

## **TABLE OF CONTENTS**

### **INTRODUCTION**

- Mission Statement
- Purpose
- Acting as a Representative of Purchase District Health Department

### **PERSONNEL ISSUES**

- Employee Orientation Aspects
- Merit System Rules and Regulations/Pay and Personnel Issues
- Probationary and Annual Increments
- Job Descriptions
- Employment Records
- Employment Verification

### **TIME AND LEAVE POLICIES**

- Status Types for Employees
- Official Work Station/Work Day Components
- Pay Periods/Pay Status/Timesheets/Method of Payment
- Types of Employee Classifications
- Absenteeism and Tardiness
- Reporting Unplanned Absences
- Annual Leave
- Sick Leave
- Family Medical Leave
- Sharing of Sick Leave
- Jury Duty/Court Leave
- Compensatory Leave/Overtime
- Holidays
- Inclement Weather
- Reinstatements and Transfers

### **FRINGE BENEFITS**

- Retirement
- Types of Insurance Coverage
- Other Fringe Benefits

### **CODE OF CONDUCT**

- Business Ethics
- Conflict of Interest
- Confidentiality
- Sexual Harassment
- Anti-Harassment

Violence or Threatening Behavior  
Abuse and Neglect  
Drug Free Workplace  
Political Activity  
E-Mails and Computers  
Privacy  
Personal Telephone Calls  
Gifts  
No Smoking Policy  
Disciplinary Action  
No Solicitation Policy  
Fraud Statement

**SAFETY AND HEALTH**

Emergencies/Disasters  
Incident Reporting  
Worker's Compensation

**OTHER POLICIES**

Travel  
Dress Code  
Work Areas  
Guests and Family Members  
Prohibition of Firearms  
Resignation Procedures

**GRIEVANCE PROCEDURES**

**REDUCTION IN WORK FORCE POLICY AND PLAN**

**FUTURE POLICY CHANGES**

## **INTRODUCTION**

**Welcome to the Purchase District Health Department. We hope you enjoy being a member of our team.**

### **Mission Statement**

The Purchase District Health Department is a public health agency with jurisdiction in five counties (Ballard, Carlisle, Fulton, Hickman, and McCracken).

The mission of the Purchase District Health Department is to provide environmental, preventive, curative, and health maintenance services to area citizens. Our primary goal is to have individuals in the Purchase adopt habits and behaviors that support a long and productive life span. This goal can be reached by direct health care, health education and counseling, and enforcement of laws that protect health and the environment.

To enable our clients to achieve their optimal functional level, we provide quality, cost effective home care to all clients served regardless of their race, color, religion, age, sex, economic status, handicap status, political beliefs, or national origin. We treat all clients with dignity and respect as we strive to help them.

The primary divisions of the Department are Home Health, Maternal and Child Health, Epidemiology and Chronic Diseases, and Environmental Health. There are 6 locations throughout the area served. The administrative headquarters (commonly referred to as Paducah District Office) for the district is located within the Paducah-McCracken Health Center in Paducah.

### **Purpose**

The purpose of this handbook is to summarize personnel related policies and procedures that affect all employees of the Purchase District Health Department. Many policies were developed from state-originated regulations.

This handbook is not a contract between the District and the employee. The Purchase District Health Department retains the right to modify personnel policies at any time without notice. In addition, modification of the Merit System Administrative Regulations, federal and state policies and procedures may result in nullification of policies and guidelines contained herein.

### **Acting as a Representative of Purchase District Health Department**

Over the years, the Purchase District Health Department has developed a favorable reputation in the community. This reputation is based in large part upon the perception of customers, vendors, suppliers, and others who visit our premises. Continued good community relations and reputation depend on what such persons see and hear when they visit our premises, and this in turn depends on how our employees conduct themselves on the job or whenever they are acting on behalf of, or representing, the Purchase District Health Department.

Each employee is required to conduct his or herself in a courteous, cooperative, and professional manner at all times when representing the Purchase District Health Department.

Discrimination against any visitor for any reason (e.g. race, color, national origin, sex, age, religion, or disability) is strictly prohibited and will be grounds for disciplinary action, up to and including termination of employment.

### **Employee Orientation Aspects**

Employment procedures of all individuals will be handled by the Human Resources Office. The initial orientation process will be comprised of the Personnel training, the Infection Control training, and the Home Health training (if applicable). The Personnel training will focus on the completion of necessary on-duty forms and the explanation of benefits and policies. The Infection Control training will focus on the explanation of proper procedures for bloodborne pathogens and OSHA safety, and ensuring that the employee has had the required medical procedures. The Home Health training will focus on the explanation of proper patient care procedures and on the state and federal guidelines.

The Purchase District Health Department is an Equal Opportunity Employer. We offer employment opportunity based on job qualifications, regardless of race, color, national origin, sex, age, veteran's status, religion, disability, sexual orientation, or any other protected characteristic.

### **Requirements for Employment:**

Employees of Purchase District Health Department must be able to complete an I-9 form, must have signed a release for a criminal background check to be performed by the District, must receive a TB skin test, and must obtain and maintain a bank account for direct deposit purposes.

In addition, all professional staff are required to maintain his/her professional license or certification and provide copies of the renewals to the Human Resources Manager.

Furthermore, each employee has the responsibility to inform in writing to the Human Resources Manager of any personnel and/or payroll related changes such as address changes, name changes, etc.

Immigration Reform and Control Act: The Immigration Reform and Control Act of 1986 requires that employees demonstrate acceptable forms of identification and complete the I-9 form upon initial employment. This information is required within three working days of initial employment and will be explained during initial orientation Personnel training.

Any questions about personnel issues of any nature should be directed to the Human Resources Office at (270) 444-9625.

### **Merit System Rules and Regulations/Pay and Personnel Issues**

Each employee should be familiar with the Merit System Administrative Regulations. Your work site has a readily accessible copy for reference purposes. This can also be viewed at <http://publichealth.state.ky.us/LHD-regulations.HTM>. The Department for Public Health, Local Health Personnel Office, oversees the operation of the Merit System for Local Health Departments in Kentucky. The regulations define personnel terms for local health departments, provide for an advisory council and administrative support of the council, establishes the classification and compensation plans for health departments, outlines the process for recruitment, examination, and certification of eligibles, describes the process for appointment, layoff, resignation, probationary periods, performance evaluations, promotions, transfers, demotions, disciplinary procedures, appeal procedures, leave provisions, political activity, and appointment of the director. The Purchase District Health Department can adopt policies and procedures in addition to the regulations as long as they are not in conflict with those regulations or state and federal labor laws.

### **Probationary and Annual Increments**

All employees are required to serve a probationary period upon initial employment. This period will last 13 pay periods unless an employee has been

sick more than 20 days or has been unable to complete a required job related training course. In the case of illness, the probationary period can be extended. The employee will either satisfactorily complete the probation period and receive a 5% probationary increment and regular status, or the employee will not successfully complete the probationary period and will be dismissed in accordance with Merit System Administrative Regulations and without right of hearing or appeal. The Merit System may require certain positions to have a longer probationary period up to 26 pay periods. A performance evaluation is the basis for making a determination of successful or unsuccessful completion of the probationary period.

Another evaluation is performed six months after the end of the probationary period, and on an annual basis thereafter, except when a promotion is given. This is called the annual increment evaluation. The results of the evaluation can determine whether the employee receives a monetary adjustment to wages. A below requirements rating will result in no increase in wages and can result in eventual dismissal. Ratings showing the employee meeting requirements can result in an increase in wages of up to 5% when the agency is in a financial position to give annual increments. The annual increment date may be adjusted when the employee has extended leave without pay. See the Merit System Administrative Regulations, 902 KAR 8:080 for more detail on this matter.

All employees will be evaluated at least once during each fiscal year. All evaluations will be given both orally and in writing. The employee's supervisor will meet privately with the employee to discuss the evaluation. At that time, the employee will be given an opportunity to respond in writing to the evaluation and to challenge any portion of the evaluation with which the employee disagrees. All employee responses to the evaluation will be reviewed by the Human Resources Manager and the Public Health Director as soon as possible after receipt. Evaluations, and any response thereto, are maintained in an employee's personnel file.

### **Job Descriptions**

A general job description is prepared for each job in the Purchase District Health Department. Job descriptions are based on the knowledge and skill required to perform the job, and on the position's overall impact on operations. You will receive a copy of your job description when you are hired and will receive a new one if you transfer to a different position. From time to time, you may be asked to review and suggest necessary updates for your job description.

### **Employment Records**

The Human Resources office maintains all employment records. Employees should inform the Human Resources office of any changes in name, address, telephone number, dependents, and bank account information. Employees may review their personnel files within the Human Resources office at a time of mutual agreement.

### **Employment Verification**

It is the policy of Purchase District Health Department to not issue personal employment references to other organizations and/or individuals. If an organization and/or individual contacts the Human Resources Office, the only items that shall be stated are rate of pay, start/termination dates, classification, and active/inactive status. This information will only be given if the requester has given the proper information to Purchase District Health Department. In the case of mortgage employment verifications, the entity that is issuing the loan will obtain a release signed by the employee.

## **TIME AND LEAVE POLICIES**

### **Status Types for Employees**

Full-Time Employee: A full-time employee is defined as one who works 37.5 hours per week for the Purchase District Health Department. Full time employees are eligible for benefits. Full time employees can be classified as hourly non-exempt or salary exempt.

Part-Time 100 hours/month Employee: This employee routinely works less than 37.5 hours per week but at least 100 hours per month average over a period of a calendar year. Part-time 100 hour employees do not receive holiday pay. They are eligible for other benefits.

Part-Time less than 100 hours/month, PRN (variable hour), and Payroll Contract Employee:

An employee who works less than 100 hours per month on average. These employees are not eligible for most benefits, vacation, sick, or holiday pay. Credit union membership and deferred compensation participation are allowed for all merit system employees (excludes contract employees).

**Request for changes in status must have prior approval of the Public Health Director, the supervisor and/or the Site Administrator and be submitted in writing to the Human Resources Manager for processing.**

## **Official Work Station/Work Day Components**

Official Work Station: The site at which the employee routinely works the most is considered the official work station. The official work station is a branch of the Purchase District Health Department, which is the employer of record. State regulations require that the employee's official work station be the facility that he/she works at most often, which may not be the site closest to the employee's home.

The Work Day: The official work week begins on Saturday at 12:01 a.m. and continues through Friday at midnight. Each local health center shall be open a minimum of 37.5 hours per week, excluding holidays. To serve the needs of the community, adjusted hours of operation may be established. Employees are not to begin work before their scheduled workday even though they may arrive early. Employees should leave the premises after their work day is complete.

Lunch: The supervisor or Site Administrator arranges for special hours and lunch scheduling. The District discourages approval of working through your lunch break. Lunch times should be completed between 11 a.m. and 2 p.m. and the actual lunch time is unpaid time. Taking lunch at the end of the day is not acceptable except in rare cases pre-approved by the supervisor.

Breaks: Two (2) breaks, not more than 15 minutes each, will be allowed for each 7.5 hours. Breaks should be scheduled by the supervisor and should not affect patient flow. Skipping breaks is not encouraged nor is taking breaks at the end of the day acceptable. Missed breaks cannot count as compensatory time or overtime. Missed breaks shall not be used for purposes of leaving early from your workstation.

## **Pay Periods/Pay Status/Timesheets/Method of Payment**

Pay Periods: Employees of Purchase District Health Department are paid on a bi-weekly basis or 26 pay periods, which end every other Friday. Employees are paid for a pay period one (1) week following the end of the pay period.

Pay Status: An employee is considered in pay status when the employee works or when he/she is on approved leave and has sufficient sick, annual, or compensatory leave hours (only for exempt employees) to cover time absent.

Timesheets: Each employee is required to submit a bi-weekly payroll time sheet and the timesheet must be completed accurately. **It is the responsibility of the employee to accurately complete and submit in a timely manner his/her timesheet to the appropriate designated person at their workstation.**

Employees or contract personnel who have been instructed to submit their time sheet directly to the Paducah District Office must ensure that it is postmarked as of the ending date of the pay period. Failure to ensure that your time sheet is received at the Paducah District Office on the payroll processing day (usually the first business day following the pay period ending) could result in a significant delay in receiving payment. Contract employees are responsible for submitting their visit slips at the same time they submit their time sheet, due to accreditation requirements. **Falsifying the time sheet is a serious offense and could result in dismissal. The honor system prevails.**

For explanations of the time sheet components such as the leave code symbols and definitions, refer to the Procedures and Forms Manual.

Method of Payment: As a condition of employment, all employees must have a designated bank account for monies to be direct deposited. There is no exception to this condition. On the Friday after the pay period ending date, each employee's paycheck net pay will be direct deposited into the employee's designated bank account. Prior to the pay date, each employee will receive a stub that contains all the information related to the paycheck, such as gross pay, deductions, leave balances, etc. New employees or any employee who makes changes to their designated bank account will receive an actual manual check mailed to their home. However, on the next pay date, the funds will be direct deposited into the designated account. Each bank account must be tested prior to sending a direct deposit amount. Direct deposits will be deposited on Friday (pay date).

### **Types of Employee Classifications**

Employees of the Purchase District Health Department will be classified into one of two groups: Salaried Exempt or Hourly Nonexempt. The Public Health Director will make the classification determination of each employee, based on management responsibilities, education, required licenses and certifications, salary or hourly rate, and other provisions contained in the Federal and State wage and hour guidelines. Although an employee may be eligible for the Salaried Exempt group, the decision for placement into groups lies solely with the Public Health Director. Refer to the following paragraphs for explanations of the classification types.

Salaried Exempt Employees: Employees classified in this group have management and supervisory responsibilities. Employees earn a consistent bi-weekly salary, with hours worked or claimed in excess of both 37.5 and 40 compensated with compensatory time on an hour for hour basis. For purposes of paying accumulated compensatory time and paying for emergency visits after regular work hours, an employee in this group will have a calculated hourly rate. This rate will be established by dividing 75 hours into the employees bi-weekly salary. Exempt employees will accrue compensatory time for hours in excess of 37.5 regardless of whether that time is classified as call time or emergency visits after normal work hours. There are no situations where time and one half pay is applicable to exempt employees. These employees accrue sick and annual leave each pay period and it is necessary for employees to use the accrued leave when missing a portion of the pay period.

Hourly Nonexempt Employees: All employees who are not classified as Salary Exempt will be placed into the Hourly Nonexempt group. This group may contain professionals and non-professionals. This group may have employees who could qualify as exempt under federal and state guidelines but those guidelines make it permissible rather than mandatory. Employees in this group are paid an hourly rate for hours worked. Full-time and part-time 100 hour employees in this group accrue vacation and sick leave hours each pay period and use those hours when off for any portion of the pay period. When all leave time is exhausted, then the employee's pay will be docked for any portion of the day missed. Leave time will only be needed when a full time employee needs to make up the difference between 37.5 hours and actual work time for a week. For nonexempt employees, overtime is considered to be work hours in excess of 37.5 which may be paid at the standard hourly rate or at time and one half rate depending on whether the employee exceeds 40 actual work hours in a week. Nonexempt employees may be directed to take time off in order to keep the work hours at 37.5 during the defined work week. To compensate employees in this group for emergency visits/duties after normal work hours, the employee will be paid at one and one half the calculated hourly rate. The premium rate is not related to paid overtime, but rather a bonus for emergency visits/duties after normal work hours. Call time will not be considered worked hours and is not subject to determining the 40 hour threshold for overtime pay, but will be paid for at the standard hourly rate.

### **Absenteeism & Tardiness**

The Purchase District Health Department encourages and expects the regular and dependable attendance and punctuality of each employee. In order for the Purchase District Health Department to operate productively and efficiently, employees must be available for work on a regular basis.

Repeated absences or tardiness over a period of time, regardless of the reason, may jeopardize continued employment of an employee. The Purchase District Health Department reserves the right to take disciplinary action, up to, and including termination, for excessive absenteeism or tardiness.

**Reporting Unplanned Absences**

Employees are expected to be at their work station and working at their scheduled starting time. Unplanned absences must be reported no later than 15 minutes after the employee’s scheduled work start time to the Site Administrator or a designee. Failure to report to the appropriate person is considered unreported and may result in unpaid leave and/or other disciplinary actions. If you are scheduled to work at another location, please advise the person you contact so they may make the affected parties aware. Faxes and messages on answering machines are not the preferred way to notify the appropriate person. If you know the evening before that you will be unable to report to work the next day, you should make every effort to contact the appropriate person so arrangements may be made to cover your unplanned absence.

Employees who leave after reporting to work (usually in an emergency) must notify the Site Administrator or designee. The Site Administrator is then responsible for notifying other appropriate parties of absences.

**Annual Leave**

Each full-time employee, except temporary, part time, seasonal, and emergency employees, accumulates annual leave at the noted rates, once they have been in pay status 37.5 hours in a given pay period. Each part-time 100 hour employee accumulates annual leave at the noted rates, once they have been in pay status 23.0 hours in a given pay period. Leave accrues only when an employee is working or is on authorized leave with pay. **Leave earned during a pay period is not available to be used until the following pay period.**

<b>YEARS OF SERVICE</b>	<b>ANNUAL LEAVE ACCUMULATION</b>
0 to 5 years	3.5 hours per pay period
5 to 10 years	4.4 hours per pay period
10 to 15 years	5.2 hours per pay period
15 to 20 years	6.1 hours per pay period
20 or more years	7.0 hours per pay period

Employees working part-time 100 hours/month earn annual leave at the following rates:

<b>YEARS OF SERVICE</b>	<b>ANNUAL LEAVE ACCUMULATION</b>
0 to 5 years	2.1 hours per pay period
5 to 10 years	2.6 hours per pay period
10 to 15 years	3.1 hours per pay period
15 to 20 years	3.6 hours per pay period
20 or more years	4.2 hours per pay period

Annual (vacation) leave for full time employees may be accrued and carried forward from one calendar year to the next, not to exceed the following maximum amounts:

<b>YEARS OF SERVICE</b>	<b>MAXIMUM AMOUNT</b>
0 to 5 years	225.0 hours
5 to 10 years	277.5 hours
10 to 15 years	337.5 hours
15 to 20 years	390.0 hours
20 or more years	450.0 hours

Annual (vacation) leave of part-time 100 hours/month employees may be accrued and carried forward from one calendar year to the next, not to exceed the following maximum amounts:

<b>YEARS OF SERVICE</b>	<b>MAXIMUM AMOUNT</b>
0 to 5 years	120.0 hours
5 to 10 years	148.0 hours
10 to 15 years	180.0 hours
15 to 20 years	208.0 hours
20 or more years	240.0 hours

At termination, employees may be paid for annual leave, but only up to maximum allowed amount that can be carried forward from one year to the next. At the end of the calendar year all excess annual leave is automatically converted to sick leave. The Purchase District Health Department does not recommend that employees exceed the maximum allowed.

An employee who has accumulated annual leave credit may be granted leave in accordance with operating requirements and insofar as practical to accommodate employee needs. Supervisors may develop and implement plans to equitably allow employees leave during holiday periods and other special times of the year. Leave is charged in fifteen minute increments. Annual leave may be taken for circumstances that are covered under the section on sick leave. Remember that although annual leave is a benefit that you have earned, it requires prior approval

with advance notice. There may be occasions when your request will be denied if your notice is not timely and it conflicts with employees who have already received approval for the same time that you are requesting off.

**Sick Leave**

Paid sick leave is a fringe benefit that should never be abused. Full time employees must be in pay status at least 37.5 hours during a pay period to accrue sick leave. Part-time 100 hours/month employees must be in pay status at least 23.0 hours during a pay period to accrue sick leave. Sick leave is accumulated at the following rates:

<b>EMPLOYMENT STATUS</b>	<b>SICK LEAVE</b>
Full Time Employee	3.5 hours per pay period
Part-Time 100 Employee	2.1 hours per pay period

After 10 years of service, full-time employees are granted an additional 75 hours of sick leave and part-time 100 hour employees are granted an additional 45 sick leave hours. After 240 months of service, full-time employees are granted an additional 75 hours of sick leave and part-time 100 hour/month employees are granted an additional 45 sick leave hours.

The Merit System Administrative Regulations are specific regarding the circumstances under which sick leave may be granted. Generally, time is granted, upon request, as needed to seek medical, dental, or optical examinations and treatment, for sickness or injury, to care for sick or injured immediate family members, to protect the health of others, and for death of immediate family members, ordinarily up to three days. **Sick leave is allowed for travel, waiting, and exam time.** Other time off that day should be arranged with the Site Administrator and charged to compensatory or annual leave.

The definition of immediate family members is as follows: spouse, parent, child, brother, sister, or the spouse of either, employee’s grandparents, grandchildren, mother or father-in-law, daughter or son-in-law, or spouse’s grandparents or grandchildren. All of the above components include step relations.

Except for an unexpected illness, written requests for sick leave should be made in advance. The employee is obligated to notify a designated person when sick leave is claimed unexpectedly. Failure to do so in a reasonable time period may be cause for denial of the leave or other disciplinary action. Each employee is required to submit a physician’s excuse when claiming sick leave for illness for more than 3 days.

Extended sick leave, paid or unpaid, may be approved by the appointing authority for up to 26 pay periods. Such disability must be documented. A medical practitioner's letter in conformity with the Regulations is required. For any questions on extended sick leave, paid or unpaid, contact the Human Resources Office.

Unauthorized or unreported absences shall be considered Absence Without Leave and a deduction in pay may be made by the appointing authority for each period of such absence. This may also constitute grounds for disciplinary action.

### **Family Medical Leave**

Family Medical Leave is available to employees. There are also detailed provisions for maternity leave, military leave, voting leave, special leaves of absence and extended medical leave, paid or unpaid up to 26 pay periods. Review the Merit System Administrative Regulations 902 KAR 8:120 for additional information. Contact the Human Resources Office for more information.

### **Sharing of Sick Leave**

Merit System Administrative Regulations provide for sharing of sick leave with another employee who will be on leave without pay for more than 10 consecutive working days. Contact the Human Resources Manager for further details.

### **Jury Duty/Court Leave**

If an employee is subpoenaed by a court to serve as a juror or witness, except in a case where the employee or a member of the employee's family is a party plaintiff, the employee shall claim "A" time. If the employee is relieved from duty as a juror or witness during normal working hours, the employee shall return to work.

### **Compensatory Leave/Overtime**

Compensatory hours can only be accrued by exempt staff and approval needs to be obtained from the public health director. A "T" code is used on the time sheet when you earn the hours and a "C" code is used when taking the time off or requesting payment in 30 hour increments. Exempt employees should keep balances below 100 hours.

Overtime is any time worked in excess of 37.5 hours per the defined work week. Non-exempt staff shall have the approval of the Site Administrator or supervisor or the Public Health Director in order to work beyond the 37.5 hours per week.

Overtime is discouraged and will only be approved in extreme circumstances. All time actually spent working above 37.5 hours, but not in excess of 40 hours, is paid at the employee's regular hourly rate for nonexempt staff. Time and one-half the regular hourly rate is paid for time actually worked in excess of 40 hours. Leave time is not included when totaling work time for the week in determining overtime.

## **Holidays**

Merit System Administrative Regulations provide for holidays to full-time employees. Employees who are not in pay status the preceding day before the holiday are not eligible for that holiday. Purchase District Health Department will observe the following holidays unless special circumstances occur. Exceptions will be determined by the director.

New Year's Day and one extra day designated by the Governor

Martin Luther King Jr. Day

½ day on Good Friday

Memorial Day

July 4<sup>th</sup>

Labor Day

Presidential Election Day

Veteran's Day

Thanksgiving Day and one extra day designated by the Governor

Christmas Day and one extra day designated by the Governor.

Generally, holidays falling on Saturday will be observed on Friday and those falling on Sunday will be observed on Monday.

## **Inclement Weather**

If inclement weather occurs, the Site Administrator of each employee's official work station will be responsible for determining if the site will be closed or on a delayed open schedule. The Site Administrator will develop a mechanism to notify employees in the event of inclement weather. This mechanism may include, but is not limited to, media notification and/or a phone notification plan (calling tree).

The Site Administrator will make the decision as to whether or not to close or delay the opening of a site and then notify the Director. Then, the Site Administrator will implement the employee and general public notification system.

If the Site Administrator determines that due to the dangerous conditions of the roads the site will be closed, then the directed time off will be **the employee's approved schedule for that particular day**. The time sheet code "A" will be used on the employee's leave slip to denote directed administrative leave.

If the Site Administrator determines to delay the opening of a site, then the employees are to not report to that site until the designated time and use the "A" code for the directed administrative time off. For example, if a Site Administrator delays opening the site until 10:00 a.m. (and the site normally opens at 8:00 a.m.), then 2 hours of "A" time will be coded the employee's time sheet. The remainder of the work day will be regular work hours or leave (vacation or compensatory) if the employee does not report to work.

If the Site Administrator determines to keep the site open and an employee is unable to report to work, then vacation or compensatory leave time must be used.

If an employee reports to work or stays later during a time period when directed administrative time is declared, only the directed administrative time will be compensated.

If an employee is scheduled to report at a site other than his/her official work station that is not affected by administrative time and the Site Administrator at his/her official work station declares directed administrative time, then the employee will receive "A" time for the directed administrative time at his/her official work station and the employee will receive his/her regular work hours in addition to the "A" time. This also applies to any employee who has been scheduled to work out of the District area, e.g., Frankfort, under the noted circumstances.

If the Site Administrator directs certain employees to work during closure due to the need for critical services to be performed, then the employee will receive "A" time for the directed administrative time at his/her official work station and the employee will receive his/her regular work hours in addition to the "A" time. The Site Administrator will make arrangements with the proper authorities for transportation purposes. The Site Administrator should maintain a list of clients who are deemed high priority for services, i.e., certain Home Health patients.

If any other circumstances arise, the final determination will be decided on an individual basis by the Human Resources Office.

## **Reinstatements and Transfers**

#### Reinstatement:

A regular employee who has resigned while in good standing may be considered for reinstatement with the Purchase District Health Department in the same position or a corresponding class of position with the same seniority rights and leave status. Reinstatement can only be considered when the former employee's termination date is less than 3 years. Wages will be the same as when the employee left employment unless the employee would be below the minimum for the classification. Sick leave is reinstated. The annual increment date is one year from reinstatement date. See 902 KAR 8:080 Section 3 (2) and (3).

#### Transfer to a Different Health Department:

An employee may transfer from the Purchase District Health Department to another health department in the state, if a vacancy exists. Arrangements must be made with both appointing authorities and with the Local Health Personnel Office in Frankfort. Sick and annual leave balances are transferred. Accrued compensatory hours must be paid before the transfer. Retirement system membership is not affected by transfers.

#### Transfer Within the Purchase District Health Department:

Transfers within the District are possible when vacancies occur. (Vacancies will be posted on the bulletin board and memos sent to center administrators.) Transfers are made within the District based on both the needs of the employee and the needs and requirements of the District. Training time, performance, costs, experience, staff shortage, etc. will be taken into consideration when changing an employee's duties and/or work station within the District. In addition, advertisements for vacancies will be published in the newspapers and employees may be considered with other eligible applicants. The public health director can make exceptions to the transfer procedures when it can be determined that a crisis could or would result. This would usually relate to staff shortages which require immediate replacement and/or applicants who are already trained to perform the duties. Transfers do not imply that a monetary increase will occur.

#### Procedures for Transferring within the District:

**What is considered a posted vacancy?** Part-Time 100 hour benefit positions, or Full-time. To apply for a posted vacancy, you must submit your request in writing to the Human Resources Office within the time frame specified. Contact the Human Resources Manager for further information.

### **FRINGE BENEFITS:**

#### **Retirement**

All employees of the Purchase District Health Department who average working 100 hours/month or more are required to participate in the Kentucky Employees Retirement System. Five percent (5%) of gross wages is deducted as membership contributions. The contribution is credited to your account monthly. Total contributions made and projected retirement benefits are provided to each employee annually by the Retirement System if a current address is on file. Statements are usually mailed to your home in late July or in August. Contributions to the System are not taxed as regular income, but are taxable at early withdrawal and when receiving retirement benefits. Contact the Kentucky Retirement System office at 1-800-928-4646 for details concerning early withdrawal, retirement, and tax liability.

The District contributes a designated percentage of employees' gross wages to the System. It is the responsibility of the employee to submit in writing to the Human Resources Manager when changing addresses and/or beneficiaries.

### **Types of Insurance Coverage**

Health insurance is a fringe benefit that is provided through several insurance carriers. Full time and part-time 100 hours/month employees are eligible for enrollment. The District pays an established amount per month toward single coverage for each employee and the employee may purchase other coverage for themselves or other family members. Health insurance coverage becomes effective the first day of the second month following the on-duty date.

Employees may waive health insurance coverage, if desired, at initial enrollment or during open enrollment. **All decisions for waiving coverage or selecting a desired coverage must be made within 30 days of initial employment or during the open enrollment period.** Failure to make this decision will result in automatic assignment. Changes in plans and coverage can be made only during open enrollment except when certain qualifying events occur. **In the event of a qualifying event, it is the employee's responsibility to notify the Human Resources Manager immediately for instructions as to what items are required before the change can be approved.**

If an employee terminates employment, COBRA rights are available for medical and dental insurance. This benefit is also available to covered dependents after certain qualifying events. A COBRA application would have to be completed. Failure to submit prompt payment and complete all forms timely can result in loss of coverage without the ability to continue.

If an employee is on leave without pay under any circumstances, the employee must maintain all payroll deductions.

Full time and part-time 100 hours/month employees are eligible for single dental insurance coverage. This insurance is paid by the District and is not available to any other family member. Coverage becomes effective three months following the on duty date or benefit date.

Group life and accident insurance is provided for the employee at no expense for the limits outlined by the carrier. Upon appointment and during the orientation process, the employee may purchase additional term life insurance. Upon retirement or termination, an employee may convert the life insurance coverage at a higher premium.

### **Other Fringe Benefits**

All employees, except contract employees, are eligible to join the Commonwealth Credit Union. It is the employee's responsibility to keep track of their personal balances and it is the District's responsibility to payroll deduct the authorized amount and remit to the credit union. The Human Resources Manager and credit union must be notified regarding any changes.

All employees, except contract employees, are eligible to participate in the Kentucky Public Employees Deferred Compensation plan. This plan allows the employee to set aside a designated amount of earnings which will not be taxed until the employee is eligible to withdraw from the account. 401K and 457 plans are available.

Any employee receiving health department services shall be counseled and services provided according to protocols in the same manner as clients.

The Coffee Tree Benefit program allows full time and part time 100 hours/month employees to convert payroll deducted medical and related insurance premiums so that they are paid "before taxes." Employees may also participate in the Medical Spending Account and Dependent Care Spending Account for tax-free payroll deductions. However, employees will lose money if they over estimate deductions for these two accounts. Enrollment and changes are allowed only during an annual open enrollment period.

The Family Assistance program provides employees and family members up to three visits during the fiscal year (July 1 through June 30) at no charge to assess problems and determine an appropriate referral if needed. This service is a confidential service.

## **CODE OF CONDUCT**

## **Business Ethics**

The Purchase District Health Department's reputation for honesty and integrity is extremely important to its continued success and ability to compete in the marketplace. The Purchase District Health Department currently enjoys an excellent reputation with regard to business ethics and intends to preserve that reputation. All employees are required to adhere to the guidelines set forth in this policy. If an employee has any doubts as to the propriety of a particular situation, he or she should discuss the situation with his or her supervisor as soon as possible. The following conduct is prohibited:

1. An employee may not act on behalf of the Purchase District Health Department in any transaction involving persons or organizations with which he or she, or any member of his or her immediate family, has any significant connection or financial interest.
2. No employee may accept personal fees or commissions from any transactions on behalf of, related to, or involving the Purchase District Health Department or its property.
3. Employees are prohibited from accepting compensation, services, benefits, payment, remuneration, or any other type of consideration from any organization doing business or seeking to do business with the Purchase District Health Department.
4. Employees are prohibited from knowingly violating any state or federal statute or violating any procedures adopted by the Purchase District Health Department relating to contracts, bidding, accounting, financial reporting, and disclosure procedures.

Any employee who has any reason to believe that any employee of the Purchase District Health Department has violated or intends to violate any provision of this policy is required to report his or her concerns to management as soon as possible. The failure to disclose a violation or possible violation of this policy is in itself a violation of the policy.

Any violation of this policy may be grounds for immediate discipline, up to and including termination of employment.

## **Work and Conflict of Interest**

Full time employees of a health center shall not hold an additional part time position in another Health Department.

Full time employees of a local health center shall not sell, recommend, or promote a specific brand of product or equipment that may be subject to inspection or evaluation by a Health Department employee. Local Health Department employees shall not recommend the services of a single individual firm, or in any way express preference for one qualified vendor over another. This does not prohibit employees from giving clients a full listing of qualified medical service providers.

No full time employee of a local health center shall conduct or engage in any supplementary work during regular working hours without the approval of the appointing authority. Full or part-time work after hours is allowed for employees, provided it does not interfere with Health Department obligations.

The Department for Public Health has issued an opinion that it is a conflict of interest for a full or part-time employee to work after regular work hours with an agency/organization /institution that provides programs or services that are in direct competition with the health department.

All employees including Board of Health Members should make known any outside interests that might involve a conflict of interest, directly or indirectly, with any person, vendor, family, purchaser, or competitor. The nature of outside interests may be determined as ownership, entertainment, gifts, loans, employment status, or related staff members. Each employee/board member/ advisory staff will be required to sign a conflict of interest acknowledgement form.

All potential conflicts of interest are to be made known to the employee's supervisor who in turn will notify the appointing authority, if appropriate. If a conflict of interest does exist with a board or advisory council member, the member must disclose the interest and refrain from voting on the matter.

### **Confidentiality**

Refer to the Administrative Policy Manual for Local Health Departments regarding the release of medical information. An individual's personal medical record shall be released only upon the written consent of the patient concerned, and the document giving the patient's written consent shall be filed as part of his/ her permanent record.

Medical records obtained from outside which are placed in the health department's medical record are not considered health department generated medical information and thus shall not be released to anyone.

It is the responsibility of the requesting party to seek release of information from other providers in this instance.

Employees should use good judgment to safeguard information about clients in order to maintain trust and comply with the law. Caution must be exercised to protect patient information when conversations between employees can be overheard by others.

Filing equipment which may be locked shall be provided for the storage of such medical records.

Students, volunteers, employees, and contract workers shall sign a confidentiality agreement.

The Public Health Director or Director of Nursing must be contacted before subpoenaed medical records are released.

Some health department records are subject to open records laws. Most financial and environmental records are available under the law, but no medical records. The Director of Environmental Services, Public Health Director or Site Administrator must be consulted about requests for records, since specific procedures must be followed to remain in compliance with the Open Records Law.

It is the policy of the Purchase District Health Department that unauthorized release of medical, environmental, or financial information is grounds for disciplinary action up to immediate dismissal. Always contact the Site Administrator, the Public Health Director, or their designees for clarification about requests for records.

Remember that employees' medical information is just as confidential as any clients that we may serve. Also, remember that medical information on family members of employees is confidential. Medical information contained in any medical record should not be read or discussed by any employee except for when it is for purpose of continuity of care.

### **Sexual Harassment**

The Purchase District Health Department will not tolerate sexual harassment among its staff or clients, regardless of gender. All staff are encouraged to report incidents of sexual harassment to supervisors/managers or directly to the Public Health Director.

**Managers/Supervisors are to report immediately to the Public Health Director any incidents of sexual harassment involving staff and/or clients. Managers/Supervisors are to follow up on all employee and/or client complaints (verbal or written) and issue in writing within 3 days of the complaint what measures are being taken to bring about resolution. Written responses must be reviewed by the Public Health Director prior to forwarding to the employee.**

**Employees engaging in conduct that can be identified as sexual harassment may be suspended without pay or dismissed in accordance with Merit System Regulations.**

In order to support a non-threatening work environment, employees are requested to examine personal pictures, posters, cartoons, screen savers, etc. and remove any that may be offensive to others. **Employees shall remove pictures, posters, cartoons, screen savers, etc. without question when asked to do so by their manager/supervisor.**

### **Anti-Harassment Policy**

Any form of on-the-job harassment by a supervisor, manager, co-worker, client, or vendor is strictly prohibited. This includes sexual, racial, or any other types of harassment prohibited under state or federal laws concerning discrimination in employment. If you believe that you or anyone else has been subjected to any form of on-the-job harassment based on age, gender, race, color, religion, veteran's status, national origin, or disability, please bring the matter to the attention of the Human Resources Manager. No employee will be subjected to any adverse employment action as a result of making a good-faith report of alleged harassment.

Remember, management can only prevent problems such as on-the-job harassment if your concerns are immediately brought to management's attention.

Any employee who is determined to have subjected any other employee to on-the-job harassment will be subject to immediate discipline, up to and including dismissal.

### **Violence or Threatening Behavior**

The District will not tolerate violence or threats of violence by any employee against any other person on the District's premises or at any time when an employee is representing the Purchase District Health Department. Violence or threats of violence should be reported immediately to any available supervisor of

the District. Any employee who engages in on-the-job violent or threatening behavior will be subject to immediate disciplinary action up to and including termination of employment.

### **Abuse and Neglect**

Each employee is required to report any type of abuse or neglect of children, adults, or senior citizens in any area to their immediate supervisor. Particularly, each employee shall report any suspected sexual activity and/or sexual abuse of minors to their immediate supervisor. The supervisor will then provide a documented report to the appropriate authorities.

### **Drug Free Workplace**

The Drug-Free Workplace Act of 1988 requires the Purchase District Health Department to provide and maintain a drug-free workplace for its employees and to issue a policy statement notifying all employees of the District's obligations under the act. Since violation of the act by an employee could expose the District to significant adverse consequences, including the potential loss of federal funding, the District intends to enforce its drug-free workplace policy as diligently and strictly as possible. The policy statement is distributed to all employees on initial employment and annually thereafter. Each employee must sign an acknowledgement form for the Drug Free Workplace Act.

The act prohibits any employee of the District from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. The act also requires all employees to: (1) agree, as a term and condition of employment, to abide by the terms of the act; and (2) notify the District of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

The District will enforce its drug-free workplace policy through disciplinary sanctions up to and including immediate dismissal for any employee who violates the act in any respect.

The District has an Employee Assistance Program to address any counseling issues in regards to this act.

Any questions regarding the act, the provisions of this policy, or any related matters should be directed to your supervisor, the Public Health Director, or the Human Resources Manager.

### **Political Activity**

Please refer to the Merit System Administrative Regulations which are very specific about political activities that are allowed and those that are not.  
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Each employee will be allowed ample time to vote. The absence shall not be charged against accumulated leave. Site Administrators and/or supervisors should avoid closing the health center or rescheduling clients.

Employees must not use Health Department letterhead or postage when writing letters to state, local or national organizations that make or attempt to influence laws and regulations.

### **E-mail & Computers**

Many employees of the Purchase District Health Department use one of the District's personal computers in the performance of their day-to-day activities. The personal computers are the property of the District and should not be used for personal matters unless you obtain prior authorization from your supervisor. The same policy applies to the sending or receipt of personal electronic mail ("e-mail").

It is particularly important for employees not to perform any business activities for other persons or entities on the District's personal computers, as the District cannot guarantee the confidentiality of the work performed for the third party.

Any material entered into the District's personal computer or sent through the District's e-mail system is the property of the District and is subject to review at the sole discretion of the District. Employees are required to use judgment and discretion when using District computers to compose documents or to send or receive e-mail.

External e-mail is transmitted through the Internet. Under existing technology, it is impossible to maintain the confidentiality of such information. Consequently, external e-mail should not be used to transmit any confidential information.

Internet access through the District's personal computers should be limited to business purposes. If you are not clear whether a particular use constitutes a business purpose, please consult with your supervisor.

Any use of computers, e-mail or Internet access in violation of this policy may be disclosed through electronically stored activity histories. Any unauthorized use of computers, e-mail or Internet access may be charged to the responsible employee.

In addition to the aforementioned information, the Purchase District Health Department employees are required to adhere to The Governor's Office for Technology Policy No. GOT-060, which is available at each site.

### **Privacy**

The District requires all employees to respect the privacy rights of others at all times. However, offices, storage areas, and desks are the property of the District, and the District reserves the right to search any such areas at any time, with or without prior notice, at the sole discretion of the District.

### **Personal Telephone Calls**

No long distance personal phone calls are permitted. Employees are requested to discourage personal incoming phone calls, except for emergencies. Outgoing personal calls should be reasonably limited.

### **Gifts**

Employees shall not accept gifts from clients, patients, vendors, etc. The facility may accept items if they are not viewed as a method for establishing a business relationship, continuing a business relationship, or allowing for the possibility of financial gain to any party. These items must be shared or used by all employees. If the party offering an item may appear offended by the refusal to accept, the employee may use the following statement to ease the situation: "It is the policy of my employer not to accept any items from individuals that I may serve or have a business relationship with; however, if you are pleased with my services, then you are welcome to send a note or letter to my supervisor to express your satisfaction."

### **No Smoking Policy**

The Purchase District Health Department has a no smoking policy in all its facilities and vehicles owned by the health centers and both the district offices. This policy applies to patients, contracted staff, health department staff, state employees, and any person who may enter the facility. There are no exceptions to this policy and employees who disregard and violate the policy will be rendered appropriate disciplinary actions, up to and including dismissal.

### **Disciplinary Action**

The Merit System Regulations list specific disciplinary actions that can be taken for most common employee problems. The Regulations also specify the steps that must be taken to ensure due process in personnel matters. Please consult the Administrative Regulations Applicable to county and district health departments of Kentucky for more information.

### **No Solicitation Policy**

The only type of solicitation that will be permitted on any of the Purchase District Health Department locations will be those involving voluntary health organizations and associations and public funded organizations whose goals and missions are similar to those of the health department. Examples of types of solicitation which are in conflict with this policy include but are not limited to: food trucks selling food items to employees, selling candy/cookies/raffle tickets/fruits/vegetables/other food items at work, promoting businesses of employees or employees' spouses or family members, selling and taking orders on products from catalogs, posting yard sales, etc. If you have any doubt about what is considered acceptable types of solicitation, you should contact the public health director for clarification. Types of solicitation considered acceptable but not required to comply with requests include but are not limited to: health fair events, Cancer Society functions, some school sponsored events (this does not mean selling merchandise to raise funds for the school), March of Dimes events, Mental Health/Mental Retardation events, certain hospital sponsored events, Kentucky Public Health Association events, etc.

**No merchandise purchased by an employee or nonemployee for personal use (i.e. clothing catalogs) shall be shipped to any Purchase District Health Department site, which is any health center, any home health agency, and any district office. If it is determined that an employee or nonemployee is having personally purchased items shipped to any location within the jurisdiction of the Purchase District Health Department, then disciplinary actions will be implemented up to and including dismissal.**

### **Fraud Statement**

**Any instances of fraud, misappropriation of funds, misconduct, or violation of any policies and procedures will be thoroughly investigated and reported to the appropriate authorities. Based upon the findings, the Purchase District Health Department has the right to initiate disciplinary actions which may include dismissal.**

## **EMPLOYEE HEALTH AND SAFETY**

Manuals, instructions, training, protective equipment, supplies, etc. will be available to all employees to ensure the safety of the employee. This will be an ongoing program with updates throughout the year.

### **Emergencies/Disaster**

Disaster/Emergency response is a site based decision which is based on reports by news media, local officials, law enforcement and personal observation. All staff shall be familiar with emergency protocols. Everyone should be prepared to act when an emergency occurs. Staff should familiarize themselves with the disaster manual, the emergency action plan, and the fire prevention plan for their center.

Each location should have a designated employee(s) to take charge when an emergency or disaster occurs, i.e., safest area in the building and the best evacuation route(s).

Site Administrators or a designated employee will monitor extinguishers to ensure that all are properly charged and inspected annually.

Each employee must be familiar with emergency exits and accessible routes which are posted in the facilities for persons with disabilities. Each employee should be prepared to assist in helping non-employees and disabled individuals vacate the building or seek shelter in the event of an emergency.

All time related issues noted in the Inclement Weather section above apply to emergencies and/or disasters.

### **Incident Reports**

The incident report form is an internal document used to report employee accidents and injuries, errors which could result in legal action, client injuries, client allegations against employees, or any occurrence that might put the employee or health department in a liable position. The home health program must also document client occurrences.

Incident reports are needed regardless of whether treatment is received or not. Employees are encouraged to report incidents promptly to their supervisor, no matter how minor, since the report form can serve as documentation in the event the matter is more serious than originally suspected.

See your Site Administrator for further information.

## **Workers Compensation**

All employees of the Purchase District Health Department are subject to, and protected by, Kentucky laws relating to worker's compensation. Workers compensation benefits provide medical benefits for work-related injuries or illness, and also may provide weekly disability payments to replace lost income. These benefits are provided through a worker's compensation insurance policy purchased by the Purchase District Health Department. No employee premium contribution is required.

All questions relating to eligibility for worker's compensation benefits, the computation of benefits or the amount of benefits are determined by the insurance carrier. Employees may contest any determination of the insurance carrier by filing an application for adjustment of claim under the Kentucky Worker's Compensation Act. Employees are required to immediately report any work-related accident, illness or injury.

No employee will be harassed, coerced, intimidated, retaliated against, discharged or otherwise subjected to any adverse employment action by the Purchase District Health Department for reporting an on-the-job accident or injury or a work-related illness or for filing and pursuing a lawful claim under the Kentucky Worker's Compensation Act.

**Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.**

## **OTHER POLICIES**

### **Travel**

Employee travel expenses are paid in accordance with the Travel Reimbursement Policies contained in the Administrative Policy Manual for Local Health Departments. Each Site Administrator is responsible for ensuring that travel expenses are as economical as feasible. Only necessary expenses of official travel shall be reimbursed.

Health department employees traveling on health department business shall use the most economical, standard transportation available and the most direct and usually-traveled routes. Expenses added by use of other transportation or routes shall be assumed by the individual.

Employees whose position requires travel shall use their own personal vehicle. Scooters, mopeds, and other two, three or four wheeled unendorsed vehicles are forbidden to be used while an employee is in working status. Proof of insurance and driver's license will be required for employees that may travel.

Employees who have permission and use health department vehicles are responsible for removing their personal items from the vehicles. Please make an effort to keep the inside of the company vehicles as clean as possible. Seat belt usage is required under state law. Smoking will not be allowed in any company vehicles.

In addition, no person other than an employee of the Purchase District Health Department is allowed to be a passenger or driver of a health department owned vehicle at any time under any circumstance. These vehicles are for business use only and liability coverages are limited only to the employees of the Purchase District Health Department.

For specific, reimbursement procedures and guidelines, refer to the Procedures and Forms Manual.

### **Dress Code**

All personnel are expected to come to work clean and neatly dressed. Shoes must be worn at all times. Unsafe footwear must not be worn and unprofessional footwear is discouraged. Specific dress code issues will be addressed through handouts during the orientation process.

### **Work Areas**

Employees should maintain their work areas in a clean and orderly manner at all times. Every employee has a responsibility to assist in this effort, to maintain his or her own work area, and to refrain from any act or activity that would adversely affect the work area of another employee.

### **Guests & Family Members**

Visits from outside guests or family members should be limited to necessary situations, be of limited duration, and during normal office hours. During other hours (nights and weekends especially) it is requested that there be no guests or non-staff members on the Purchase District Health Department premises.

## **Prohibition of Firearms**

All employees of the Purchase District Health Department and any other person coming onto the Purchase District Health Department's premises are prohibited from carrying any concealed, dangerous weapons of any sort. An employee who has obtained a license to carry a concealed, dangerous weapon may carry his or her weapon while in his or her personal motor vehicle, but may not do so in a motor vehicle owned by the Purchase District Health Department.

Any employee with personal safety concerns (i.e., parking in a remote location, working alone after hours, etc.) should discuss those concerns with the Human Resources Manager.

Any employee violating this policy shall be subject to immediate disciplinary action, up to and including termination of employment.

## **Resignation Procedures**

Any employee may resign at any time by notifying the Purchase District Health Department in writing of his or her intent to resign and the effective date of the resignation. This notice shall be given at least two weeks prior to the effective date of resignation.

## **GRIEVANCE PROCEDURE**

It is the intention of the Purchase District Health Department to deal fairly with all employees.

In the normal course of working together on a day-to-day basis, problems in connection with the working relationship can be expected to arise. In most cases, the problem can and should be resolved at the first level of supervision. However, when a mutually satisfactory solution cannot be worked out at the first level, the employee shall be given an opportunity to appeal the decision without fear of prejudice.

The procedures outlined herein is designed to provide a method of dealing with an employee's grievance in a prompt and equitable manner without placing an unreasonable burden on the Purchase District Health Department's resources and personnel. The proceedings are therefore informal in nature. However, those written records involving appeal at the level of the Grievance Committee shall be kept in a confidential file by the Chairman of the Grievance Committee. These records will be available for use only by the Public Health Director, the Chairman of the Grievance Committee, and the Administrative Officer.

The Grievance Committee shall be composed of seven (7) employees: one from each county, and, if possible, one from each discipline representing the District. These representatives shall be appointed by the Public Health Director and shall serve a term of two years or until such time a replacement has been appointed after the two year term has expired. The first meeting will be called by the Administrative Officer, who will preside until a chairman is selected from the Committee. The Public Health Director and Administrative Officer cannot be a member of the Grievance Committee. The Grievance Committee shall meet on call of the chairman for the purpose of considering grievances.

#### Stage 1

The aggrieved employee shall state his complaint verbally to his or her immediate supervisor, or to the Administrative Officer in the event that the complaint concerns the employee's supervisor. If the complaint does not concern the employee's immediate supervisor, the complaint need not be stated to the Administrative Officer. If the complaint does concern the employee's immediate supervisor, it must be brought to the attention of the supervisor before it is stated to the Administrative Officer. The aggrieved employee must keep in mind that the supervisor who is the subject of the grievance has a high priority right to be confronted by the employee with the grievance.

The immediate supervisor should request, or the Administrative Officer should recommend that the complaint be stated in writing to the immediate supervisor, and the employee shall be obligated to comply with this request or recommendation if the employee wishes to begin a formal grievance procedure.

A grievance which is presented in writing to the immediate supervisor shall be reported by the supervisor to the Administrative Officer. A copy of the written complaint will be made available to the Administrative Officer who in turn will notify the District Director that a complaint has been filed with an immediate supervisor.

Every effort shall be made by the immediate supervisor to deal with a complaint on its merits without undue delay. However, the supervisor shall be allowed up to five (5) working days (Saturdays, Sundays, and holidays excluded) to resolve the matter. The decision of the immediate supervisor shall be termed an answer. The answer from the immediate supervisor shall be in writing, and a copy of this answer will be made available to the Administrative Officer.

#### Stage 2

If the aggrieved employee is not satisfied with the written answer of the immediate supervisor, or if the answer is not received in the time allowance stated in Stage 1, the employee may appeal in writing to the next level of supervision within five (5) working days (Saturdays, Sundays, and holidays excluded) after the date the answer is received or should have been received.

The employee is entitled to a written answer from the supervisor at each level within five (5) working days (Saturdays, Sundays, and holidays excluded) of the date after which the supervisor is in receipt of the written appeal. If no answer in writing is received from the supervisor in the allotted time, the employee may appeal in writing at the next level.

This appeal procedure shall follow the supervisory structure until the aggrieved employee receives a written answer from the Administrative Officer.

### Stage 3

If the aggrieved employee is not satisfied with the answer of the Administrative Officer, or if the answer is not received in the time allowance stated in Stage 2, and if the stated grievance concerns a charge of unfair employment practices or a charge of discriminatory act, the employee may, during the next five (5) working days (Saturdays, Sundays, and holidays excluded), request in writing to the Chairman of the Grievance Committee, a hearing before the Grievance Committee. The aggrieved employee should anticipate being granted a hearing by the Grievance Committee within ten (10) working days (Saturdays, Sundays, and holidays excluded).

The committee shall investigate the grievance, accumulate and study the facts in the case, conduct hearings it deems necessary, and return its decision and recommendation to the aggrieved employee within twenty (20) working days (Saturdays, Sundays, and holidays excluded) from the date of the requested appeal. The committee's recommendation shall be made to the Public Health Director.

The decision of the Public Health Director or his designated representative shall be given in writing to the employee within five (5) working days (Saturdays, Sundays, and holidays excluded) after receipt of the recommendation from the Grievance Committee.

Appeals from acts covered by the Merit System Regulations (demotion, suspension, dismissal, etc.) are not subject to these procedures, but shall be made directly to the Merit System Supervisor, who will notify the Administrative Hearings Branch and arrange for the hearing.

## Grievance Operation Information

The Administrative Officer shall be available to render such assistance as may be needed or requested by all parties involved in a grievance process so as to act in prompt settlement of the grievance. The District Director shall also be available.

All hearings held by the Grievance Committee shall be recorded to ensure that the facts presented are recalled accurately during the committee's deliberations. The aggrieved employee shall receive copies of all such records.

If an aggrieved employee does not appeal any decision within the time allowance given at each stage of the procedure, it shall be construed to indicate that the alleged grievance does not warrant further consideration. However, extenuating circumstances, such as substantiated illness or accident, may be grounds for waiving the stated time allowed. In such instances, the employee or the supervisor should state his or her extenuating circumstances in writing to the other party.

The contents of the confidential file on the individual, which is kept by the Chairman of the Grievance Committee, shall be turned over to the Administrative Officer after the Grievance Committee has made its recommendation to the District Director. These files shall be destroyed six months after the individual terminates his employment with the health department.

Fifty percent of the full grievance committee constitutes a quorum to hear grievances.

## **REDUCTION IN WORK FORCE POLICY AND PLAN**

Based on the statutory authority of the Kentucky Revised Statutes and the Merit System Regulations, the Purchase District Health Department developed a Reduction in Force Policy and Plan, which was approved by the District Board of Health on June 18, 1998 and approved by the Department for Public Health, Local Personnel Branch, on June 23, 1998.

### Commitment of Agency to Support Staff

The Purchase District Health Department and administration of the health department realize the vast majority of employees need to maintain their employment in order to meet their basic needs of living such as food, shelter, clothing, education, and medical needs. The Purchase District Health Department is committed to retaining staff and will only use a reduction in force when all

other options have been exhausted. This policy will provide information to employees on steps that will be taken before employees are notified of an actual layoff plan.

#### Circumstances Which May Lead to a Reduction in Work Force

There are several circumstances which may lead to a reduction in work force in a health department setting. Listed below are some of the major areas which could cause a reduction in work force by this health department.

1. Change in reimbursement structure.
2. Changes in the responsibilities of the agency.
3. A reduction in the number of clients.
4. Elimination of programs/services.
5. Loss of or reduction of funding.

#### Analysis and Assessment of Situation Causing a Reduction in Work Force

When a circumstance or situation as described in the previous section may have an impact on the agency, management will analyze and assess the situation to determine the financial impact, programmatic impact, and staffing impact. We will look at whether the situation may be short term or long term. When looking at the financial impact, we will analyze whether the situation affects one program or several programs. Programmatically, we will determine whether the situation permits portions of a program to continue and what the impact will be on the clients we serve. The staffing impact will be analyzed to determine what staffing level we can afford to maintain based on the situation.

When analyzing and assessing, the Purchase District Health Department will produce data showing our current level of staffing and the projected reduction in the number of employees. If organizational changes are required, then we will outline those changes to employees. When changes in the agency are required, then we will provide an overview to employees of the services that are to be provided. One of the more difficult areas which must be analyzed will be projecting the staffing level(s) by number of employees, classifications needed, skills, abilities, and knowledge.

#### Intermediate Steps to Take Prior to a Reduction in Work Force

Prior to a reduction in work force, the Purchase District Health Department will try to use a procedure of not filling positions due to attrition. We may have to look into reassignment of duties when a position becomes vacant. That may involve a reclassification, promotion, demotion, or increased pay based on

additional duties. Another option to consider would be a reduction in work hours of employees when there is a lull in clinic, no patient visits scheduled, or other situations which are not generating revenue to maintain current staff levels. This can be accomplished through voluntary requests or can be involuntary. The next section will outline the Flexible Staffing Plan of Purchase District Health Department to accommodate change in client volume and census. Another possible option which could eliminate the need to implement a flexible staffing plan would be to allow employees to voluntarily change position status, i.e., changing from full time to part-time 100 hours, part-time 100 hours to part-time, retirement, or voluntary resignations.

#### Flexible Staffing Plan for Purchase District Health Department

The authority for changing work hours is contained in the Merit System Regulations.

The Purchase District Health Department establishes the following flexible staffing plan effective July 1, 1998. This plan will apply to all employees of the Purchase District Health Department. The plan can be initiated any time patient load decreases. This decrease may include, but is not limited to clinic “no-shows”, light scheduling due to decrease in patient appointments or scheduled home visit, and low census of home health patients. Examples: if by noon the clinic is experiencing a 50% no show rate, designated staff would be sent home for the remainder of the day. If you experience light scheduling days, then designated staff would be advised not to report to work. When decreases in patient load occurs as outlined above, Site Administrators, Supervisors, and Program Directors, or other designated staff, will have the authority to implement the plan with notice given to the Human Resources Office.

The Process for dismissing staff in accordance with the plan will be in the following sequence:

1. PRN On-Call Employees
2. Any employee with overtime for the week
3. Temporary Employees
4. Part Time Employees
5. Part Time 100 hour Employees
6. Full Time Employees

Note: Accommodation of patient needs will be paramount in deciding which employees will be dismissed for the day. There may be times when one or more health centers or programs are experiencing a need for additional staff to accommodate patient needs while other centers or programs are experiencing

decreases in patient loads. Qualified staff from our various programs within the district health department may volunteer to be cross-trained when training programs are offered in order to adequately staff all work areas within the department. Preference will be given to trained full time employees when there is a need to shift an employee to another location because of increased patient needs. Employees who do not have the necessary training to meet clinic, environmental, and/or home health needs will be sent home first according to the above process for dismissing staff.

When deciding on shifting staff from their base station to another location, mileage will be taken into consideration. If an employee is more than 30 miles away from their base station to the proposed alternate site, then consideration will be given to those full time employees whose base station is 30 miles or less. If we have a large number of willing cross-trained employees, then assignment will be on a rotation basis and we will take into consideration whether an employee has overtime for that particular week.

Employees who are dismissed for the day from their workstation and are cross-trained to work at an alternate site and refuse an offer to work at an alternate site will be considered to have given up their rotation day and will have to wait until their next rotation period.

Employees who are dismissed from their workstation for the day may use annual time, compensatory time (only for exempt employees), or leave without pay for the hours not worked due to low patient census.

Exceptions can be made to the plan when the Public Health Director determines there is a priority in meeting patient needs.

#### Criteria to Identify Employees Affected by the Policy

In accordance with the Merit System Regulations, the following must be considered in identifying employees affected by a reduction in work force:

1. Seniority of Employees
2. Qualification of Employees
3. Type of Appointment and Source of Funding
4. Results of Employee Performance Evaluation

In implementing a Layoff Plan, the following criteria will be used in the selection of which employees will be laid off.

1. Department/Program – In the event its necessary to discontinue or reduce a particular agency department or program, employees working in that

department or program shall be selected for layoff prior to employees working in other departments/programs.

2. Job Classification – In the event it is necessary to discontinue or reduce services affecting two or more departments and/or programs, employees working in the affected job classification shall be selected for layoff based on the criteria in sections A-C below.
  - A. Performance/Qualification – A significant difference in level of performance and qualifications when clearly documented in performance appraisals, disciplinary actions and other Personnel records shall be the primary determining factor in selection for reduction, i.e., less qualified or poorer performers are affected first.
  - B. Length of Service in Class – When performance and/or qualifications are indistinguishable or not clearly documented, length of service in class shall be the determining factor, i.e., shortest length of service selected first for layoff.
  - C. Length of Service in District – When length of service in class is the same, then length of service with the District shall be the determining factor.

Employees in departments/programs/classification selected for reduction shall be selected for reduction status based on the above criteria in the following order of their current status:

1. Emergency
2. Provisional
3. Seasonal
4. Temporary
5. Probationary
6. Full-time/Part Time regular employees shall be selected based on the criteria outlined in A-C above.

Note: Employees on leave of absence or worker's compensation at the time of reduction, shall be treated as if he/she is on active status, along with all other employees in his/her department or program.

#### Notification of Employees

Employees who are to be laid off will be notified prior to a layoff plan adoption by the Board of Health.

Employees to be laid off must receive written notification at least 30 calendar days in advance of the layoff effective date. The written notification will include:

1. Reason for the layoff
2. Rights granted employees subject to layoff and to laid-off employees.

#### Rights of Employees Affected by a Reduction in Work Force

Employees affected by a layoff will be placed on a reemployment register for one (1) year, per the Merit System Regulations, 902 KAR 8:080, section (12) item (7).

For a period of one (1) year, laid off employees shall be placed in layoff status and will be considered for recall to a position in the class from which they were laid off or other classes they are qualified for.

Individuals on layoff status will be considered for any open position for which they qualify. The order of selection for recall will be based on the individual's qualifications and performance. If qualifications and performance are indistinguishable, then length of service will be the determining factor.

If an individual is recalled to a position in a class other than the class from which they are laid off, their rate of pay shall be determined by the Merit System Regulations.

Individuals to be recalled will be notified of their recall by telephone or certified mail to their last known address. (It shall be the responsibility of the persons in layoff status to notify the Human Resources Office of any change of address and/or telephone number).

Laid off individuals shall remain on Layoff Status for a period of one year, unless:

1. He/she notifies the appointing authority in writing that he/she no longer desires recall to a position.
2. He/she declines two (2) offers of recall to a position of the same classification and salary, and located in a reasonable locality.
3. The appointing authority is notified that the laid off employee has accepted another position, with equal or higher pay.

When a laid off employee is removed from Layoff Status, he/she shall be notified in writing by the agency.

#### Benefit(s) Status

1. Laid off employees are eligible to continue health insurance under COBRA.
2. Employer covered life insurance benefits will be in accordance with the carrier's guidelines.

3. Other payroll deducted benefits will be the responsibility of the laid off employee and the appropriate companies involved.
4. Individuals on layoff status will be paid for unused accrued vacation leave on the first pay period which does not include hours worked. Vacation leave does not accrue while on Layoff Status.
5. Individuals on layoff status will not be paid for sick leave accrued. However, their accrued sick leave balance shall be reinstated if they are recalled.
6. For retirement and other purposes, length of service shall not accrue during layoff status.
7. Tuition Reimbursement – Persons on layoff status who are enrolled in approved course(s) (current quarter or semester) for tuition reimbursement at the date of layoff shall qualify for reimbursement upon successful completion of the course(s) during that quarter/semester. Persons in layoff status are not eligible to apply for tuition reimbursement.
8. Keys, name tags, ID cards, and other district property are to be returned to the Human Resources Office or the immediate supervisor on the last day worked.
9. An individual who is on a leave of absence or workers compensation at the time of layoff shall be treated as if he/she is on active status.
10. Persons eligible for retirement under the regulations of KERS shall be assisted by the Human Resources Office in evaluating this option.

## **FUTURE POLICY CHANGES**

The Purchase District Health Department reserves the right to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by law. This handbook is intended to be a general source of information and is not a contract. The Purchase District Health Department reserves the right to modify or change any portion of the handbook at any time.

If you have any questions that were not addressed in this handbook, you may contact the Human Resources Office at (270) 444-9625.

