

Employee Policy Manual



Public Health
Prevent. Promote. Protect.

Central Valley Health District

TABLE OF CONTENTS

PRINCIPLES.....	3
EMPLOYEE STANDARDS.....	3
EQUAL EMPLOYMENT OPPORTUNITY	3
SEXUAL HARASSMENT	3
CLASSIFICATION, EMPLOYEE COMPENSATION AND PAYMENT	4
Probationary Period.....	4
Regular Positions:	4
Temporary Positions	5
Independent Service	5
Standard Work Week.....	5
Modified Work Week.....	5
Compensatory Time.....	5
Payment.....	6
PERFORMANCE EVALUATION	6
SEPARATION OF SERVICE	6
LEAVES	7
Annual Leave.....	7
Holidays	7
Personal Leave Day	8
Sick Leave	8
Inclement weather.....	8
Jury and Witness Leave.....	9
Funeral Leave.....	9
Emergency Leave	9
Military Leave	9
Leave of Absence	10
Alternatives to Work Schedule	10
BENEFITS.....	10
Group Health Insurance.....	10
Flexible Benefit Plan	10
Deferred Compensation Plan.....	10
Pension Plan.....	10
Dental/Vision/Long Term Care	11
Life Insurance.....	11
AFLAC.....	11
EAP.....	11
TRAVEL.....	11
Safety	11
Reimbursement	11
OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST	12
DISCIPLINE	12
PROFESSIONAL DEVELOPMENT	13
TOBACCO FREE ENVIRONMENT	13
Staff.....	13
Clients/Visitors.....	13
POLITICAL ACTIVITY	14
DRESS CODE.....	14
INFANT FRIENDLY WORKPLACE	15
WORKSITE WELLNESS	15
SUBSTANCE ABUSE AND DRUG FREE WORKPLACE	15
TECHNOLOGY.....	16
Rules for Use of Technological Resources	16
EMPLOYEE FUND	17

PRINCIPLES

Our Mission: Prevent, promote, and protect for optimal community health.

Our Vision: To be the healthiest community to live, learn, work, and play.

Core Values:

- **Collaboration** - Working with other facilities and services in the community to promote optimal health
 - **Respect** - Embrace the dignity and diversity of individuals, groups, and communities
 - **Science** - Support and promote evidence-based practices
 - **Teamwork** - Working together to share purpose and common goal
 - **Excellence** - Achieve the highest quality in what we do
 - **Innovation** - Integrating new ideas and technology into practical processes to improve our effectiveness
- Prevention** - Using knowledge to prevent disease and injury and make smart decisions to stay healthy

EMPLOYEE STANDARDS

It is the policy that the Central Valley Health District (CVHD) employees will act within standards appropriate to a professional organization. All the CVHD employees will conduct themselves in a professional, business-like manner. All staff members are employees of the CVHD and are not employees of a special program of the CVHD. All employees have the responsibility for maintaining their own professional standards at a high level, including maintaining professional licensure and education needs to maintain that level. CVHD employees should familiarize themselves with its activities and programs. Employees should remember that public expression of their private opinions and comments might reflect on the CVHD. Employees must respect confidentiality in all CVHD matters, particularly in client cases. Breach of client confidentiality is grounds for dismissal. Employees sign a HIPAA confidentiality oath upon employment and annual thereafter. Employees may share client information with other employees of the CVHD if that information relates to the services that are being provided to that client by the staff of the CVHD.

EQUAL EMPLOYMENT OPPORTUNITY

Central Valley Health District is an equal opportunity employer. It is the policy of Central Valley Health District to recruit, hire, train and promote employees without discrimination because of race, color, religion, sex, age, creed, marital status or public assistance, sexual orientation, national origin or physical or mental disability except where specific age, sex or physical requirements are a bona fide occupational qualification.

SEXUAL HARASSMENT

The District will not tolerate sexual harassment activity by any of its employees or Board members. See the Administration Policy on sexual harassment for more details.

CLASSIFICATION, EMPLOYEE COMPENSATION AND PAYMENT

Each regular employee occupies a position to which CVHD has assigned a job classification and pay grade. The grade assignment is based on knowledge and skills, complexity and accountability. The Immediate Supervisor and the Unit Administrator along with the CVHD Board of Health determine each employee's rate of pay, within the assigned salary range. Salary increases and cost of living adjustments will be considered annually and are based on final budget approval. All employees will be eligible for longevity rewards regardless of the percentage of time worked. Longevity rewards begin after 5 years and will be added onto the employee's salary for that year.

Probationary Period

Vacancies in positions shall be filled for a probationary period of three months, with an option for extension to a period not to exceed six additional months. If the probationary period is extended by the immediate supervisor, the employee shall be notified in writing of the extension and reason thereof.

Regular Positions:

Regular positions are budget-approved positions which are part of the approved FTE for Central Valley Health District. These positions are part of the assigned classification scale by pay grade and step.

1. A Full-time Regular position is one which:
 - a. Is regularly scheduled to work a minimum of forty (40) hours each week during the calendar year.
 - b. Is regularly scheduled to work 2080 hours during the calendar year.
 - c. Is paid in accordance to CVHD's established pay grade and step system.
 - d. Receives full benefits.

2. A Part-time Regular position is one which:
 - a. Is regularly scheduled less than forty (40) hours each week during the calendar year.
 - b. Is regularly scheduled less than 2080 hours during the calendar year.
 - c. Is paid in accordance to CVHD's established pay grade and step system.
 - d. Receives benefits if employed at least 20 hours a week (50% time). All benefits are prorated based on percentage of time employed except for health insurance which is paid in full by CVHD.
 - e. To be eligible for NDPERS health insurance, an employee must work at least 20 hours per week for 20 weeks or more in a year.
 - f. Is not eligible for benefits if employed less than 50% time.

Exempt and Non-exempt employees are defined by the Fair labor standards act. At CVHD the following positions are considered exempt:

- Accountant
- Director of Environmental Health
- Director of Nurses
- Director of SART, Family Planning and Women's Way
- Director of Tobacco Prevention

- Emergency Response Coordinator
- Environmental Health Practitioner
- Finance Director
- Health Services Director
- Public Health Nurse
- Public Information Officer
- Unit Administrator
- WIC Director

Temporary Positions

Temporary positions may be either full or part-time. Temporary employees are paid an hourly wage. They do not accrue benefits. Temporary positions are considered to be “employment – at-will” meaning the position may be terminated by the employee or the Health District with or without cause. Temporary employees have the option of belonging to the ND PERS Retirement system during the time of employment but are responsible for the full contribution to PERS.

Independent Service

This position is an approved position which is limited to specific projects/assignments and is not eligible for benefits outlined in Central Valley Health District’s personnel policy manual. The independent position is paid an hourly salary or agreed amount. An agreement, contract or MOU may be in place for an independent service position so both parties are clear to the understanding of the work. Independent Service positions may be terminated by the employee or the Health District with or without cause. Independent service employees are expected to follow the standards for employment as outlined in the personnel policy manual.

Standard Work Week

The normal work week is 40 hours at all office locations. Daily hours are from 8:00 a.m. to 4:30 p.m. with a 30 minute lunch break. Individuals may alter this schedule (flex time) by prior agreement with their supervisor. Breaks or rest periods are considered part of working time and are 15 minutes per 4 hours of work or major portion thereof.

Modified Work Week

Personnel may be required to work at other than the usual working hours or in excess of the standard forty hour work week whenever necessary to carry out the work of their department or to facilitate the efficient use of equipment or personnel.

Compensatory Time

1. Non-exempt employees, as defined by the Fair Labor Standards Act, shall earn time-and-one-half for overtime hours worked in excess of a 40 hour week. Approval shall be obtained from the immediate supervisor and/or Unit Administrator prior to any overtime worked by the employee. Overtime shall be worked only when in the best interest of the District and/or at times of peak workload. Compensatory time accumulated may not be carried over to a new calendar year, but must be paid out at their current hourly rate. Compensatory time can be granted as paid hours or time off.

2. Employees designated as exempt under the Fair Labor Standards Act shall not be paid overtime nor shall they normally be provided compensatory time. However, exempt employees who work significant overtime hours may be afforded payment on an hour for hour basis with prior approval from the Unit Administrator. Examples of significant overtime hours include times when emergency health situations like disease outbreaks or natural disasters cause exempt employees to work in a capacity that is above and beyond their normal daily routine. (change 3/2011)

Payment

Central Valley Health District follows a bi-weekly payroll system, based on 26 pay periods per year, with a one week time lag between cut-off dates for hours and check issuance. Paychecks will be issued every other Friday. All employees must submit their hours by Monday at 8:00 am, following the cut-off date. Employees will use the Time Management System (TIMS) for entry of work time. **Special Circumstances – may require time sheets to be turned in early.** Automatic deposits will be made for employee paychecks and set up upon employment. Pay roll deductions are required by law. Federal withholding taxes, social security taxes, state taxes, workman's compensation and unemployment insurance and garnishments will be deducted. The employee will sign an Employee Deduction form for authorization of deductions from the employee's paycheck.

Lost checks should be reported to the Unit Administrator immediately. The Unit Administrator will determine if and when a new check should be issued to replace a lost or missing check. Bank charges for stopping payment on lost checks will be the employee's responsibility.

PERFORMANCE EVALUATION

Each supervisor will conduct at least one written performance review annually of each supervised staff member using documented forms for this purpose. The objective of these reviews is to assist employees in their career development and to improve overall effectiveness of the Health District's operations. The performance evaluation will provide employees and their supervisor with an opportunity to review and discuss the employee's overall job performance. All performance reviews will be signed by both parties, indicating that they have communicated on the subject matter even though they may not have agreed. The employee may make comment or prepare a separate statement for record as appropriate. Merit increases and longevity increases are given to eligible employees at the time of the yearly review.

SEPARATION OF SERVICE

Employees are asked to give Central Valley Health 3 weeks' notice before resignation. Central Valley Health is required to give an employee at least 2 weeks' notice before dismissal due to budget/position cuts. Persons discharged for disciplinary reasons may be dismissed without notice. Probationary employees may be dismissed without notice. If for reasons other than disciplinary measure, an employee is temporarily laid off or involuntary leave of absence is taken, the employee when rehired shall resume employment at the grade, pay and with accrued benefits from when they were released. The supervisor will interview their employees leaving the service of Central Valley Health. This exit interview is for the good of Central Valley Health and will no way affect the employee's conditions of separation. Mutual agreement, whereby both the individual and the Supervisor/Unit Administrator think that it would be

mutually beneficial to end the employment relationship, under these circumstances, no termination notice period is set by the Unit and a departure date is informally agreed upon within a reasonable time period. A written report of the agreement will be made by the Unit Administrator and/or Supervisor

LEAVES

All benefits are prorated based on percentage of time employed.

Leave and Benefits are provided to all regular full and part-time employees who work at least 20 hours a week. Employees will receive written reports on their usage and remaining accumulation of annual leave, sick leave and compensatory time.

Annual Leave

The following schedule shall determine annual leave for each employee according to years of service:

1 - 5 years.....	10 working days/year
6 - 10 years.....	15 working days/year
11 - 24 years.....	20 working days/year
over 25 years.....	25 working days/year

New employees must complete the 3 month probationary period and upon recommendation from the immediate supervisor will be eligible to take earned annual leave. A maximum of five weeks annual leave can be taken at one time. An employee can carry over two weeks of vacation time (80 hours). Annual leave must be authorized by the immediate supervisor preferably in advance. The Unit Administrator will be notified of the dates of employees requested annual leave.

Employees terminating their employment shall be paid for all earned and unused annual leave only. Other leaves are not paid out. Any unauthorized or unearned annual leave taken shall be deducted from the employee's final paycheck. Upon the death of an employee, the employee's beneficiary or estate shall be entitled to payment for all unused annual leave.

Holidays

A day with pay shall be granted to all regular employees based upon their FTE for the following 10 holidays:

New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, (in lieu of Veteran's Day) and Christmas Day.

In addition, the afternoon of December 24 will be a paid holiday when it falls on a Monday through Thursday of the week. The office will be closed at 12:00 noon.

When a paid holiday falls on a Saturday or Sunday the holiday will be observed on Friday or Monday, respectively

When the President or Governor declares a day to be a holiday on a one time basis, that day will be given off with pay to all eligible employees. The board of health may also grant a day as a holiday for special events.

Personal Leave Day

Each employee may be granted one personal leave day each year. This day must be taken in whole day increments and have approval from the Unit Administrator and/or immediate supervisor before being taken. This day will not be accumulative year to year. This day will be available once the employee has completed their probationary period. Accumulated, unused hours of personal leave day will be paid out to individuals upon termination. Any unearned personal leave hours will be deducted from the employees final paycheck.

Sick Leave

Accrues at a rate of 8 hours per month up to 720 hours total may be accrued. Sick leave begins after the probationary period.

Employees may use sick leave for illness or other medical needs (i.e. doctor appointments). Employees may use up to 5 days for family sick leave. Abuse of this privilege shall be grounds for disciplinary action or dismissal. Use of sick leave for more than three working days may require a physical examination and a doctor's signature verifying illness.

A pregnant employee who is medically disabled from performing her duties shall request a leave of absence and follow the terms outlined in the administrative policy manual regarding leave of absence. Pregnant employees must notify the Unit Administrator in writing at least 30 days prior to requesting leave to be taken following delivery of a child. Leave without pay may be granted in addition to other leave which the employee may be entitled. Up to 12 weeks maybe granted for leave following a pregnancy with approval of the Unit Administrator as long as the employee has earned enough annual/sick leave hours to cover 20 hours of work time per week during the 12 week leave. Employees have the option of the alternative work schedule and infant at work if they meet the terms outlined in the policy.

Inclement weather

In the event of inclement weather the following guidelines will be followed:

- If the office opens late, employees will be paid for all hours they were scheduled to work until the designated opening time. If an employee does not report to work by the designated opening time the employee must use annual leave.
- If the office closes early, employees will be paid for all hours they were scheduled to work, up to 8 hours. If an employee is sent home early but the office remains open the employee will be paid for the hours they were scheduled to work, up to 8 hours, but if an employee, upon their own discretion, was allowed to go home early the employee must use annual leave for the hours missed.
- If the office is closed for the day, employees will be paid for the hours they were scheduled to work that day, up to 8 hours.
- If during inclement weather an employee elects to stay home when the office is open the employee must use annual leave.

- However, if during any of these instances an employee was already scheduled to use another type of leave during this time leave for inclement weather will not be granted.

Jury and Witness Leave

An employee called to jury duty shall be granted time off with pay minus the amount of fees received for jury duty. Jury fees may be retained if the employee is on authorized annual leave. When the employee is called to be a witness on behalf of the Central Valley Health District, the employee will be paid by the District. (Such employee shall receive the same compensation as during regularly scheduled work hours.)

Funeral Leave

Leave of absence with pay for one to three working days per occurrence may be allowed when death occurs to the employee's or spouse's, first degree relatives, (first degree relatives are namely: spouse, son, daughter, father, mother, brother, sister, grandparents, grandchildren, stepparents, stepchildren) or at the discretion of the Unit Administrator.

Emergency Leave

Each employee may be granted three emergency leave days per year. These days shall be used for emergency purposes only and must be cleared with the immediate supervisor and/or Unit Administrator. Emergency leave does not accumulate.

Military Leave

ND CC 37-01-25. Officers and employees of state or political subdivisions in National Guard or federal service to retain status for period of active service.

All officers and employees of this state or of a political subdivision thereof who:

1. Are members of the National Guard;
2. Are members of the armed forces reserve of the United States of America;
3. Shall be subject to call in the federal service by the president of the United States; or
4. Shall volunteer for such service,

When ordered by proper authority to active non-civilian employment, are entitled to a leave of absence from such civil service for the period of such active service without loss of status or efficiency rating. If such persons have been in the continuous employ of the state or political subdivision for ninety days immediately preceding the leave of absence, they shall receive twenty workdays each calendar year without loss of pay. In addition, any leave of absence necessitated by a full or partial mobilization of the reserve and national guard forces of the United States of America, or emergency state active duty, must be without loss of pay for the first thirty days thereof less any other paid leave of absence which may have been granted during the calendar year pursuant to this section.

However, if leave is required for weekend, daily, or hourly periods of drill for military training on a day in which a public officer or employee is scheduled to perform the work of the state or of a political subdivision, the officer or employee must be given the option of time off with a concurrent loss of pay for the period missed or must be given an opportunity to reschedule the work period so that the reserve or national guard weekend, daily, or hourly drill or period of training occurs during time off from work without loss of status or efficiency rating.

Employer Support of Guard and Reserve: www.esgr.org can assist with employer questions.

Leave of Absence

Employees may request leave of absence. Review rules for LOA found in the Administrative policies.

Alternatives to Work Schedule

Alternatives to work schedule are found in the administrative policy manual and include infants at work and breastfeeding friendly work place.

BENEFITS

Group Health Insurance

Employees shall be eligible to enroll in the ND PERS (North Dakota Public Employees Retirement System) group health insurance program, provided they meet the following requirements:

1. Employees will be eligible to join the first of the month following employment.
2. If an employee, works a minimum of twenty (20) hours per week for 20 or more weeks per year.
3. Has reached the age of eighteen (18).

Central Valley Health District will pay the cost of the ND PERS health insurance premium. Part-time employees meeting the above requirements shall have the same premium obligations. More details see ND PERS website <http://www.nd.gov/ndpers/>.

Flexible Benefit Plan

Employees shall be eligible to enroll in the group Flexible Benefit Plan under contract by Central Valley Health District. All employees working 20 hours or more per week are eligible to enroll in the Health District's Flexible Benefit Plan. The Health District will comply with federal and state standards regarding continuation of benefits after employment has been terminated. See Appendix A at the end of the manual.

Deferred Compensation Plan

Eligibility is the same as the retirement program. Voluntary supplemental retirement plan allows employees to make pre-tax contributions into investments with eligible providers. More details see ND PERS website <http://www.nd.gov/ndpers/>.

Pension Plan

Central Valley Health District participates in the North Dakota Public Employees Retirement System (PERS). Until December 31, 2013 the total contribution rate is 13.26% of your monthly salary for all employees who work at least 20 hours/wk at least 5 mo/yr, of which CVHD pays 11.26% and the employee pays 2.0%. Starting January 1, 2014 the contribution rate is 15.26%. CVHD will pay 12.26% and the employees will pay for 3.0% of the total contribution. Details of the retirement system are outlined at the NDPERS website at <http://www.nd.gov/ndpers/>.

Dental/Vision/Long Term Care

Dental, Vision, and Long Term Care Insurance are available for purchase through NDPERS. For benefits and rates see ND PERS website or contact CVHD Finance Department for details.

Life Insurance

Central Valley Health District participates in the NDPERS life insurance plan. The employer will provide a minimum of \$3,500.00 of term life insurance for each eligible employee. The employee may choose additional coverage and will be responsible for any premium payment for that coverage to be withheld from their payroll check. For more details see ND PERS website <http://www.nd.gov/ndpers/>.

AFLAC

Employees wishing to purchase additional insurance coverage through AFLAC may do so and CVHD will deduct the cost for additional coverage from the employee's pay check. Employees are referred to the AFLAC representative for information regarding AFLAC coverage and plans.

EAP

CVHD uses the Village family services for employee assistance program. Employees can contact the Village at 1-800-627-8220 or visit the website at www.villageeap.com

TRAVEL

Safety

Employees are expected to adhere to the following restrictions and guidelines while driving or traveling on work time:

- All drivers must have a valid driver's license.
- If an employee is driving their own vehicle for work related activities proof of insurance may be required.
- The use of seat belts is required.
- All employees are expected to adhere to the current driving laws of the State in which they are driving. If an employee is ticketed they are responsible for the fines.
- In accordance with the law, drivers are not allowed to text while driving.
- The use of cellphones or other handheld communication devices while driving is discouraged. Drivers are encouraged to pull off to the side of the road and safely stop the vehicle prior to accepting or making a call.
- No tobacco products are allowed to be used in the CVHD vehicle.

Reimbursement

Travel expenses will be reimbursed at least monthly. Meal reimbursement will be a flat per diem rate according to the state allowable limit with lodging reimbursement to be the actual expense not to exceed the maximum allowable rate. No receipt is necessary for meal reimbursement. Documentation by receipt will be required for lodging expenses claimed for in and/or out of state travel along with miscellaneous expense(s).

Employees must document meal reimbursement on the TIMS. Mileage and travel rates are approved by CHVD Board of Health. Current Rates for in-state travel are as follows (effective August 1, 2013):

- Breakfast (from six a.m. to twelve noon) - \$7.00
- Lunch (twelve noon to six p.m.) - \$10.50
- Supper (from six p.m. to twelve midnight) - \$17.50
- Mileage rate is .51.

Out of state travel reimbursement will be a flat per diem rate, set by the Federal Travel Registry, in accordance with the categories defined above plus the actual lodging expense. Reimbursement for parking/taxi or other related travel expense will be considered providing a receipt accompanies the request.

All travel must be preapproved by an immediate supervisor or the Unit Administrator or it may not be reimbursed. Board approval will only be required on those not previously arranged for in the budget or special contracts.

Employees who travel out of town to attend required meetings must make every attempt to travel during regular working hours in an effort to avoid overtime or compensatory time. Hours spent traveling during the week will be counted as part of the working day and must be reported to the employee's immediate supervisor. Employees will be encouraged to use time earned from travel within the 40 hour work week that it was accumulated.

OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST

To avoid actual or appearance of conflict of interest, any employee who engages in any remunerative activity in any field directly related to Central Valley Health District work must have prior approval from the Unit Administrator. This includes consultation, speeches, conference participation and related work by CVHD staff members on their own time. If done during normal working hours, any fee for such an activity will be paid to the District. No employee may represent him/herself as a spokesperson for the CVHD without prior approval of the Unit Administrator.

Any employee of Central Valley Health District may hold other jobs or positions. Such jobs should neither conflict with duties assigned to the individual's position nor hinder the performance of the individual employee's duties. Central Valley Health District will be considered the primary employer and the District must be aware of and approve in advance any secondary employment. Conflicts of interest cannot be eliminated. It is the policy of CVHD to address conflicts when they arise through the following mechanisms: Disclosure of potential conflicts, withdrawal of employee from decisions and management of processes in which they are, or may be, the subject of a conflict. Withdrawal includes not participating in the discussion and the entire decision process.

DISCIPLINE

Reasons for disciplinary action include:

- Breach of client confidentiality
- Gross misconduct
- Chronic absenteeism
- Insubordination or disobedience
- Breach of professional confidence

- Incompetence

Disciplinary steps that may be taken include the following, in order of increasing seriousness:

- Informal talk
- Oral warning
- Written warning
- Suspension without pay
- Discharge

Not all of these steps are needed for discharge and all steps with the exception of the informal talk will be documented in the personnel file. The severity of disciplinary action taken will be determined by the severity of the reason for action and will increase with each occurrence. Gross misconduct, chronic absenteeism, breach of confidentiality, and insubordination can be grounds for immediate discharge.

When immediate discharge of an employee is required, due process for such discharge will be:

- Consultation of the immediate supervisor with the Unit Administrator regarding the circumstances of the discharge.
- Documentation of the reasons for discharge and presentation of those reasons to the employee by the immediate supervisor and the Unit Administrator.
- This documentation will become part of the personnel file. As such, it is not available to the public unless the requesting party invokes the Freedom of Information Act.

Employees have the right to appeal per the grievance policy, which can be found in the Administration Policy Manual.

PROFESSIONAL DEVELOPMENT

CVHD, based on budget, workload, and departmental needs shall take advantage of state, federal, and private programs offered through studies, courses, training sessions, seminars and related programs. Employees should review the policy on Professional Development found in the Administrative Policy Manual for questions regarding reimbursement for professional development. CVHD shall also provide in-service training for its employees. Annual in-services may be provided to Central Valley Health District employees on infection control, CPR/airway obstruction, and emergency situations. Employees should review policies on Emergency situations annually during CPR instruction.

TOBACCO FREE ENVIRONMENT

Staff

CVHD staff shall not use tobacco products, (including electronic cigarettes, tobacco orbs, strips, toothpicks, and other emerging products) on CVHD grounds; in the homes of clients; in the CVHD vehicles; or within clinics where CVHD is offering service to the public.

Clients/Visitors

Use of tobacco products (including electronic cigarettes, tobacco orbs, strips, toothpicks, and other emerging products) is prohibited on CVHD property, including buildings and grounds.

Home visit clients are prohibited from using tobacco products (including electronic cigarettes, tobacco orbs, strips, toothpicks, and other emerging products) when CVHD staff is present and providing services in the client's home.

POLITICAL ACTIVITY

As citizens of the United States, employees have the right to vote as they please; no employer can deny that right or attempt to influence an employee. No public employee can engage in political activities while on duty or in uniform as per NDCC 44-08-19. Political activities are defined in NDCC 39-01-04. The Hatch Act is a federal statute that prohibits any employee, whose principal employment is in connection with an activity which is financed in whole or in part by federal funds, from taking an active part in partisan politics. Where state or local laws or regulations establish stricter prohibitions on the political activity of state and local employees, these prohibitions remain in effect

An employee, who is subject to the provisions of the Hatch Act, may not:

1. Use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
2. Directly or indirectly coerce, attempt to coerce, command or advise any employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or,
3. Be a candidate for a public elective office in a partisan election (candidacy for political party office is not prohibited).

An employee, who is subject to the provisions of the Hatch Act, may:

1. Express his or her opinions on political subjects and candidates;
2. Take an active part in political management and political campaigns; and,
Be a candidate for political party office.

DRESS CODE

Employees should dress in a manner appropriate to a professional organization. The dress code for all employees shall be slacks, capri pants below the knee or dresses and skirts no shorter than 3" above the knee. Lab coats are appropriate for clinic sessions. No blue jeans are to be worn except on Jean Days. Exceptions may include employees performing field work or participating in an exercise. Other exceptions may be made at the discretion of the Unit Administrator.

Clothing not allowed includes: shorts of any kind, skorts, sun dresses, pedal pushers, sweats, jogging outfits, and shirts and blouses that expose the midriff or excessive cleavage.

Employees will be encouraged to keep jewelry wearing at a minimum. Heavy perfume wearing will be discouraged due to sensitivity by some clients and staff with allergies.

Should an employee arrive for work wearing clothing or accessories including jewelry which, in the opinion of the Unit Administrator and immediate supervisor, is inappropriate or unprofessional, they may be required to go home to change or remove the accessory.

INFANT FRIENDLY WORKPLACE

Central Valley Health District is recognized as an infant friendly workplace and has adopted a breastfeeding policy that includes: flexible break times for expression of milk, clean private space for pumping, access to water for washing hands and cleaning equipment, and storage of breast milk in the refrigerator. See the Administration Policy Manual.

WORKSITE WELLNESS

Worksite wellness refers to the education and activities that a worksite may do to promote healthy lifestyles to employees and their families. Worksite wellness policies can have long-term impacts on the health of employees and the community. At the same time, these initiatives can also reduce health care costs, increase productivity, reduce absenteeism and improve employee morale. At CVHD the following items are promoted.

Worksite wellness benefits:

- Additional 15 minutes paid at lunch for walking.
- Free lipid screening each year for employees and their immediate family members
- Vaccinations to employees and their immediate family members at no cost after insurance.
- The following vaccinations are highly recommended:
 - Hepatitis A
 - Hepatitis B
 - MMR
 - TD or Tdap
 - Varicella
 - Flu
- Free annual exam to employees after insurance.
- Birth control to employees and their immediate family members at cost. If insurance will cover birth control, birth control may be provided at no cost to employees and their immediate family members after payment from insurance is received.
- Fitness equipment on-site to be utilized during breaks.

SUBSTANCE ABUSE AND DRUG FREE WORKPLACE

Central Valley Health District recognizes alcohol and drug abuse as potential health, safety and security problems. All employees are expected to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. The following principles will govern Central Valley Health District 's substance abuse policy:

Employees are prohibited from the manufacture, possession, use, distribution or purchase of controlled substances on Central Valley Health District's property or while on Central Valley Health District's business. The term "controlled substance" means any drug listed in 21USC 812. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and crack.

Any employee who is convicted of any violation of any criminal drug statute occurring on the property of Central Valley Health District during working hours shall notify his/her supervisor within five days of the date of conviction. Violation of the substance abuse policy will result in discipline, up to and including termination. The Health District reserves the right to put an employee on leave, with or without pay, until a determination has been made.

Central Valley Health District may, as an alternative to termination, require a convicted employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Central Valley Health District will not be responsible for payment of rehabilitation. If Central Valley Health District opts to let an employee participate in an assistance or rehabilitation program, the employee will be given the same considerations that are presently given to all employees with any kind of disease or medical problem.

Central Valley Health District will determine whether, when, and under what circumstances an employee may be re-employed after an instance of substance abuse.

Appropriate disciplinary action, up to and including termination, as determined by the health board, will occur within 30 days of receipt of notice of the conviction of an employee. The employee shall have the right to appeal.

Within ten days of receipt of notice of a conviction, either from the employee or through other means, Central Valley Health District must notify the federal agencies whose grants cover the Health District.

TECHNOLOGY

It is the intent that employees will benefit from the technological resources provided while remaining within the bounds of safe, legal and responsible use. Accordingly, this policy was established to govern employee use of CVHD's technological resources. This policy applies regardless of whether such use occurs on or off CVHD's property, and it applies to all agency technological resources, including but not limited to computer networks and connections, the resources, tools and environments made available by or on the networks and all devices that connect to those networks.

Individual users of the technological resources are responsible for their behaviour and communications when using those resources. Responsible use is to be ethical, respectful, and honest. Users are expected to abide by the generally accepted rules of network etiquette. Wilful misuse may result in disciplinary action.

In addition, anyone who uses the agency's computers or electronic devices or who accesses the network or the Internet using CVHD resources must comply with the additional rules for responsible use listed below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Rules for Use of Technological Resources

1. CVHD technological resources are provided for work-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support work related duties. Use of technological resources for commercial gain or profit is prohibited. Because some incidental and occasional personal use by employees is inevitable, infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with business and is not otherwise prohibited by policy or procedure will be permitted.

2. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited.
3. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or abusive.
4. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to the technological resources.
5. No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using the agency's technological resources or stored on services or hard drives of individual computers will be private. All technological resources are subject to access at any time as deemed appropriate by the Unit Administrator. Employees are subject to disciplinary action if inappropriate information is discovered. All messages sent and received on the e-mail system, letters, memos, and other documents created by employees are the property of Central Valley Health District.

EMPLOYEE FUND

The Employee Fund was established to reduce the number of times collections of money were taken for special events. The money collected for the employee fund is used for such things as contributions to hospitalized employees or their spouse; death of an employee, spouse, child or parent; parties for employees retiring or terminating employment with CVHD; the annual Staff Party and a donation to the United Way or other charity.

There is a suggested donation of \$24.00 annually from employees.

Copies of this manual and all policies can be found on the CVHD shared server drive and CHVD website.

Policy manual

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