with Wasco currently. I would not see any changes in that relationship.
5. Do you see PH having a PH Advisory Board (with SC representation) that would make recommendations to Wasco BOCC? That is one model that could be considered.

Communication:

1. Would NCPHD use the WC PIO? Who would have final approval of PH PSAs? What is the process on sending out a PSA? Who would it come from – NCPHD director, health officer or Wasco County? Yes they would have access. All messaging would be approved at the Department Director, Administrator, and Board levels.
2. NCPHD has a policy to provide information in English and Spanish. Does WC have a policy that supports equitable communications? We do not have a policy to do it but we do in several department on critical information.
3. Would NCPHD continue to operate our website as is, or would we combine ours with WC? Who would facilitate the upkeep of information for NCPHD? TBD
4. Would we continue to be called North Central Public Health District (NCPHD)? Would there be a change and who would facilitate the re-naming/branding of PH? It would no longer be a district. Branding would happen over time.
5. What level of autonomy do you see NCPHD having to support the needs of the community? Fairly unrestricted. If you have funding to do it and it is sustainable then you will generally have autonomy to move it forward.

General:

1. What assurance from WC will PH get on decisions made and/or answers to questions regarding moving back to WC? I don't understand this question as it relates to assurances. We will answer all questions to the best of our ability.

2. Do you anticipate changing the structure of PH and the programs offered, such as; moving our reproductive health clinic to the private sector? I don't anticipate any changes to services providing that funding isn't cut.

3. How would WC work to absorb PH back with WC? Is WC staffed to support the change? (Finance, HR, etc.) We are currently staffed to support the change.

4. Would the PH director/administrator position continue with WC as a department director? Who would the position report to? This would be a department director level position reporting to the Administrator.

5. Do you see the PH director role in PH continuing to make PH decisions based on state and staff research and input? What decisions would need to go to the county administrator or BOCC? Outside of running the overall business of the County, the Administrator is mostly hands off on department level decisions. New programs, purchasing, policy and political are monitored by the Administrator.

6. Who would the Public Health Officer (medical) report to? Public Health Director.

7. What is your expectation on how long the transition would take? Do you have a timeline in mind or do you see that be developed as part of the process? It would take a minimum of 6 months. I don't see this happening until July 1 2024. January 1 2024 would be the soonest.

8. Are you open to having a facilitator work with WC and PH to help in the transition process? No

9. Will WC look to secure and/or build a new public health facility in the future? In the event of a facility change, would WC absorb the costs? What role would PH have in the determination of a facility and what space (clinic, offices, lobby, etc.) would be needed by PH? We are currently working on purchasing a new building. If PH occupies space in the new facility then you would be part of the transition process.

10. How do you see WC supporting PH required enforcement around Environmental Health and Communicable Disease? Without knowing the needs of those programs this is hard to answer. If it is required then it is required. I don't see change in how you currently do it.

11. Will current PH inventory (computers, vehicles, etc.) become property of WC? If so, will WC support the repairs and upkeep? Will vehicles be moved to public works, put in a pool or remain with public health? Everything will become part of Wasco County as the district will no longer be an entity. Purchasing will be at the department level. support from facilities, IT, HR will extend to the PH department.

12. For program specific decisions that support public health, what would need to come to WC prior to implementation? For example: We are looking at providing a needle exchange program at public health that may be controversial for some, but supports the overall health of community members. This would be at the department level provided it does not rise to the level of Commission because of citizen complaints etc.

NCPHD

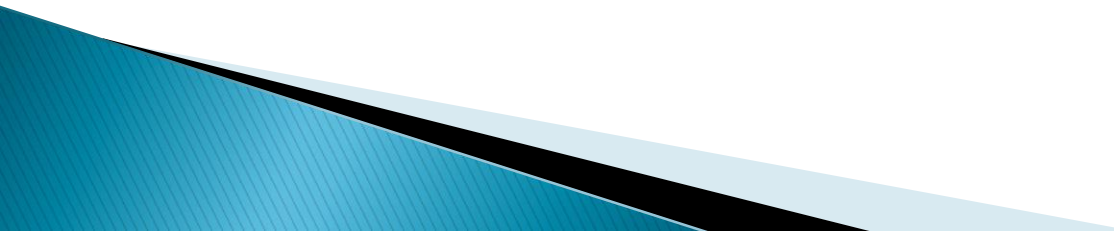
Summary of discussion with Wasco County
August, 2023
Shellie Campbell, Director

Meeting with Wasco County

July, 2023

- ▶ Shellie Campbell and Brita Meyer (NCPHD)
 - ▶ Tyler Stone and Mike Middleton (Wasco County)

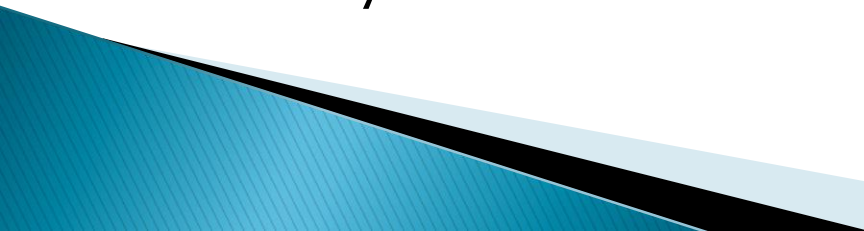
 - ▶ *Met to discuss draft Question & Answers document (sent to BOH)

 - ▶ *Focused mainly on Financial Q&A, some Human Resource Q&A
- 

Summary

- ▶ Some of our takeaways...
- ▶ *Funding from Sherman County should stay the same (for now). We (they) will need to evaluate the funding amount further. Program Elements (PH) funding from Sherman County would pass through to public health (need clarification on process for pass through).
- ▶ *Wasco County funding (general funds) would stay the same; they anticipate it may be increased, dependent on county budget and revenue (possibly 3 – 5% each year).

Summary, cont.

- ▶ *Programs would not be changed and positions would not be lost as long as public health could budget and support (need clarification). General funds currently used to support underfunded programs.
 - ▶ *Contracting with Sherman County. We need to have attorneys discuss specifics, to include, Administrator position, funding pass through, enforcement process, financial reporting to the state.
 - ▶ *More conversations (workgroups) will need to take place to answer program element requirements, staffing and budgeting, especially for possible impact to Sherman County.
- 

Next Steps

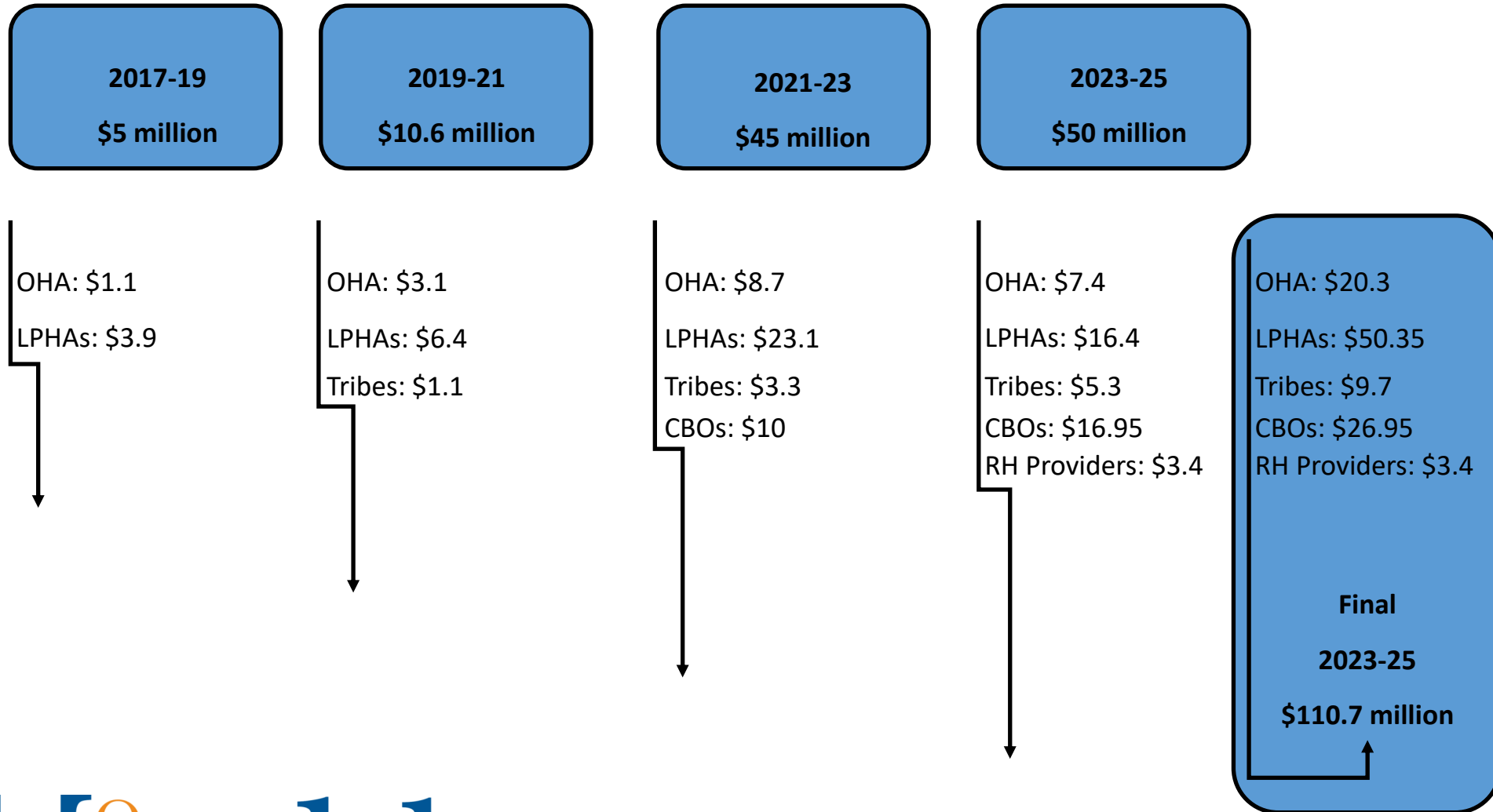
After a meeting with Commissioner Bird and Commissioner Brady (July, 2023) a recommendation of next steps was discussed to present to the BOH:

- ▶ *Bring Q&A to BOH along with summary (mailed for review, discuss at August BOH meeting)
- ▶ *Address comments, questions, concerns with BOH and NCPHD staff
- ▶ *Ask for recommendation from BOH on moving forward with discussions with Wasco and Sherman County
- ▶ *Coordinate “work sessions” with both counties, together with NCPHD and county staff members, BOCC/County Court (to address questions, concerns, barriers, solutions)
- ▶ *Invite attorneys from each entity to work sessions. Ask attorneys to start discussions on a draft IGA with Wasco and Sherman and/or work on current IGA for the district
- ▶ *Invite Oregon Health Authority to the discussions (work sessions, as appropriate)

Thoughts?

- ▶ Questions and Answers??

Legislative investment in public health modernization, 2017-2025



PE 51 Public Health Modernization Funding by LPHA

July 17, 2023

		PE 51-01 State GF; Individual LPHA funding			
County Group	Population	Total Allocation (7/1/23- 6/30/25)	Bridge Funding 7/1/23-9/30/23	21-Month Allocation (10/1/23- 6/30/25)	Avg Award Per Capita
Wheeler	1,436	\$ 428,482	\$ 12,811	\$ 415,671	
Gilliam	2,071	\$ 433,685	\$ 13,981	\$ 419,704	
Wallowa	7,541	\$ 466,892	\$ 0	\$ 466,892	
Harney	7,640	\$ 471,317	\$ 16,760	\$ 454,557	
Grant	7,337	\$ 492,772	\$ 18,978	\$ 473,793	
Lake	8,246	\$ 499,633	\$ 18,860	\$ 480,773	
Morrow	12,315	\$ 589,786	\$ 27,047	\$ 562,739	
Baker	17,148	\$ 538,593	\$ 23,902	\$ 514,691	\$ 61.52
Crook	26,162	\$ 611,287	\$ 36,316	\$ 574,971	
Curry	23,897	\$ 564,336	\$ -	\$ 564,336	
Jefferson	25,404	\$ 722,659	\$ 43,066	\$ 679,593	
Hood River	23,894	\$ 707,617	\$ 45,138	\$ 662,479	
Tillamook	27,868	\$ 693,750	\$ 41,854	\$ 651,895	
Union	26,673	\$ 608,694	\$ 35,381	\$ 573,313	
Sherman, Wasco	28,733	\$ 1,376,237	\$ 57,557	\$ 1,318,680	
Malheur	32,095	\$ 810,781	\$ 51,492	\$ 759,288	
Clatsop	41,971	\$ 719,284	\$ 45,695	\$ 673,589	
Lincoln	51,090	\$ 802,563	\$ 56,268	\$ 746,295	
Columbia	53,156	\$ 794,757	\$ 56,075	\$ 738,683	
Coos	65,112	\$ 933,857	\$ 69,196	\$ 864,661	
Klamath	70,848	\$ 1,048,964	\$ 74,667	\$ 974,298	\$ 20.92
Umatilla	80,302	\$ 1,241,861	\$ 99,143	\$ 1,142,718	
Polk	90,593	\$ 1,030,606	\$ 78,448	\$ 952,157	
Josephine	88,695	\$ 1,160,964	\$ 95,367	\$ 1,065,596	
Benton	95,594	\$ 1,008,852	\$ 76,377	\$ 932,475	
Yamhill	108,993	\$ 1,202,574	\$ 98,705	\$ 1,103,869	
Douglas	111,716	\$ 1,284,825	\$ 113,749	\$ 1,171,076	
Linn	131,194	\$ 1,378,443	\$ 112,141	\$ 1,266,301	\$ 11.75
Deschutes	207,561	\$ 1,576,003	\$ 135,721	\$ 1,440,282	
Jackson	224,013	\$ 1,909,454	\$ 174,914	\$ 1,734,540	
Marion	348,616	\$ 3,709,811	\$ 321,398	\$ 3,388,413	\$ 9.22
Lane	383,958	\$ 2,833,226	\$ 270,747	\$ 2,562,479	
Clackamas	430,421	\$ 2,843,729	\$ 274,179	\$ 2,569,550	
Washington	606,378	\$ 4,551,490	\$ 448,144	\$ 4,103,345	
Multnomah	810,242	\$ 5,986,838	\$ 596,610	\$ 5,390,229	\$ 7.27
Total	4,278,913	\$ 46,034,623	\$ 3,640,690	\$ 42,393,933	\$ 10.76

County Size Bands

Extra Small	Small	Medium	Large	Extra Large
up to 20,000	20,000-75,000	75,000-150,000	150,000-375,000	above 375,000

Public Health Modernization LPHA Funding Formula

Funding Formula Update: May 2023

July 17, 2023

Public Health Modernization GF for Program Element 51-01

Funding period 10/1/2023-6/30/2025

Total funds available to LPHAs through the funding formula = **\$42,393,933**

(2021-23 LPHA PHM investment \$33,484,623 + 2023-25 additional investment \$16,950,000) - (FY24 Q1 bridge funding \$3,640,690 + PE 51-02 regional funding \$4,400,000) = Total 21-month PE 51-01 awards

County Group	Population ¹	Base component									Matching and Incentive fund components		Total county allocation				Avg Award Per Capita
		Floor	Burden of Disease ²	Health Status ³	Race/Ethnicity ⁴	Poverty 150% FPL ⁴	Rurality ⁵	Education ⁴	Limited English Proficiency ⁴	Matching Funds	Incentives	Total Award	Award Percentage	% of Total Population	Award Per Capita		
Wheeler	1,436	\$ 400,000	\$ 355	\$ 720	\$ 1,048	\$ 2,256	\$ 8,677	\$ 2,039	\$ 577	\$ -	\$ -	\$ 415,671	1.0%	0.0%	\$ 289.46		
Gilliam	2,071	\$ 400,000	\$ 750	\$ 575	\$ 1,349	\$ 2,636	\$ 12,514	\$ 1,856	\$ 24	\$ -	\$ -	\$ 419,704	1.0%	0.0%	\$ 202.66		
Wallowa	7,541	\$ 400,000	\$ 2,231	\$ 1,756	\$ 3,439	\$ 6,478	\$ 45,567	\$ 6,168	\$ 1,254	\$ -	\$ -	\$ 466,892	1.1%	0.2%	\$ 61.91		
Harney	7,640	\$ 400,000	\$ 3,411	\$ 2,106	\$ 4,712	\$ 12,388	\$ 20,470	\$ 9,724	\$ 1,745	\$ -	\$ -	\$ 454,557	1.1%	0.2%	\$ 59.50		
Grant	7,337	\$ 400,000	\$ 3,212	\$ 1,859	\$ 3,234	\$ 9,768	\$ 44,334	\$ 9,481	\$ 1,906	\$ -	\$ -	\$ 473,793	1.1%	0.2%	\$ 64.58		
Lake	8,246	\$ 400,000	\$ 3,913	\$ 3,379	\$ 5,900	\$ 14,105	\$ 31,556	\$ 15,703	\$ 6,217	\$ -	\$ -	\$ 480,773	1.1%	0.2%	\$ 58.30		
Morrow	12,315	\$ 400,000	\$ 4,118	\$ 7,754	\$ 18,333	\$ 20,397	\$ 34,133	\$ 37,915	\$ 40,089	\$ -	\$ -	\$ 562,739	1.3%	0.3%	\$ 45.70		
Baker	17,148	\$ 400,000	\$ 7,610	\$ 5,814	\$ 8,946	\$ 25,085	\$ 42,490	\$ 21,583	\$ 3,163	\$ -	\$ -	\$ 514,691	1.2%	0.4%	\$ 30.01	\$ 59.45	
Crook	26,162	\$ 400,000	\$ 10,332	\$ 11,745	\$ 12,836	\$ 28,723	\$ 75,908	\$ 32,723	\$ 2,705	\$ -	\$ -	\$ 574,971	1.4%	0.6%	\$ 21.98		
Curry	23,897	\$ 400,000	\$ 12,029	\$ 7,879	\$ 15,306	\$ 30,850	\$ 55,928	\$ 26,396	\$ 15,947	\$ -	\$ -	\$ 564,336	1.3%	0.6%	\$ 23.62		
Jefferson	25,404	\$ 400,000	\$ 12,611	\$ 13,061	\$ 50,538	\$ 34,815	\$ 96,895	\$ 42,170	\$ 29,504	\$ -	\$ -	\$ 679,593	1.6%	0.6%	\$ 26.75		
Hood River	23,894	\$ 400,000	\$ 5,497	\$ 6,187	\$ 26,823	\$ 21,023	\$ 75,330	\$ 54,663	\$ 72,955	\$ -	\$ -	\$ 662,479	1.6%	0.6%	\$ 27.73		
Tillamook	27,868	\$ 400,000	\$ 11,606	\$ 9,708	\$ 17,007	\$ 32,584	\$ 117,209	\$ 35,516	\$ 28,266	\$ -	\$ -	\$ 651,895	1.5%	0.7%	\$ 23.39		
Union	26,673	\$ 400,000	\$ 10,820	\$ 8,695	\$ 14,685	\$ 37,739	\$ 67,848	\$ 26,421	\$ 7,105	\$ -	\$ -	\$ 573,313	1.4%	0.6%	\$ 21.49		
Sherman, Wasco	28,733	\$ 800,000	\$ 11,719	\$ 10,223	\$ 50,048	\$ 74,058	\$ 231,030	\$ 100,687	\$ 40,916	\$ -	\$ -	\$ 1,318,680	3.1%	0.7%	\$ 45.89		
Malheur	32,095	\$ 400,000	\$ 12,774	\$ 13,990	\$ 39,668	\$ 61,210	\$ 93,899	\$ 81,131	\$ 56,615	\$ -	\$ -	\$ 759,288	1.8%	0.8%	\$ 23.66		
Clatsop	41,971	\$ 400,000	\$ 17,052	\$ 14,620	\$ 29,993	\$ 47,614	\$ 98,839	\$ 45,092	\$ 20,379	\$ -	\$ -	\$ 673,589	1.6%	1.0%	\$ 16.05		
Lincoln	51,090	\$ 400,000	\$ 24,708	\$ 17,892	\$ 43,806	\$ 66,132	\$ 116,044	\$ 50,644	\$ 27,068	\$ -	\$ -	\$ 746,295	1.8%	1.2%	\$ 14.61		
Columbia	53,156	\$ 400,000	\$ 19,185	\$ 18,418	\$ 33,571	\$ 52,266	\$ 140,081	\$ 69,287	\$ 5,875	\$ -	\$ -	\$ 738,683	1.7%	1.2%	\$ 13.90		
Coos	65,112	\$ 400,000	\$ 31,083	\$ 25,471	\$ 48,776	\$ 100,399	\$ 150,898	\$ 89,293	\$ 18,740	\$ -	\$ -	\$ 864,661	2.0%	1.5%	\$ 13.28		
Klamath	70,848	\$ 400,000	\$ 36,724	\$ 24,020	\$ 71,766	\$ 123,846	\$ 160,883	\$ 112,543	\$ 44,516	\$ -	\$ -	\$ 974,298	2.3%	1.7%	\$ 13.75	\$ 19.69	
Umatilla	80,302	\$ 400,000	\$ 31,306	\$ 28,122	\$ 100,277	\$ 111,484	\$ 141,037	\$ 183,820	\$ 146,671	\$ -	\$ -	\$ 1,142,718	2.7%	1.9%	\$ 14.23		
Polk	90,593	\$ 400,000	\$ 27,252	\$ 33,414	\$ 87,591	\$ 106,402	\$ 109,079	\$ 104,252	\$ 84,168	\$ -	\$ -	\$ 952,157	2.2%	2.1%	\$ 10.51		
Josephine	88,695	\$ 400,000	\$ 43,872	\$ 30,566	\$ 55,542	\$ 151,968	\$ 240,981	\$ 111,336	\$ 31,331	\$ -	\$ -	\$ 1,065,596	2.5%	2.1%	\$ 12.01		
Benton	95,594	\$ 400,000	\$ 18,586	\$ 21,725	\$ 102,300	\$ 137,691	\$ 108,386	\$ 48,388	\$ 95,399	\$ -	\$ -	\$ 932,475	2.2%	2.2%	\$ 9.75		
Yamhill	108,993	\$ 400,000	\$ 33,634	\$ 33,704	\$ 111,252	\$ 110,742	\$ 148,865	\$ 147,127	\$ 118,545	\$ -	\$ -	\$ 1,103,869	2.6%	2.5%	\$ 10.13		
Douglas	111,716	\$ 400,000	\$ 55,557	\$ 47,240	\$ 66,481	\$ 154,085	\$ 277,971	\$ 144,252	\$ 25,490	\$ -	\$ -	\$ 1,171,076	2.8%	2.6%	\$ 10.48		
Linn	131,194	\$ 400,000	\$ 50,418	\$ 45,945	\$ 97,160	\$ 169,229	\$ 250,811	\$ 175,898	\$ 76,841	\$ -	\$ -	\$ 1,266,301	3.0%	3.1%	\$ 9.65	\$ 10.80	
Deschutes	207,561	\$ 400,000	\$ 54,686	\$ 60,317	\$ 113,552	\$ 205,932	\$ 346,705	\$ 160,713	\$ 98,377	\$ -	\$ -	\$ 1,440,282	3.4%	4.9%	\$ 6.94		
Jackson	224,013	\$ 400,000	\$ 83,844	\$ 78,034	\$ 166,102	\$ 299,960	\$ 271,433	\$ 279,320	\$ 155,847	\$ -	\$ -	\$ 1,734,540	4.1%	5.2%	\$ 7.74		
Marion	348,616	\$ 400,000	\$ 112,702	\$ 142,869	\$ 529,113	\$ 482,207	\$ 275,823	\$ 682,122	\$ 763,577	\$ -	\$ -	\$ 3,388,413	8.0%	8.1%	\$ 9.72	\$ 8.41	
Lane	383,958	\$ 400,000	\$ 134,322	\$ 123,021	\$ 363,410	\$ 567,841	\$ 406,548	\$ 372,984	\$ 194,352	\$ -	\$ -	\$ 2,562,479	6.0%	9.0%	\$ 6.67		
Clackamas	430,421	\$ 400,000	\$ 121,764	\$ 119,467	\$ 422,978	\$ 318,926	\$ 470,195	\$ 332,908	\$ 383,311	\$ -	\$ -	\$ 2,569,550	6.1%	10.1%	\$ 5.97		
Washington	606,378	\$ 400,000	\$ 131,233	\$ 177,342	\$ 1,053,383	\$ 471,368	\$ 204,823	\$ 580,158	\$ 1,085,038	\$ -	\$ -	\$ 4,103,345	9.7%	14.2%	\$ 6.77		
Multnomah	810,242	\$ 400,000	\$ 258,779	\$ 252,058	\$ 1,267,988	\$ 946,702	\$ 65,715	\$ 844,593	\$ 1,354,394	\$ -	\$ -	\$ 5,390,229	12.7%	18.9%	\$ 6.65	\$ 6.56	
Total	4,278,913	\$ 14,400,000	\$ 1,399,697	\$ 1,399,697	\$ 5,038,908	\$ 5,038,908	\$ 5,038,908	\$ 5,038,908	\$ 5,038,908	\$ -	\$ -	\$ 42,393,933	100.0%	100.0%	\$ 9.91	\$ 9.91	

¹ Source: Portland State University Certified Population estimate July 1, 2022

² Source: Premature death: Leading causes of years of potential life lost before age 75. OHA, CHS, Oregon Death Certificate data, 2017-2021.

³ Source: Quality of life: OHA, Oregon Behavioral Risk Factor Surveillance System (BRFSS), county file 2016-2019

⁴ Source: U.S. Census Bureau, American Community Survey (ACS), 5-year estimates, Table B02001, B15002, C16001, C17002, 2017-2021.

⁵ Source: U.S. Census Bureau, Decennial Census, SF1 Table P2, 2010

County Size Bands				
Extra Small	Small	Medium	Large	Extra Large
up to 20,000	20,000-75,000	75,000-150,000	150,000-375,000	(above 375,000)



Public Health
Prevent. Promote. Protect.

North Central Public Health District
"Caring For Our Communities"

NCPHD Contracts Summary for Board of Health Meeting of August 8, 2023

Submitted By: Shellie Campbell, Director

1. **OHA 170661-1:** First Amendment to Oregon Health Authority intergovernmental agreement for Environmental Health Services
 - a. *Fiscal Impact: None to NCPHD. License fee passed through to OHA \$90 23-29 (was \$45 21-23)*
2. **Fentanyl Hood River Contract:** NCPHD has received funds for regional overdose prevention work and is passing funds to Hood River County for their work.
 - a. *Fiscal Impact: 4,607.10*
3. **OHA 180026-0:** 2023-2025 Intergovernmental Agreement for the financing of Public Health services
 - a. *Fiscal Impact: Ongoing funding*
4. **Red Cross Agreement:** This Licensed Training Provider Agreement ("Agreement") is by and between The American National Red Cross ("Red Cross") and NCPHD, to license Red Cross training materials and curriculum to LTP to permit individuals who are both Red Cross-certified instructors in good standing and employees of LTP, or (if LTP is a non-profit organization) bona fide volunteers of LTP ("Instructors"), to deliver instruction in the Red Cross training courses
 - a. *Fiscal Impact: None*



Public Health
Prevent. Promote. Protect.

North Central Public Health District
"Caring For Our Communities"

NCPHD Directors Report for Board of Health Meeting of August 8, 2023

Presented by: Shellie Campbell, Director

Summer time, summer time, sum, sum, summer time! Does that ring a bell? July did not disappoint for the summer time heat here.

Over the past few months, we have been meeting with our community partners to introduce new staff, discuss our community needs and coordinate services.

*We toured the new MCCAC Transitional Housing in downtown The Dalles – The ANNEX. We then had a meeting with the MCCAC team on how NCPHD can partner with them to support their clients and provide needed services. The ANNEX is an impressive project that will help the community support our unhoused population.

*Our new CD Team and Health Officers have been meeting with local providers to continue to build relationships and discuss creative ideas to support training and education. This is an important role for public health and community partners in the reduction of communicable diseases and outbreaks.

*Our clinic team has been working with NORCOR to discuss our partnership with the BHRN grant to provide harm reduction services. We screen clients for STIs and provide birth control and education. We also provide information and education on tobacco cessation services and harm reduction practices.

*The CD Team has been connecting with long-term care facilities, the VA Hospital, senior centers, and local pharmacies to coordinate flu and COVID vaccinations starting this fall. This is an important project to mitigate outbreaks, especially in congregant care facilities, and to support the aging population. We have also started discussions with AGEPlus to provide vaccine clinics in Sherman County. They received a grant to provide outreach and coordination for aging adults to support getting vaccinated.

*The Environmental Health Team finished the first 6 months of the year by completing 100% of their licensed facility inspections which exceeds the State's 70% completion requirement! An impressive accomplishment! This was also while reviewing plans, working on mass gatherings, special events, educating new licensees, and inspecting water and septic systems.

*Many of our staff have been participating in a number of community events. We had a table at the PRIDE celebration where we provided education, prizes, and coupons to come in to the clinic for STI screenings. We have also participated in a number of car seat events and community children fairs in Wasco and Sherman County. We are excited to be "back at it" in the public venues!

*WIC is busy with attending Farmer's Markets to provide clients with coupons to purchase fresh fruits and vegetables. They have held a number of "drive through" pick-up events for clients to get their farmers market vouchers here at NCPHD which is a crowd favorite!

*Our PHEP team is busy finalizing the AAR (After Action Report) for COVID, which they will present to the BOH in the fall. They are also preparing for the Get Ready The Dalles event to provide important education around emergency preparedness on September 16th during National Emergency Preparedness Month. Our PHEP Coordinator, Matt has completed the American Red Cross certification for 1st Aid, CPR/APD which allows him to now provide training to staff and community members. This is an exciting and needed training for public health to offer. Nice work, Matt!

*The Home Visiting Team continues to have a full schedule providing nurse visits to our most vulnerable population to help our kiddos get off to a good start. We continue to receive a record number of referrals to provide services to children and pregnant women.

All of this work happens each day with an incredibly dedicated staff that includes the program coordinators, nurses, and program manager, and could not be done without the continued support and expertise of our administrative support team members and finance team.