Williamson County & Cities Health District
your Public Health Department

Personnel Policies and Procedures
(Revised March 2006)

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WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
PERSONNEL POLICIES AND PROCEDURES
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TO ALL WILLIAMSON COUNTY & CITIES HEALTH DISTRICT EMPLOYEES:

The purpose of this manual is to describe the personnel, payroll, leave, and benefits policies of the Williamson County & Cities Health District (WCCHD) so that employees, supervisors, and administrative staff will be able to work together with as much cooperation and as little confusion as possible. Nothing in this manual constitutes a contract or guarantees employment. Employees are encouraged to contact their Supervisor, Division Director, the Administration Division staff, or WCCHD’s Director for needed clarifications and applicability of policies to particular situations. The WCCHD Director may make revisions to the policies for purposes of clarification. Policies may be significantly altered, deleted, or amended at any time by action of the Board of Health. It is the employee’s responsibility to stay current with and abide by the Personnel Policies and Procedures. If policies herein contradict any applicable law, regulation, or judicial decision, the policy is void.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES

I have received instructions and know how to access an electronic version of the Williamson County & Cities Health District (WCCHD) Personnel Policies manual hereinafter “manual” on the WCCHD computer network. I understand that the manual contains policies and rules that apply to me. I will abide by the policies and procedures as they exist and as they may be altered, deleted, or amended at any time.

I agree to read the manual, to comply with its contents, and to remain current with it during my employment with WCCHD. If I do not understand any of the personnel policies and procedures, I will contact my supervisor, Division Director, the Administration Division staff, or WCCHD’s Director for clarification. I understand that this manual in no way constitutes a guarantee or contract of employment, that I am an at-will employee, and that my employment can be terminated at any time, with or without cause or notice, at the will of WCCHD, and that I may resign at any time.

___________________________________________
SIGNATURE OF EMPLOYEE

___________________________________________
PRINTED NAME OF THE EMPLOYEE

____________________________________________
DATE
## WILLIAMSON COUNTY & CITIES HEALTH DISTRICT DIRECTORY

<table>
<thead>
<tr>
<th>Position:</th>
<th>Name:</th>
<th>E-Mail:</th>
<th>Phone:</th>
<th>Fax:</th>
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<tbody>
<tr>
<td><strong>WCCHD STAFF---------------------</strong></td>
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<td><strong>WILLIAMSON COUNTY BENEFIT PLANS</strong></td>
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<td><strong>Human Resources Employee Benefits Directory</strong></td>
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WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
EMPLOYEE RESPONSIBILITIES

A. Each WCCHD employee’s job description lists the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Responsibilities are a set of general expectations for employees about how they should work with each other and the public we serve. Each employee must sign an acknowledgement that they have been informed, understand, and agree to abide by these expectations. Violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

B. For All Employees:

1. Task Management: The employee prioritizes and completes assignments on time. Behaviors that support effective task management may include, but are not limited to the following examples:
   - Completes assignments and special projects accurately and in a timely manner.
   - Consults with supervisory or management staff to ensure assignments are completed as expected.
   - Schedules leave appropriately and in advance when possible, taking projects/workload into consideration.
   - Arrives on time for all work assignments and notifies supervisor in a timely manner if he/she must be late or absent.

2. Communication: The employee demonstrates the ability to exchange information and express ideas effectively and with respect. Behaviors that support communication may include, but are not limited to the following examples:
   - Actively listens to understand and asks for clarification as necessary.
   - Keeps informed of WCCHD policies, procedures, activities, and other information.
   - Effectively relays information to appropriate people.
   - Informs supervisor and co-workers of work activities.
   - Accurately documents work performed.
   - Informs the appropriate person(s) of ideas for improving service to the public.
   - Informs the appropriate person(s) of any concerns regarding actions or circumstances that may jeopardize the health and safety of employees or the public we serve.
   - Seeks out interpreter assistance and appropriate written materials for customers/clients who do not speak/read English.
   - Refrains from participating in damaging gossip; refers co-workers to appropriate person who can help solve issues.
   - Speaks to co-workers and/or supervisor directly when there are issues; the goal is to resolve issues quickly and at the lowest possible level.

3. Teamwork/Cooperation: The employee demonstrates a willingness to work with others and to engage in team activities. Behaviors that support teamwork/cooperation may include, but are not limited to the following examples:
• Assists and cooperates with others to accomplish agency activities.
• Accepts responsibility for own actions.
• Maintains effective working relationships and open communication and does not allow personal differences to interfere with completing tasks.
• Accepts direction from supervisor/team leader, and complies with supervisor’s decisions. If the employee believes that the supervisors’ directive is unsafe or unethical, he/she is expected to discuss his/her concerns with the supervisor, and if necessary, other levels of authority per WCCHD’s organizational chart.
• Demonstrates willingness and ability to cooperatively solve problems with supervisor and co-workers.
• Works cooperatively with other WCCHD staff/programs.
• Contributes positively to staff morale by supporting WCCHD goals and being a constructive team member.

4. **Conduct/Ethics:** The employee abides by professional standards applicable to the job and as contained in the *Williamson County and Cities Health District Personnel Policies and Procedures* and the following:

   • Provides excellent customer service. For examples, answers phone calls and attends to customers/clients promptly even if that is not your primary function, immediately discontinues personal conversation when a customer/client is present, approaches all customers with a positive attitude and a demeanor of helpfulness, and refers the public to other resources when needed.
   • Exhibits fiscal responsibility (includes purchases, travel, training, use of supplies, etc).
   • Avoids any activities that are deemed a conflict of interest or that could give an appearance of conflict of interest.
   • Represents WCCHD appropriately at outside functions. WCCHD staff represent the entire Health District at outside functions, not just the particular Division or clinic they work in.
   • Keeps work area safe and clean.
   • At WCCHD-sponsored activities, model healthy nutrition and physical activity practices.
   • Maintains personal grooming and appropriate dress for job responsibilities and for contact with the public.
   • Wears ID badge on work-related assignments.
   • Appreciates and respects cultural differences in our workforce and in the public we serve.
   • Keeps personal phone calls and business to a minimum during work time.

5. **Adaptability:** The employee responds positively to changing demands and conditions of the agency. Behaviors that support adaptability may include, but are not limited to the following examples:
• Demonstrates flexibility in adapting to changes in policies, procedures and assignments.
• Demonstrates flexibility in working different hours, as workload requires.

6. **Initiative:** The employee demonstrates the ability to self-direct, to work independently, and to complete assignments with minimal supervision. Behaviors that support initiative may include, but are not limited to the following examples:

• Requests additional tasks when all assignments are completed.
• Notices things that need to be done and does them without being asked.
• Proactively identifies and addresses potential problems and potential solutions.
• Assesses learning goals and develops training plans jointly with supervisor.
• Offers suggestions to supervisor to increase efficiency and better meet needs of the public and staff.
• Participates in WCCHD planning, quality assurance, and quality improvement processes.

C. **For Managers/Supervisors Only:**

**Administrative/Management Effectiveness:** The manager/supervisor effectively directs the activities of his/her area of responsibility so the work of the agency is completed accurately and on time. Behaviors that support administrative/management effectiveness may include, but are not limited to the following examples:

• Establishes quality assurance and quality improvement programs for his/her area of responsibility.
• Regularly evaluates and seeks to improve the effectiveness of services provided in his/her area of responsibility.
• Assures appropriate data collection in his/her area of responsibility.
• Delegates and organizes workload effectively.
• Collects and acts on feedback from the public and employees.
• Objectively and consistently evaluates employees’ performance.
• Recognizes and rewards outstanding performance of employees.
• Supports and facilitates professional growth of employees.
• Meets with employees regularly regarding performance and agency issues.
• Carries out appropriate employee disciplinary action when necessary—objectively, consistently, and according to policies and procedures of WCCHD.
• Demonstrates flexibility in supervisory style, geared to the needs of the employee.
• Follows through on commitments made to the public, peers, associates, supervisors, and staff.
• Assures meetings in his/her area are effective, for example, well-facilitated, based on an appropriate agenda distributed in advance, conducted within established ground rules, started and finished on time, with clear objectives.
- Assesses and implements use of new/improved technology to improve program effectiveness and communication with customers.

7. **Decision Making/Judgment:** The manager/supervisor gathers and analyzes data and selects a course of action to resolve a problem or make a decision. Behaviors that support effective decision making may include, but are not limited to the following examples:

- Considers the broader impact of decision alternatives, such as costs and benefits.
- Considers the best interest of the agency as a whole and the affected community when making decisions.
- Requests assistance and advice when appropriate.
- Makes timely decisions.

8. **Strategic Planning:** The manager/supervisor anticipates and prepares for the future by identifying issues, opportunities, and problems. Establishes short/long term goals within his/her work environment. Behaviors that support strategic planning abilities may include, but are not limited to the following examples:

- Establishes and evaluates focus areas and action steps to achieve program objectives.
- Monitors long/short term action steps and overall focus areas.
- Emphasizes planning and systematically incorporates employee participation.
- Anticipates needs and problems and implements a timely and prudent course of action.
- Coordinates resources and people effectively to achieve a balanced workload.
- Benchmarks current trends and developments.
- Seeks out and utilizes relevant data for decision-making.
- Assures stakeholder feedback is incorporated in all program planning.
- Assures management approval for plans within his/her area.

9. **Commitment to Diversity:** The manager/supervisor encourages diversity in the work environment and supports inclusiveness regardless of race, color, religion, age, gender, national origin, and disability. Behaviors that support commitment to diversity may include, but are not limited to the following examples:

- Promotes an inclusive, non-discriminatory environment to include program policies, procedures, practices, and provision of services.

10. **Leadership:** The manager/supervisor creates, models, and supports an organizational culture of enthusiasm for public health and commitment to WCCHD mission, vision, and values. Behaviors that support effective leadership abilities may include, but are not limited to the following examples:

- Leads by example, i.e., personal behavior demonstrates excellent task management, communication, teamwork/cooperation, conduct/ethics, adaptability, and initiative.
• Identifies and acts on opportunities for self and staff to share expertise and apply talents to addressing public health issues at the local, and as appropriate, the regional, state, and national levels.
• Identifies opportunities to collaborate successfully with other Divisions.
• Interprets with staff how the work of the individual and the Division contribute to the WCCHD vision and mission.
• Keeps informed of political and social circumstances that may impact his/her area of responsibility and incorporates that information appropriately in planning and implementing services.
• Mentors employees and facilitates mentoring within his/her area.
Williamson County & Cities Health District

Employee Acknowledgement

WCCHD Employee Responsibilities

I acknowledge that I have received, reviewed, and understand the requirements that are described in the policy entitled, “Employee Responsibilities”. I agree to abide by these expectations. I understand that violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

____________________________________ _________________________
Employee’s Signature     Date

____________________________________
Employee’s Printed Name
A. WCCHD employees are expected to assist the community as directed in the event of a public health emergency. Employees will receive instruction in and will practice the 4 C’s of emergency response: stay Calm, Coordinate family care, Come to work, follow Communication rules.

B. ROLES/DUTIES:
All employees will be provided with a basic understanding of what the Health District’s disaster duties and responsibilities may be. While some WCCHD divisions and employees have a clear public health role in terms of disaster response duties and responsibilities, other employees may be called upon to support the public health emergency response in ways outside of their normal job scope. Training will be provided to employees on procedures for specific emergency response job duties. Employees will not be required to perform duties that are outside of their competence or professional licensure. Some or all of the Health District’s usual operations may be temporarily suspended during the emergency.

In the case of a public health emergency during normal work hours, if it is safe to do so, employees will be expected to remain at work to respond to the emergency needs of the community, as directed. In the case of a situation outside of normal work hours, employees will be expected to follow a report-in or call-down procedure where instructions will be given. Depending on the situation, previously approved leave may be cancelled and staff may be required to work extended hours.

C. COMMUNICATION:
WCCHD will have an official spokesperson during an emergency or disaster event. Employees will be expected to strictly follow all communication procedures. Do not pass on hearsay information to friends, family or the general public as that may spread misinformation and contribute to panic. Do not speak to the public or media about the situation unless you are authorized to do so. Direct all media inquiries and questions to the official spokesperson.

D. FAMILY OBLIGATIONS:
In order for employees to be effective responders, it is important that each employee be assured that family members are safe and secure. WCCHD will attempt to balance agency needs with the personal needs of employees. Employees will have an opportunity to check on their families and homes as soon as possible. In the event of a public health emergency during work hours, employees are expected to remain at work. Rushing into a heavily impacted area immediately after an event to check on your family’s well-being might hinder the work of first responders (fire, law enforcement, urban search and rescue) and may put you and others in harm’s way.
E. **HOME PREPAREDNESS:**
During a public health emergency an employee’s first concern may be for his/her family. The best way to assure your family’s safety during an emergency is to have a personal/family emergency plan. Employees should take time NOW to prepare so duties as a responder can be fulfilled with a minimum of delay and worry. Prepare a personal/family plan. Some guidelines include:
- Create an emergency communication plan; all family members should carry the plan, phone numbers, etc.
- Have a strategy for reuniting the family, including an out of state telephone number which family members can use to contact each other if local lines are overloaded.
- Check on the school emergency plan of any school-age children you may have.
- Have a back-up plan for care of children or other family members and animals.
- Assemble a disaster supplies kit. This should include food, water, and medications to sustain all members of the family (including pets) for at least 72 hours. Also assemble flashlights and batteries.
- Keep a list of each family member’s needed supplies in case of evacuation or employee call-in for extended work hours (clothing, hygiene supplies, medications, bedding, food, water, etc.)
- Learn First Aid and CPR.

F. **STRESS MANAGEMENT:**
Working long hours and dealing with members of the public that are under extraordinary stress may produce stress among helping personnel. Request assistance from the identified resource people when and where needed.
Williamson County & Cities Health District

Employee Acknowledgement

Expectations of Employees in Preparing for and Responding to Public Health Emergencies

I acknowledge that I have received, reviewed, and understand the requirements that are described in the policy entitled, “Expectations of Employees in Preparing for and Responding to Public Health Emergencies”. I further acknowledge that the following statement is now incorporated into my job description:

Other Duties as Assigned:
In the event of a public health emergency, employees may be called upon to support WCCHD’s response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee’s usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.

____________________________________ _________________________
Employee’s Signature     Date

____________________________________
Employee’s Printed Name
Section A.

Employment and Compensation

Personnel Policies & Procedures
A. The policy of the Williamson County & Cities Health District (WCCHD) is to provide equal employment opportunity and to recruit, hire, and promote without discriminating on the basis of race, color, gender, religion, age, national origin, or disability.

B. Employees who wish to file a complaint regarding EEO must file a written statement with the Director of the Williamson County Human Resources Department. The procedures to follow are found in the WCCHD Employee Grievance Procedures.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
RECRUITMENT AND HIRING PRACTICES

A. General Information
1. WCCHD is an equal opportunity employer and does not discriminate on the basis of race, age, sex, religion, color, disability, or national origin in the hiring process.
2. Procedures are followed to assure that qualified persons are hired for all positions.
3. Applications are accepted only for announced vacancies. There are no provisions to hold applications or to notify people of positions as they become available.

B. Recruitment
1. All vacancies will be announced to employees through the WCCHD Intranet, and/or by email announcement, and/or by written memo sent to each office. Positions may be designated as open only to WCCHD staff or may be open to both WCCHD staff and outside applicants.
2. Full-time positions may be filled with current full-time employees, part-time employees, hourly/seasonal employees, current volunteers, or students who have completed an internship within the current or previous month. In these situations, ads are not required to be placed in area newspapers.
3. All full-time positions are posted for a minimum of five (5) workdays. For positions that are open for application from outside WCCHD, the 5 days are determined from the first day of publishing of a classified ad in any local newspaper. Classified ads will be placed for one (1) or more days in the Williamson County Sun, Round Rock Leader, Taylor Daily Press, and Hill Country News. Ads may also be placed in other newspapers, such as the Austin American Statesman, if warranted. Ads may be posted on electronic sites, such as those sponsored by professional associations and universities, as indicated. Positions open to applicants outside WCCHD are posted on WCCHD’s website. The Supervisor or Division Director composes the ad using the Classified Ad Request form and forwards it to the Administration Office. The Administration Office will submit the ads to the various newspapers.
   a. Ads must include the following information: job title, full or part-time, department and location, a brief description of the position, required and/or preferred qualifications, how to apply, closing date and time. Some positions may be posted as “Open until filled”. Ads may also include base salary information.
   b. Ads are not required for part-time, temporary, and on-call positions, but are encouraged for all regular part-time positions. Re-advertising is not required if the same or very similar position is being filled within 180 days and the previous applicant pool is adequate.
   c. Ads must be placed again for at least five (5) work days in all the same newspapers if the deadline for application is extended or if
the position is changed from full time to part time status or vice versa.

C. Application Process

1. The Administration Office will prepare application packets, which include:
   application for employment, instructions for the submission of employment application
   (Administration Office will customize these instructions for each position with input
   from the hiring supervisor), applicant data form, position posting/job description,
   WCCHD benefits information sheet, WCCHD annual report, and a return envelope
   addressed to the Administration Office in Georgetown. Each person who requests an
   application must be given the entire packet.

2. Administration Office staff may fax the application packet to applicants upon
   their request. The entire packet of information (except the envelope and annual
   report) will be faxed. The application packet is also available on WCCHD’s
   website, www.publichealthwilliamson.org

3. Applicants must complete the WCCHD application form and submit it to the
   Administration Office in Georgetown by the stated deadline to be considered.
   Applications may not be accepted in other WCCHD offices. Faxed applications
   may be accepted at the Administration Office to meet the closing deadline,
   however, the applicant must follow-up by mailing the original application to the
   Administration Office or by bringing the original application to the interview. A
   resume may also be submitted to provide additional information, but will not be
   accepted as a substitute for the WCCHD application form. Applicants must
   include a cover letter explaining their interest in the position and the skills they
   would bring to this position. This is a required component of the application.
   Applicants may submit additional materials such as letters of recommendation,
   transcripts, etc., however, photographs will not be accepted in the application
   process.

4. Applicants are requested to return the applicant data form to the Administration
   Office along with the application. Submission of this form by applicants is
   optional. This data form is used for EEO and statistical purposes only. The
   information is confidential, will not be shared with the interviewer(s), and in no
   way will influence the selection process.

D. Selection Process

1. As soon as possible after the closing date, the Administration Office staff will
   screen all applications and remove from the eligible pool those applications that
   do not have a cover letter and those that have not completed a WCCHD
   application form.

2. The Administration Office will forward all applications that were received by the
   deadline and that contained a cover letter and completed WCCHD application
   form to the appropriate Division Director or Supervisor.

3. If not all applicants will be interviewed, the Supervisor/Division Director will
   develop a screening tool with which to evaluate applicants from the applications.
   Those receiving the highest scores will be offered an interview. This screening
tool with the applicants' scoring results will be filed with the applications and interview records.

4. The interviewers will develop an interview guide to assure that each applicant interviewed is asked the same questions. The interviewers makes notes on this guide and attaches it to the application form.

5. Prior to offering the position to an applicant, the supervisor is responsible to verify licensure and/or certification (if applicable) and to do a reference check. These can both be accomplished by phone. Written notes are attached to the interview packet for that applicant.

6. The Administration Office sends a letter of welcome from the Director and a Terms of Employment Agreement to the new employee. The new employee must submit the signed Agreement at the time of sign in and orientation with the Administration Office staff.

E. Post-Selection Procedures

1. As a courtesy, the interviewer or designee should send a letter to each applicant after the selection process is completed.

2. At the completion of the selection process, applications for all persons not selected, the completed applicant screening form, the completed interview questions, a copy of all correspondence to the applicants, and the Summary Report of Hiring Process are placed in a manila envelope and submitted to the Administration Office for filing. Note on the outside of the envelope the title of the position, the location of the position, and the date filled. The Administration Office will maintain these records for two (2) years after the date the position is filled.

3. The supervisor may keep a copy of the newly hired employee's application for his/her file. The original application and a Payroll Change Form are forwarded immediately to the Administration Office for use in the sign-in process and placement in the employee's personnel file. This information is needed for preparation of materials prior to the employee's first day of work. The supervisor must send a signed job description to the Administration Office as soon as possible after the first day of employment.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
NEW EMPLOYEE ORIENTATION

A. All new WCCHD employees will receive orientation to the agency and their job responsibilities.

B. After selection and prior to their first day on the job, the Administration Office sends a welcome letter signed by the Director that instructs the new employee to bring their driver license or picture I.D., social security card, and, if applicable, verification of current professional licensure and/or certification on their first day of work. Employees who will drive a WCCHD vehicle must present a valid drivers license. The new employee is also sent the Terms of Employment Agreement that specifies the date, time, and location where they are to report to work. Also included is the name of their supervisor and the agreed upon salary and a notation that all employees are at will. The new employee must submit the signed Agreement at the time of sign in and orientation with the Administration Office staff.

C. Prior to the first day of work, the supervisor is responsible to schedule an appointment with the Administration Office for sign in on the first day of employment unless other special arrangements are made with the Administration Office. The following occurs at this appointment:

1. The necessary payroll forms are completed and the employee must provide documentation pursuant to the requirements of the Immigration Reform and Control Act.

2. The employee is given instructions on accessing WCCHD Personnel Policies and Procedures via WCCHD’s computer network and signs acknowledgement.

3. The employee is asked to read and sign the confidentiality/HIPAA, sexual harassment, and electronic systems use policies. The outside employment policy is explained and the employee is given a form to complete, if applicable. Both the Division Director and the Director must approve outside employment.

4. An appointment is made for orientation to the County insurance benefits package. The Williamson County Human Resources Department holds this orientation weekly. New employees must return benefit enrollment forms to the Human Resources Department within 30 days of their hire date or lose their opportunity for benefits until the next open enrollment period.

5. Documentation of licensure/certification is completed, if applicable.

6. The employee is given a summary information sheet that lists salary, annual leave accrual, sick leave accrual, date of first paycheck and time period covered.

7. The employee is issued keys and equipment as applicable.
8. Data is collected for printing the name tag and business cards if applicable. All Nurses shall use the title R.N. or L.V.N. Staff with other pertinent licensure will use their titles as appropriate to their positions. Employees are informed that they are required to wear their name tag while on duty as a WCCHD employee.

9. Liability insurance policy information is explained to nursing personnel and the application completed if coverage is needed.

10. The employee is given a packet of information that includes: orientation class schedule, organization chart, employee list by office, employee contact information, employee birthday list, written directions to the various offices, office phone numbers, clinic schedules, WCCHD annual report/brochures instructions on how to access WCCHD’s website, a general orientation checklist, and an Immunizations and TB Skin Test History Form. In addition, they are given a short biography form to return to the Administration office for their introduction to WCCHD in the District newsletter.

11. The employee is issued leave slips, workshop request forms and workshop reimbursement forms with instructions and references to follow in completing the forms. Timesheets (and coding definitions, if applicable) and mileage reimbursement forms are issued. The Administration Office staff gives brief instructions, and specific instructions are to be provided by the Supervisor/Division Director.

D. Administration Office staff coordinates an appointment with the Employee Health Nurse, either on the same date as their orientation to WCCHD, or within the new staff person’s first week of employment. At this meeting, the Employee Health Nurse is responsible for giving the new employee information on several topics. The employee’s supervisor is responsible for reinforcement of this information and further specialized instructions for their office.

1. The WCCHD Employee Immunization policy is reviewed and the employee completes the Immunization History Form. Arrangements are made for needed immunizations, documentation of TB skin testing, and laboratory confirmation of immunity.

2. WCCHD’s Serious Health Conditions or Disabilities Policy and the policy regarding Employee Exposure to Blood or Potentially Infectious Body Fluids is explained. Infection control practices and availability of protective devices and first aid supplies are explained.

3. Worker's Comp and the requirement to report on-the-job injury are explained.

4. Any special needs or adaptations needed to perform job duties are ascertained. An appointment is scheduled with Williamson County’s ADA Administrator to
determine if the employee’s condition qualifies under the Americans With Disabilities Act.

5. Current status and needs for First Aid and CPR training are determined.

6. WCCHD’s Safety and Preparedness policies are explained.

E. The supervisor is responsible for planning, scheduling, overseeing, documenting, and evaluating orientation to the job responsibilities and competency to perform these responsibilities.

1. The Supervisor/Division Director reviews the job description with the employee, answers questions about the job description/duties, and obtains the employee's signature and date signed on the job description. Copies are given to 1) the employee, 2) the Administration Office for the employee's personnel file, and 3) the supervisor’s file.

2. The Supervisor/Division Director assures that the general orientation checklist is completed within the first 2 weeks of employment and the program specific checklist is completed by the end of the 6-month orientation period. These completed and signed checklists are submitted to the Administration Office for inclusion in the employee's personnel file.

3. The Supervisor/Division Director arranges for needed training.

4. The Supervisor/Division Director reviews personnel policies and arranges with the Administration Office to review any questions the employee might have after attending the orientation by the Williamson County Human Resources Department.

5. The Supervisor/Division Director arranges the employee’s schedule to allow the employee to attend the Williamson County Benefits Orientation and the WCCHD New Employee Orientation classes.
   a. At the sign-in appointment, new employees receive the schedule of WCCHD New Employee Orientation sessions.
   b. At the first orientation session they attend, the employee receives an information packet and a check list for attendance at all sessions. After attending all sessions, the employee submits the completed check list to their supervisor, who then forwards it to the Administration office where it is included in their personnel file.
   c. At each orientation session, a sign-in sheet is also provided. These are returned to the Administration office directly after the session. The Administration staff uses these to document attendance at sessions and can alert staff and their supervisors of delinquent sessions.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
INTRODUCTORY AND PROBATIONARY PERIOD

A. Supervisors and Division Directors may establish periods of special scrutiny or close supervision at the outset of employment. Such periods, regardless of the terms used to describe them, do not alter the employment at will status of employees, either during the terms of the periods or upon their completion.

B. Probationary status may be assigned to an employee who has been promoted, transferred to a new position, or disciplined. The completion of such a probationary period does not alter the employment at will status of the employee.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
STAFF CREDENTIALS AND EXPERIENCE

A. All WCCHD employees in regular full-time or part-time, hourly/seasonal, or contractual positions will hold the appropriate credentials and possess the required experience and skills for their position as determined by applicable laws and regulations and/or WCCHD.

B. Minimum education and experience requirements and required licensure and/or certification are specified on job postings and job descriptions.

C. Licensure and certification are verified and documented prior to hiring by the hiring supervisor. The Administration Office will assure that this documentation is placed in the employee’s personnel file. Throughout employment, any required current licensure and professional certifications are documented in the employee’s personnel file.

D. The division director, supervisor, and/or his or her designee conducts and documents an assessment of knowledge and essential technical skills at the time of employment. The employee’s supervisor assures that needed training is included in the orientation plan.

E. Throughout employment, supervisory staff, in conjunction with the employee, will identify educational and training needs and develop a plan for their achievement.

F. Division directors will assure that all staff in their division receive annual updates on safety policies and procedures, infection control, employee immunization requirements and recommendations, applicable Material Safety Data Sheets (MSDS), confidentiality/HIPAA, customer service and client complaint procedures, electronic use policy, safe and respectful workplace policy, drug free workplace policy, child abuse reporting, and reporting suspected fraud. Specific WCCHD programs may have additional regular training requirements as detailed in program training policies/plans. Division directors will assure that those trainings are provided and documented.

G. Regular performance reviews that evaluate technical skills and job knowledge are conducted. Refer to Policy and Procedures Regarding Employee Performance Evaluation.
A. Employees will usually receive performance evaluation by their supervisor at their 6-month anniversary for a new hire and usually annually from their original hire date, known as the anniversary date. Division directors may choose to review evaluations prepared by supervisors that report to them prior to the supervisor reviewing the evaluation with their employee.

B. Job descriptions will be reviewed, updated and signed by the Supervisor and the employee at the time of the employee’s evaluation.

C. The original evaluation forms with the employee’s and supervisor’s signatures and a payroll change form (if applicable) is forwarded to the Administration Office for payroll action if applicable as well as for record retention in the employee’s official personnel record. The employee always has the opportunity to make comments about their own performance in evaluations and comments about the evaluation given by their supervisor. The employee is given a copy of all forms. Forms that comprise the evaluation tools include the Evaluation Form, Employee Comment Form, Evaluation Summary, and signed Job Description.

D. Supervisors may identify additional periods of evaluation for an employee who has been promoted, transferred to a new position, or disciplined.
A. The personnel file contains: completed application, payroll forms and personnel actions, employee information sheet, emergency contact information, orientation forms, signed policy statements, sign out sheets for equipment and keys, job description, performance evaluations, commendations, documents relating to disciplinary action, documentation of current licensure, certification, and required training. The County Auditor’s office at the courthouse maintains proof of identification, the completed I-9, W-4 form, and an employee information sheet. Williamson County Human Resources maintains records of employee benefit elections.

B. Personnel records are maintained in a locked file with access limited to Administration Office personnel. Supervisors may have access to files of staff under their supervision upon request. Supervisors may have access to personnel files of employees that are applying for a position under their supervision. Employees may read and/or copy their personnel file in the presence of Administration Office personnel after submitting a dated written request. This request will then be filed in the employee’s personnel file. Personnel files are subject to review by the public (including other employees) upon written, dated request per requirements of the Public Information Act. Review of requested personnel files will be under the supervision of Administration Office personnel. The written request will be filed in the employee’s personnel file, and the employee notified of the public request. Employee files may not be removed from the Administration Office.

C. The employee’s medical file contains immunization records, any other pertinent medical information, and associated information regarding worksite accommodations under ADA. Medical records are maintained in a separate locked file with access limited to the Employee Health Nurse. The employee may read and/or copy his/her medical file in the presence of the Employee Health Nurse after submitting a dated written request. The request will then be filed in the employee’s medical file.

D. Notes maintained by the Supervisor are not considered to be part of the official personnel records.

E. Personnel records are maintained for at least two (2) years after the last date on payroll.

F. Personnel records are property of WCCHD and will be destroyed by shredding or by disposal with a records disposal company.
A. Disciplinary actions may be implemented when an employee's work performance and/or behavior is not satisfactory. Disciplinary actions may include both corrective action and more conclusive measures, including dismissal from employment.

B. Employees may be disciplined for misconduct that includes, but is not limited to, the following:

1. Incompetence in the performance of duties;
2. Inefficiency;
3. Insubordination;
4. Dishonesty;
5. Violation of WCCHD’s rules, policies and procedures or of any law;
6. The conviction of a criminal offense involving moral turpitude. For the purpose of this section, the word “convicted” shall mean a finding of guilt by either a judge or a jury without regard to the subsequent disposition of the case by suspension of sentence, probation, or otherwise, and shall also include a suspension of finding of guilt by a judge in a deferred adjudication probation. For the purpose of this section, the phrase “moral turpitude” shall mean an act of baseness, vileness, or depravity, or any act done with deception, or through corrupt motive, or as defined by state law and/or judicial decisions made under state law. Moral turpitude refers to legally defined conduct considered dishonest and/or lacking good judgment;
7. Damage to public property or waste of public supplies through negligence or willful misconduct;
8. Unauthorized use of public property;
9. Conduct unbecoming an employee of WCCHD;
10. Failure to report to work without timely notification to supervisor;
11. Misuse of sick leave;
12. Excessive tardiness;
13. Negligence in the performance of duties;
14. Failure to meet the standards of job performance;
15. Lying or concealing a material fact concerning a matter under investigation; or for the purpose of obtaining personal benefit; or relating to service to the public;
16. Violent or disruptive behavior;
17. Violation of a safety policy or procedure;
18. Making a false statement or misrepresenting a material fact in the employee application materials, or on other work records;
19. Other actions detrimental to operations or to the public;
20. Endangering the health or safety of employees or the public;
21. Possessing or using controlled substances and/or drug paraphernalia, as defined by Texas law, and/or alcoholic beverages on County or Health District property or any place designated as a work site where the Health District is conducting business or providing services;
22. Coming to work, or being at work, or remaining at work under the influence of alcoholic beverages or controlled substances, as defined by Texas law;
23. Breach of client confidentiality or failure to protect client health information as required by HIPAA and/or other applicable laws;
24. Any other misconduct, as determined by the employee’s actions or inactions.

C. PROCEDURE: In most instances, supervisory personnel will follow the following disciplinary procedure. However, depending upon the severity and the consequences of a given situation, disciplinary action may proceed immediately to oral warning, written reprimand, or dismissal. See disciplinary form, Employee Counseling Form.

1. If informal counseling or suggestions have not produced appropriate results, the supervisor may give the employee an oral warning which explains the misconduct, outlines a solution, and states the consequences if improvement does not occur. Supervisors should prepare a memo for their reference and retain it in their files (not the employee’s personnel file).
2. If misconduct continues after the oral warning, or if another type of misconduct takes place, the supervisor may issue a written reprimand to the employee and focus on the nature of the misconduct, the solution, and the consequences if improvement does not occur. In addition, the employee may be placed on probation for a specified period. Both the employee and the supervisor should sign the reprimand to acknowledge that this communication has taken place, and each should retain a copy. Signing a reprimand or warning document does not mean that the employee necessarily agrees with the content of the document, only that the employee has received and understood the document. An employee’s refusal to sign a reprimand or any other performance document is an act of insubordination that can result in immediate dismissal from employment. Written disciplinary reports will be filed in the employee’s personnel file.
3. If a written reprimand does not produce the desired improvement, additional written reprimands or other actions, such as paid or unpaid suspension, demotion, or dismissal from employment, may be implemented.
4. There is no requirement that the disciplinary actions listed in this policy be implemented prior to dismissal or other action or that they be implemented in any particular order. WCCHD employees work “at will” which means that the employment relationship is terminable at any time, with or without cause or notice, by either the employee or WCCHD, and nothing in this policy is intended to affect the at will status of any WCCHD employee.
5. Suspension, demotion, and dismissal may occur only with the approval of the Director of the Health District or his/her designee. If an employee is suspended or demoted, the terms must be set forth in writing and signed by the employee and the supervisor. The employee’s refusal to sign acknowledgment of receipt of this
document is an act of insubordination that can result in immediate dismissal from employment.

6. Employees may use available grievance procedures if they disagree with the implementation of a disciplinary action.
A. Terminating employees, whether or not the departure is voluntary, will meet with an Administration Office representative prior to leaving employment.

B. An employee shall give notice to her/his supervisor of intent to leave the service of WCCHD with as much advanced notice as possible. The expected notice is at least 2 weeks, however, at-will employment does not require specific advance notice. The employee is requested to complete the **WCCHD Resignation Letter form**. The original form will be forwarded to the Administration Office. Depending on the circumstances of the employee’s departure, the Director will determine if it is in WCCHD’s best interest for the departing employee to continue working after submission of the resignation.

C. Prior to the last day of work, the employee is responsible for scheduling an appointment with the Administration Office for an exit appointment on the last day of work or as close as possible to the last day. The following occurs at this appointment:

1. The Administration Office representative will advise the employee to schedule a sign-out appointment with the Williamson County Human Resources Department regarding their retirement benefits, health and dental insurance, and any other benefits through the County.

2. The employee returns keys, equipment, and any other applicable materials. WCCHD may take appropriate legal action against the departing employee if WCCHD property is not returned in a timely manner.

3. The employee turns in the final timesheet, any mileage reimbursement claim forms or other expense claims due the employee.

4. The employee is informed of the date of the final paycheck that will also include payment for accrued annual leave, floating holiday time, comp time, and overtime.

5. A forwarding address is kept on file.

D. The departing employee shall inform his or her supervisor or the Administration Office of the employee’s computer user identification or password and any other computer-related information considered important by the Health District. The employee will also inform the supervisor of files and other pertinent materials related to uncompleted work.

E. After the employee leaves the service of WCCHD, their personnel file is moved to an archive where it is maintained for two (2) years.

F. Employees terminated for a violation of the Safe and Respectful Workplace Policy shall contact the Administration Office by phone, email, fax, and/or mail.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
RETIREMENT

The Cooperative Agreement that formed the Williamson County & Cities Health District requires that the Board of Health annually determine participation in a member government’s benefits program. Since its inception, WCCHD has participated in Williamson County’s retirement system.

A. All employees who are expected to work more than eighteen 18 hours per week per year are required to participate in the Texas County and District Retirement System (TCDRS). The Williamson County Auditor has information handbooks available for employees, and that office should be contacted at 512-943-1500 for questions concerning retirement.

B. Retirement deductions are withheld from the employee’s paychecks at the rate determined by the Commissioners’ Court. WCCHD provides matching funds according to actuarial projections.

C. Members are vested after eight years (8) of credited service. However, if a member has four years of credited service and meets the “Rule of 75”, he or she may also meet vesting requirements. (The Rule of 75 is met when the member’s age plus accumulated years of credited service equal 75.) The member is not required to be employed by WCCHD at the time he or she meets the Rule of 75 in order to receive vested or full service retirement benefits.

D. For the purposes of this section, the word “vesting” is defined as being eligible to receive matching funds once the member begins to receive full service retirement benefits, and the term “full service retirement benefits” is defined as monthly annuity payments. These payments include a 250% match of Health District contributions to the member’s accumulated funds.

E. If a member’s retirement funds are withdrawn in a lump sum at any time, the member will only receive the funds that they have contributed, plus any interest accrued. They will not receive any matching funds from WCCHD.

F. Members are eligible for full service retirement benefits if:

1. they have accumulated at least eight (8) years of credited service and have attained the age of at least 60 or more; or
2. their age plus accumulated years of credited service equal 75; or
3. they have 30 years of credited service regardless of their age.
G. No federal income taxes have been or will be withheld from that portion of the employee's salary deducted for retirement contributions made after January 1, 1986.

H. Members who are vested but who leave employment before qualifying for service retirement benefits may leave their contributions in the system until they become eligible for benefits. Their contributions will continue to draw interest until they qualify for benefits.

I. Members who are not vested but who have at least four years of credited service when they leave employment may leave their deposits with the system for as long as they wish. Their deposits will continue to earn interest, and membership will be retained. However, vesting and eligibility for monthly benefits will depend on meeting the “Rule of 75”, as noted above.

J. Members who leave employment and who have less than four years of credited service may leave their deposits with the system for a period of 60 months from the date of the last deposit. At the end of the 60-month period, membership will cease, all previously earned credited service will be lost, and no further interest will be credited, unless the person has returned to TCDRS covered employment.

K. Retirement funds are not available for loans for any reason and may not be withdrawn prior to the employee’s termination from employment with WCCHD.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
CONTINUING EDUCATION

A. WCCHD encourages continued education for professional development.

B. Workshops and In-services: WCCHD expects and encourages all employees to seek out and take advantage of learning opportunities related to the performance of their job in order to further develop and enhance their knowledge and skills.

1. WCCHD may sponsor in-services and training programs and/or support attendance at educational opportunities elsewhere or via various communication technology applications.

2. WCCHD may provide support for continuing education program attendance by granting leave time with pay, registration fee, travel costs, lodging costs, and per diem (only if overnight is required), as budget and workload allow. The Supervisor and Division Director must approve attendance in advance. If WCCHD approves attendance, all travel time and training time is compensated. If WCCHD requires attendance, all other expenses will be paid. The employee must complete the Workshop/Conference Request Form and submit it to his/her Supervisor and Division Director for approval.

C. Enrollment in College or Other Courses: Employees may use annual leave and accrued compensatory time to attend courses that are scheduled during the work hours if approved. Employees may also request temporary reduction in FTE, leave without pay, or leave of absence to attend courses. Approval must be granted in advance by the Supervisor and Division Director and is contingent upon the ability to manage workload in the employee’s absence. Tuition and other related costs are the employee’s responsibility. If a grant or other funding source offers reimbursement for tuition for specific college or other courses, the Supervisor and Division Director may approve paid leave time for the employee to attend that course. This approval is contingent upon the ability to manage workload in the employee’s absence. Course preparation time or study time is the employee’s responsibility and must be done on his/her own time. WCCHD may pay the tuition cost and receive reimbursement from the funding source. If the employee does not complete the course as required by the funding source, the employee must reimburse WCCHD for any unpaid tuition costs.

D. WCCHD and Williamson County have education materials on several topics that may be checked out by employees. Contact WCCHD Administration and the Williamson County Human Resources Department regarding available materials. Education materials are also available for loan from the Department of State Health Services Library Resources at www.dshs.state.tx.us.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
SALARIES AND APPOINTMENTS

A. The number and classification of employee positions is determined jointly by the Division Director and the WCCHD Director and is contingent on adequate budgetary resources.

B. The salary scale used is that of the Texas Department of State Health Services. At times the DSHS and WCCHD salary schedules are not exact duplicates because of variances in cost of living and other salary adjustments. The actual salary to be paid to each employee is determined by the employing Supervisor, Division Director, and the Director. At initial appointment and whenever the salary changes, the supervisor must complete a Payroll Change Form and submit it to the WCCHD Director of Administration Services prior to payroll deadlines.

C. The hiring of employees shall not violate the nepotism laws of the state of Texas (Chapter 573 of the Texas Government Code). Generally, supervisors are prohibited from hiring any person closely related to them through marriage or bloodline. There shall not be a supervisor/employee relationship or one in which there is influence regarding promotion or salary increase between the persons identified above.

D. All new employees must report to the WCCHD Administration Services on their first day of employment (unless special arrangements are made with the Administration Office for a different day) to complete necessary payroll and other forms, provide documentation pursuant to the requirements of the Immigration Reform and Control Act, provide other documentation if required for the position, and receive general orientation to WCCHD. New employees will also be scheduled to attend an orientation meeting with the Williamson County Human Resource Department for information on the benefits package. New employees shall return benefit enrollment forms to the Human Resources Department within 30 days of their hire date or lose their opportunity for benefits.

E. Failure to provide accurate and complete information on the WCCHD application form or any official employment record may result in dismissal from WCCHD employment.
A. The official payroll week is Friday 12:00 a.m. through Thursday 11:59 p.m. Work hours are scheduled by the supervisor and may include early morning, evening, and weekend hours as needed to accomplish the work of WCCHD. Employees may occasionally be required to work on a WCCHD holiday. Extended hours may be required during a public health emergency. Flexible scheduling to meet an employee's need may be approved if it can be managed within the division's workload requirements.

B. Employees are entitled to a one (1) hour unpaid lunch break near the middle of the workday. The exact hour may vary depending on the office/clinic schedule.

C. Paid break periods other than meal times may be granted as work permits but should be limited to fifteen minutes, once in the first half of the work day and one in the second half. Unused break times may not be accumulated or granted as compensatory time.

D. Special assigned hours and any break or meal times are subject to supervisory control and discretion and may be adjusted so long as the required work is completed and work time or leave time is accounted for appropriately.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
PAY PERIODS and PAYDAY

A. All Health District employees shall be paid every other Friday. If the scheduled payday falls on a holiday, paychecks will be issued on the last working day preceding the holiday if coordinated and approved by the Williamson County Auditor’s and Treasurer’s offices.

B. Employees have the option of having their paycheck direct deposited to their selected financial institution or receive a paycheck.

C. No paycheck can be issued in advance.

D. Every attempt is made to distribute paychecks or pay stubs as early in the day as possible, however, there may be times that they are not available until 5:00 p.m. WCCHD Administration Office staff will contact each WCCHD office as soon as paychecks/ pay stubs are available.

E. Supervisors in each WCCHD office building will identify who will drive to Georgetown to pick up paychecks/pay stubs and notify the Administration office in writing. This person will be granted work time and mileage for this trip and should plan to return to their office promptly. He/She is expected to take any mail back to their office building. Employees who desire some other disposition of their paycheck/pay stub must indicate that in writing to the Administration Office. Employees who desire to drive to Georgetown for their own paycheck/pay stub may do so only with use of accrued leave time after getting approval from their supervisor. They will not receive mileage reimbursement.
A. The WCCHD Director approves the number of positions and salary of all full and part-time positions, temporary, hourly, and contract positions allocated to each division.

B. Full-time and part-time employees are assigned a pay group that is based on the Texas Department of State Health Services (DSHS) Salary Schedule and as approved by the WCCHD Director. Temporary, hourly, and contract positions are paid on an hourly or other negotiated basis as approved by the Director.

C. Merit raises are based on evaluation of the individual's performance and other job-related factors. Merit raises are also dependent on the availability of budgetary resources. The WCCHD Director must approve all merit raises.

D. Cost of living increases, if granted, provide equal percentage increases to all regular full-time and part-time employees.

E. The Board of Health approves the Health District budget and determines if adequate funds are available to grant cost of living increases and/or merit raises. The Board of Health may also approve adjustment of the salary schedule to re-align with the DSHS salary schedule as needed. The Health District Cooperative Agreement limits the Board of Health in granting cost of living increases to no more than that granted by the Williamson County Commissioners’ Court to Williamson County employees for the relevant fiscal year.

Current (FY 2006) WCCHD Salary Schedule
A. Williamson County deducts Federal withholding taxes, FICA and Medicare, retirement contributions to TCDRS and Williamson County Benefit Program premiums and associated elections.

B. Williamson County also deducts the following optional and/or court-mandated deductions: Deferred Compensation, credit union as authorized by Williamson County, United Way Contributions, Dental Insurance, Long Term Disability (LTD), Supplemental Life Insurance, Accidental Death & Dismemberment Insurance, Flex Medical, Flex Dependent Care, health club/fitness memberships as authorized by Williamson County, and any other optional deduction that is authorized by Williamson County and approved by the employee. In addition, court ordered child support payments and any court ordered levy or IRS levy may be mandated to be deducted.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
TIMESHEETS

A. Each employee shall complete a timesheet daily to record all work, holiday, and leave time. The supervisor will explain the different categories and codes for work time and will review the timesheet for accuracy.

B. The employee will submit to his/her supervisor the Leave Request Form in advance for annual leave, comp/overtime leave, and planned medical and dental appointments. The Leave Request Form must be submitted to the Supervisor immediately upon return to work for unplanned sick leave. Supervisor approval must be obtained prior to taking annual or comp/overtime leave. Request for leave without pay (LWOP) has additional requirements. Refer to the LWOP policy.

C. The employee will submit the completed and signed timesheet to the supervisor by the end of the 2nd work day following the end of the payperiod. The supervisor will review and sign the timesheet and submit it to the Administration Office by the end of the 4th workday following the end of the payperiod.

D. Hourly and contract employees will follow the procedures as outlined in their hiring agreement.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
TRAVEL COMPENSATION

A. Employees who are required to use their personal automobile while on official WCCHD business may be entitled to receive mileage reimbursement upon submitting the required documentation, signed by the Supervisor, to the Administration Office. Odometer readings are required for all mileage not included in the WCCHD standard mileage list. Mileage that is taken from Internet sites that give mileage and driving directions may be substituted for odometer readings. If travel is started or ended at other than the employee’s designated headquarters, mileage reimbursement is based on the shorter distance of the beginning/ending point or the headquarters. Effective January 1, 2002, WCCHD’s mileage reimbursement rate will mirror the federally approved rate.

B. Whenever mileage only is being claimed, the employee is to document mileage on the Mileage Reimbursement Form. Whenever meals, lodging, and/or parking costs are being claimed in addition to mileage, the employee is to document all claims on the Workshops/Conferences/Meeting Claim Form.

C. Employees who have paid for an airline ticket for use while on official WCCHD business may be entitled to receive reimbursement upon submitting the required documentation, signed by the Supervisor, to the Administration Office. Airline use must be approved in advance by the Director and is generally prepaid by WCCHD. The employee must submit a receipt or ticket stub to the Administration Office whether or not the ticket was prepaid.

D. Employees may be entitled to full reimbursement for lodging expenses when traveling on official WCCHD business, if the travel is approved in advance by the Supervisor, Division Director, and WCCHD Director and the required documentation, signed by the Supervisor, is submitted to the Administration Office. Whenever possible, lodging reservations should be made and prepaid in advance by the Administration Office. Government rates and tax exemption should always be requested. A statement regarding tax exemption will be given to the employee to present to the hotel.

E. Employees may be entitled to reimbursement for up to three (3) meals per day when traveling on official WCCHD business if the travel and per diem is approved by the Division Director and WCCHD Director, if an overnight stay is required, and the required documentation, signed by the Division Director, is submitted to the Administration Office. Reimbursement is for actual cost of the meals, including tax and 15% for gratuities. Effective January 1, 2005, maximum reimbursement is according to the current federally approved rate. Alcoholic beverages are not reimbursed. Receipts for meals are not required.

F. Meals are not reimbursed if WCCHD business does not require an overnight stay.
A. WCCHD employees will be allotted a reasonable period of time to travel from their home or headquarters to an alternate work site to ensure good customer service, as well as their own safety.

1. If travel is started or ended at other than the employee’s designated headquarters, mileage reimbursement and work time is based on the shorter distance and time from the headquarters to/from the alternate work site or the headquarters to/from the employee’s home. See WCCHD Travel Compensation policy as well.

2. An employee must be at an alternate work sites at the time his/her supervisor requests. If travel to an alternate work site requires work time that is outside the employee’s usual work hours, the supervisor may, at his/her discretion, change other hours of the employee within the work week to avoid comp time or overtime accrual.

3. If an employee is delayed in reaching an alternate work site, he/she must notify the responsible party at the alternate work site and his/her supervisor as soon as possible.

4. Following are the generally expected times for one-way travel among the four WCCHD sites when an employee is required to leave one work site and go to another. Source for time is Mapquest.com (October 2005) with times rounded up to the nearest 5 minutes.

   a. Taylor to/from Cedar Park  40 minutes
   b. Taylor to/from Round Rock  25 minutes
   c. Taylor to/from Georgetown  35 minutes
   d. Georgetown to/from Cedar Park  25 minutes
   e. Georgetown to/from Round Rock  15 minutes
   f. Cedar Park to/from Round Rock  20 minutes
A. It is the policy of WCCHD to provide a Reduction in Force (RIF) plan that promotes optimum public health service to Williamson County within WCCHD funding parameters.

B. In consultation with the Leadership Executive Team (LET), the WCCHD Director determines that a financial or other issue affecting WCCHD necessitates a Reduction in Force.

C. With information from supervisors, the LET will identify the person(s) to recommend for Reduction in Force dismissal. The LET will generally base its recommendation on brief written answers to the questions below, and, LET’s assessment of the best recommendation to promote optimum public health service to Williamson County within WCCHD funding parameters.

Division Directors or their designee(s) will develop the answers to the questions below.

1. What funding or other issue necessitates a Reduction in Force?

2. For each employee identified for Reduction in Force dismissal, state the business reason he or she was selected?

3. How does the written record of performance and skills for the identified employee(s) compare with employee(s) with similar skills not selected for Reduction in Force?

4. Note: The length of service with WCCHD can be used as a deciding factor in determining which employee(s) with similar skills is dismissed only IF the performance records are substantially comparable.

5. Note: A Reduction in Force may be necessitated by a business decision to restructure. More than one job may be restructured. The specific position held by the employee(s) selected for dismissal may or may not continue to exist after the Reduction in Force. Performance as well as skills may be considered in making this determination.

D. The WCCHD Director will make the final decision on person(s) to be dismissed in a RIF.

E. Employee(s) being dismissed should be notified as soon as possible of the Reduction in Force. These employee(s) will be granted 2 weeks of administrative leave paid as a lump sum in their last paycheck. The dismissal will be effective immediately. If at all possible, this dismissal date should coincide with the end of a pay period.
Section B.

Work Hours, Holidays, and Leave

Personnel Policies & Procedures
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
NOTIFICATION OF ABSENCES

A. Regular attendance is important to the overall operation of a department or office. If for any reason an employee is unable to report for work, he or she shall notify the immediate supervisor as early as possible on the morning of the same day, unless extraordinary circumstances make notification impossible. If the supervisor is unavailable, then someone else in the office must be notified. Notification does not necessarily excuse the absence. Failure to provide proper notification may result in suspension or other disciplinary action, up to and including dismissal.

B. Employees who are absent from work for three (3) consecutive days without giving proper notice will be considered as having voluntarily quit.

C. Use of annual leave, comp/overtime, and sick leave for planned appointments must be requested and approved in advance by the supervisor. The employee must submit a Leave Request Form to the supervisor.

D. The employee must submit the Leave Request Form to the supervisor immediately upon return to work after absence due to illness or other unforeseen event.

E. Request for Leave Without Pay has additional requirements. Refer to that policy for directions.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
ANNUAL LEAVE (VACATION)

A. General Policy:
1. The supervisor must approve use of annual leave in advance.
2. Leave time may be taken in 15 minute increments.

B. Annual Leave Accrual:
1. Accrual of annual leave begins on the first day an employee is physically on duty and stops on the last day she/he is physically on duty. Employees working any part of the month accrue leave for the full month. An employee on leave without pay for a full calendar month will not accrue annual leave for that month.

2. Annual leave accrual is posted on the first day of employment and on the first day of each succeeding month of employment. If an employee is on paid leave the first working day of the month, appropriate annual leave accrual is posted on that day and is available for the employee’s use. If the employee is on leave without pay the first working day of the month, appropriate annual leave accrual will be posted when the employee returns to duty and cannot be used retroactively.

3. The following schedule indicates the rates of annual leave accrual for lengths of WCCHD employment and the maximum number of hours that may be carried forward to the following Health District fiscal year (January 1) for full-time classified employees. Part-time classified employees accrue and may carry forward annual leave hours proportionate to full-time classified employees. Portions of hours are rounded up to the nearest 15 minutes. Hourly and temporary and contractual employees are not eligible to accrue paid annual leave time.

<table>
<thead>
<tr>
<th>Total WCCHD Employment</th>
<th>Hours Accrued/Month</th>
<th>Jan. 1 Allowable Carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 but less than 2 years</td>
<td>8</td>
<td>180 hrs</td>
</tr>
<tr>
<td>2 but less than 5 years</td>
<td>9</td>
<td>244 hrs</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>10</td>
<td>268 hrs</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>11</td>
<td>292 hrs</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>13</td>
<td>340 hrs</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>15</td>
<td>388 hrs</td>
</tr>
<tr>
<td>25 but less than 30 years</td>
<td>17</td>
<td>436 hrs</td>
</tr>
<tr>
<td>30 but less than 35 years</td>
<td>19</td>
<td>484 hrs</td>
</tr>
<tr>
<td>35 years or more</td>
<td>21</td>
<td>532 hrs</td>
</tr>
</tbody>
</table>

4. Credit for the higher rate of accrual as shown on the chart above shall be given on the first calendar day of the month if the employee's anniversary date falls on the
first calendar day of the month; otherwise, the increase will occur on the first
calendar day of the following month. A full calendar month of leave without pay
is not counted in the calculation of total WCCHD service for annual leave
entitlement.

5. New employees will be given credit for up to 5 years of previous experience in a
local public health department (other than WCCHD) or state public health
department for the purpose of calculating annual leave accrual and maximum
carryover to the next fiscal year. For experience that is less than six (6) months,
credit will be rounded down to the whole year. When experience is six (6)
months or more, credit will be rounded up to the whole year. In addition,
employees who return to WCCHD employment will be given credit for their
previous tenure (no limit on the number of years). When calculating credit for
previous WCCHD tenure, the same method of rounding down or up to the whole
year is used.

6. Annual leave hours in excess of the maximum allowable carryover at the end of a
fiscal year will be credited to the employee’s sick leave balance as of the first day
of the next fiscal year.

7. Annual leave may not be “sold”, “bought”, or “donated” to another employee.
Except when leaving employment with WCCHD, employees cannot receive
payment in lieu of annual leave.

C. Use of Annual Leave:
   1. The employee may take annual leave at any time after it is accrued and with the
      approval of her/his supervisor. Annual leave may be taken in 15 minute
      increments. Whenever possible, the employee will be permitted to take annual
      leave when requested, provided that it does not disrupt necessary WCCHD
      activities. The employee should request annual leave time in writing on the Leave
      Request Form as far in advance as possible.
   2. Compensatory time and overtime must be used before using annual leave. The
      only exception is when the employee has accrued the maximum annual leave and
      anticipates forfeiting hours in the new fiscal year.

D. Illness During Annual Leave:
   1. When an illness or physical incapacity occurs during the time an employee is on
      annual leave, the employee may request that the period of illness or incapacity be
      charged to sick leave and the charge against annual leave be reduced
      proportionately. A physician’s statement will normally be required in such
      instances. A revised Leave Request Form must be submitted to the supervisor.

E. Holiday During Annual Leave:
   1. If a paid holiday occurs while the employee is on annual leave, the holiday will
      not be charged against the employee’s annual leave balance.
F. Payment for Annual Leave Upon Resignation, Termination, or Death:

1. A terminating employee will be paid in a lump sum for all remaining annual leave on their final paycheck. No additional annual leave is accrued after the terminating employee’s last day physically on the job. The estate of an employee who dies while employed by the Health District will be paid for all of the employee’s accumulated annual leave.

2. Annual leave paid upon termination or to the estate of a deceased employee shall be computed at the rate of pay earned at the date of termination of employment or death.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
SICK LEAVE

A. Sick Leave Accrual:
1. Accrual of sick leave begins on the first day an employee is physically on duty and stops on the last day she/he is physically on duty. Employees working any part of the month accrue leave for the full month. Full-time employees accrue eight (8) hours of sick leave each month. Part-time employees accrue sick leave proportionately to full-time employees with time rounded up to the nearest 15 minutes. Hourly, temporary, and contractual employees are not eligible to accrue paid sick leave time. An employee on leave without pay for a full calendar month will not accrue sick leave for that month.

2. Sick leave accrual is posted on the first day of employment and on the first day of each succeeding month of employment. If an employee is on paid leave the first working day of the month, appropriate sick leave accrual is posted on that day and is available for the employee’s use. If the employee is on leave without pay the first working day of the month, appropriate sick leave accrual will be posted when the employee returns to duty later that same month and cannot be used retroactively.

3. Annual leave hours in excess of the maximum allowable carryover at the end of a fiscal year will be credited to the employee’s sick leave balance as of the first day of the next fiscal year.

4. Sick leave may not be “sold”, or “bought” to/from another employee.

B. Circumstances in Which Sick Leave May Be Used: Sick leave is a benefit that may be used when:
1. The employee is unable to work due to illness or injury. Refer to policy on Workers’ Compensation regarding job-related illness and injury.

2. A member of the employee's immediate family is ill or injured and can't reasonably be expected to take care of him or herself. Immediate family includes those individuals related by kinship, adoption, marriage, or foster children (certified by the Department of Family and Protective Services) who are living in the same household. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of sick leave. An employee’s use of sick leave for family members not residing in that employee’s household is limited to the time necessary to provide care and assistance to a child or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

3. The employee has a medical, dental, mental health, or Employee Assistance Program (EAP) appointment for himself or for a member of the immediate family where that person(s) cannot reasonably be expected to take themselves.
4. An employee who is a parent of a child in grades pre-kindergarten through 12 may use up to eight (8) hours of sick leave per calendar year to attend parent-teacher conferences, either in person or by phone. The employee should give reasonable advance notice to her/his supervisor and schedule such conference during her/his office’s least busy times, whenever possible.

5. Sick leave may also be used in certain other situations such as maternity, adoption, foster care placement and parental leave. Refer to the Family and Medical Leave (FMLA) Policy.

C. Use of Sick Leave:
An employee is not permitted to use sick leave in advance of accrual. Sick leave may be taken in 15 minute increments. The employee is expected to use sick leave judiciously and only for the above authorized circumstances. The employee is expected to use sick leave when ill with a communicable condition to prevent exposure of co-workers and clients. Employees may not bring a sick child to work with him/her.

D. Notification of Supervisor:
1. The employee is responsible to notify his/her supervisor as soon as she/he knows she/he will not be able to work, including a phone call in the evening, before 8:00 a.m., or on the weekend or holiday. Upon return to work, the Leave Request Form must be completed and submitted to the supervisor. Refer to the policies on Workers’ Compensation and Family and Medical (FMLA) Leave for additional notification requirements under those programs.

2. The employee must submit a completed Leave Request Form for approval by the supervisor for planned appointments. The employee is expected to schedule elective appointments during her/his office’s least busy times, whenever possible.

E. Health Professional Certification:
Employees may be required to provide certification from a health care professional that an absence was necessary and/or that the employee is fit to return to work. WCCHD may also request additional medical opinions to verify leave or fitness for work. Employees may continue to be paid from their sick leave during any delays in returning to work that may occur. Refer to the policies on Workers’ Compensation and Family and Medical (FMLA) Leave for additional notification requirements under those programs.

F. Illness During Annual Leave:
When an illness or physical incapacity occurs during the time an employee is on vacation leave, the employee may request that the period of illness or incapacity be charged to sick leave and the charge against annual leave be reduced proportionately. A physician’s statement will normally be required in such instances. A revised Leave Request Form must be submitted to the supervisor.

G. Sick Leave Upon Termination or Employee Death:
Unused sick leave is canceled upon termination or employee death without compensation to the employee or the employee's estate.

H. Other Policies Relating to Use of Sick Leave:
Refer to policies on Employee Donated Sick Leave & Extended Sick Leave, Sick Leave Incentive Bonus Day, Health Promotion Leave Time, Workers’ Compensation, and Family and Medical Leave (FMLA).
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
EMPLOYEE DONATED SICK LEAVE, EXTENDED SICK LEAVE

A. Employee Donated Sick Leave:
   1. An employee who experiences a "serious health condition" as defined in the Family and Medical Leave Act Policy and who has used all earned sick leave, annual leave, floating holidays, accrued compensatory time and overtime, may receive, with the approval of the Director, up to 20 days (160 hours), of voluntarily donated sick leave from fellow employees*. To be eligible to receive donated sick leave, the employee must have worked for the Health District at least 1250 hours during the previous 12 months, have satisfactory work performance, must not have abused sick leave privileges in the past**, and must plan to return to work. Physician documentation of the illness/injury is required. Donated leave time may not extend beyond the 12 weeks of FML. The employee that would like donations must make a written request (email is acceptable) to the Director of Administration or WCCHD payroll representative. A maximum of two (2) requests for donations may be made for each FML condition.

* Employees may donate up to 5 days (40 hours) per year (Jan.-Dec.) in eight (8) hour increments of their accrued sick leave to co-workers who meet the criteria defined in this policy. The donating employee must have a sick leave balance of at least 80 hours after the donation in order to participate. The donating employee must submit his/her desire to donate hours in writing to the Director for approval. Upon approval of the Director, this donation is immediately deducted from the employee’s leave bank.

**Abuse of sick leave may include, but is not limited to a past record of repeated absences from duty for minor ailments as soon as leave has been accrued or habitual use of sick leave before and/or after the weekend or a holiday.

B. Extended Sick Leave:
   1. After all time donated from co-workers has been expended, the Board of Health may authorize up to an additional 40 days (320 hours) of paid Extended Sick Leave. Physician update on condition may be required. Board of Health authorized leave time may not extend beyond the 12 weeks of FML.

C. Leave Accruals While on Earned Sick Leave, Donated Sick Leave, and/or Extended Sick Leave:
   1. Employees will be credited with full accrual for both annual and sick leave for the month in which they are placed on donated or extended sick leave when that leave begins after the first of the month.

   2. Employees who are on donated sick leave or extended sick leave for a full calendar month will not accrue any annual or sick leave for that month.
3. Employees who are on donated sick leave or extended sick leave on the first day of the month, but return to work within that month, will accrue annual and sick leave for that month on the date they return to work. This leave cannot be used retroactively.

D. Failure to Return to Work:
1. An employee who voluntarily elects not to return to work with the Health District following a period of using extended sick leave and/or donated sick leave will be required to reimburse the Health District for the dollar amount of this leave granted.
A. This policy is effective beginning January 1, 1994.

B. For the purpose of this type of leave, each calendar year is divided into two segments: pay periods 1-13 and pay periods 14-26. Full-time employees who work the entire thirteen (13) pay period segment without use of sick leave and leave without pay are awarded eight (8) hours off with pay. Part-time employees are awarded a fraction thereof, depending on the percentage of time worked.

C. This bonus time must be used within the next thirteen (13) pay period segment after being earned and scheduled with the approval of the supervisor. This time is not included when calculating the maximum amount of annual leave that can be carried forward on January 1.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
HEALTH PROMOTION LEAVE TIME

A. Employees who have a sick leave balance of at least eighty (80) hours may elect to use 30 minutes two (2) times a week to engage in physical activity or other health promotion activity.

B. If the eligible employee would like to establish a regular time to use health promotion leave time, he/she must submit his/her individual plan for approval by the immediate supervisor and division director. This time off must be planned so as not to interfere with accomplishing the work of the WCCHD. The plan may occasionally need to be temporarily or permanently revised to accomplish the needs of WCCHD.

C. If the eligible employee would like to occasionally take health promotion leave time, he/she must secure approval of the supervisor in advance.

D. The sick leave used for approved health promotion activities will not be included when calculating the employee's use of sick leave for determining eligibility for the Sick Leave Incentive Bonus Day.

E. Authorized time away from work for health promotion leave time shall be posted under the “Other” category on the timesheet with a notation that it is for Health Promotion Leave Time.
A. The Health District observes the state government holiday schedule. Occasionally, substitutions are made by decision of the Director for greater consistency with local government holiday schedules.

B. In accordance with the state government holiday schedule, some holidays are designated as "all offices closed" and others are designated as "skeleton crew required". Each office must have enough employees on duty to conduct business during the skeleton crew holidays listed.

C. Health District employees who wish to use compensatory or annual leave to observe religious holidays that are not identified as official Health District holidays must arrange this with their supervisor.

D. Part-time employees who would normally have worked on the day of the week observed as a holiday are granted holiday pay for the number of hours they would have worked had the holiday not occurred.

E. As many employees as possible are given each holiday off; however, occasionally employees may be required to work on a holiday to accomplish the work of the Health District. Employees who are required to work on a holiday that is designated as "all offices closed" may receive compensatory time at the rate of 1 1/2 hours for each hour worked. Employees who are required to work on a "skeleton crew required" holiday will receive compensatory time at the rate of one (1) hour for each hour worked. Employees who wish to work on a holiday in which all offices are normally closed may do so only with approval of their supervisor and will be granted one (1) hour for each hour worked that day.

F. If the employee’s scheduled work day is less than eight (8) hours, the employee will receive holiday pay for the number of hours that she/he would have worked had the holiday not occurred. If the employee’s scheduled work day is more than eight (8) hours, the employee will receive eight (8) hours of holiday pay and will be required to use annual leave or comp time to make up the additional scheduled work time for that day.

G. WIC employees are required to work a different schedule than the other WCCHD divisions (i.e. weekend hours and extended workdays during the week). Each year the Administration Office and WIC division director establish the holiday schedule for WIC employees to match the number of hours granted to other WCCHD employees.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
MILITARY LEAVE

A. A full time salaried employee who is a member of the National Guard or military reserve will be granted up to fifteen (15) days of paid military leave per calendar year for authorized military training or duty, without loss of pay or accrued leave entitlements.

B. If an employee wishes to take authorized military leave, the employee must furnish his or her supervisor with copies of military orders or other appropriate verification. The orders or other official verification must be attached to the timesheet.

C. Employees on military leave for extended periods should contact WCCHD’s Director of Administration Services regarding the employee’s rights and responsibilities related to employment and benefits.

D. Authorized military leave is documented on the Timesheet under “Other” with a notation of military leave.
A. In the event of a death in the employee's family, up to three (3) days with pay will be allowed for attending to personal matters related to the death. For this type of leave, "family" is defined as the employee's spouse and the employee's or the spouse's children, parents, brothers, sisters, grandparents, and grandchildren.

B. This leave is not charged against the employee's sick leave.

C. The number of hours granted may not exceed the number of hours the employee was scheduled to work during the period the leave was granted.
A. Administrative Leave must be approved by the Division Director and the WCCHD Director and may be granted for those activities benefiting WCCHD that do not fit under any other work or leave category. Examples of activities considered for paid Administrative Leave include but are not limited to:

1. Time allowed an employee to take a professional examination for licensure or to obtain board certification (1st attempt only).

2. Time allowed an employee to pursue a grievance through the grievance process.

3. Time allowed an employee who is being terminated for cause if the retention of the employee on duty would not be in the best interest of WCCHD.

4. Up to five (5) days of Administrative Leave may be granted to members of the Smallpox Response Team if they are not well enough to work after receiving the smallpox vaccination.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT

JURY DUTY: WITNESS SUBPOENA

A. Employees called for jury duty will not be required to use accrued leave time nor account for any fees received for jury service. The hours away from work shall be posted under the "Other" category on the timesheet. The hours claimed for jury duty may not exceed the number of hours the employee was scheduled to work that day. A copy of the jury summons shall be attached to the timesheet, indicating whether or not the employee was selected on a jury. While not actually engaged in jury duty (e.g., on call) employees are expected to be at work. Similarly, if an employee is dismissed early enough to travel to the job site and work for at least two (2) hours, the employee must do so or request to use leave time that will be charged against the employee’s leave balance.

B. Employees subpoenaed to serve as a witness in matters related to their employment with the Williamson County & Cities Health District are granted the time with pay. The hours away from work shall be posted under the "Other" category on the timesheet and indicated as Jury Duty. The hours claimed for jury duty may not exceed the number of hours the employee was scheduled to work that day. A copy of the subpoena must be attached to the employee's timesheet. Employees may not accept or receive any witness fees for their appearance.

C. If subpoenaed to serve as a witness in personal matters, employees must utilize compensatory leave or annual leave, if available, or leave without pay when they must miss work.

D. The employee must notify his/her supervisor as soon as a jury summons or subpoena is received in order for arrangements to be made regarding his/her workload.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
HAZARDOUS WEATHER CONDITIONS

A. In the event of adverse weather conditions, the WCCHD Director may authorize management staff to relieve any or all their employees from work during scheduled work hours and/or close or delay the opening of Health District offices.

B. There may be instances where work in part of the county is suspended because of adverse weather conditions and continued as usual in other parts of the county. There may also be instances where individual employees are unable to get to work because of hazardous weather conditions at his/her place of residence or driving route to work. In those instances, the employee must submit a written request with the timesheet as to the conditions and special circumstances for consideration and the WCCHD Director, on a case-by-case basis, will make decisions on leave with pay. The WCCHD Director will forward her/his decision to the Administration Office staff for appropriate action.

C. Authorized time away from work due to hazardous weather conditions shall be posted under the “Other” category on the timesheet with a notation of hazardous weather.

D. If the WCCHD Director does not authorize absence from work, and the employee chooses not to work because of weather conditions, her/his time will be charged to compensatory or annual leave or leave without pay.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
LEAVE WITHOUT PAY

A. In cases other than Family and Medical Leave, leave without pay (LWOP) may be taken only for reasons that are approved by the supervisor, Division Director, and the WCCHD Director and if other types of leave are not available. In general, LWOP is not granted for annual leave purposes.

B. LWOP must be requested in writing in advance for any purpose other than unforeseen sick leave. The Administration Office will notify the employee and Supervisor/Division Director if the WCCHD Director approves LWOP for any purpose other than unforeseen sick leave. The employee and/or the employee’s supervisor is responsible to inform the Administration Office of LWOP requested for unforeseen sick leave prior to the end of the pay period, if at all possible.

C. The employee is not paid for any holidays that fall within a period of LWOP unless she/he is in pay status on either the day before or the day after the holiday.

D. If the employee is on LWOP status for a full calendar month, the employee will not accrue any annual or sick leave for that month.

E. A full calendar month of leave without pay is not counted in the calculation of total WCCHD service for annual leave entitlement.

F. Employees who are on LWOP should contact the County Human Resources Department for details concerning continued health insurance coverage during their leave without pay.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
COMPENSATORY TIME AND OVERTIME

A. Compensatory time:
   1. Compensatory time may be accrued when an employee is assigned to work on a
day that she/he is not normally scheduled to work or when she/he must work in
excess of her/his number of scheduled work hours to complete assigned duties for
that day.
   2. Compensatory time must be approved by the supervisor prior to its accrual.
   3. Compensatory time is earned at the rate of one (1) hour for each hour worked.
      Time is rounded up to the nearest 15 minutes. If compensatory time is earned at
      both the beginning and end of the work day, the total amount of compensatory
      time earned is added together before rounding.
   4. The WCCHD Director may grant compensatory time at time and a half when the
      employee is required to work on a holiday that is designated as “all offices
      closed”.

B. Overtime:
   1. Overtime applies only to those employees who are classified as non- exempt
      under the Fair Labor Standards Act (FLSA) and who are required to work in
      excess of 40 hours in a work week (12:01 a.m. Friday - 12:00 midnight
      Thursday).
   2. Leave or holiday time taken during the work week is not considered work time
      for the purpose of calculating overtime.
   3. Non-exempt employees earn overtime at the rate of one and one-half (1 1/2) hours
      times the number of hours worked in excess of 40 in that work week.
   4. Whenever possible, the supervisor will reschedule the employee's workweek to
      avoid an overtime situation.

C. Maximum Accrual:
   1. The maximum accrual of compensatory time at any one point in time and the
      maximum amount that may be carried forward to the following Health District
      fiscal year (January 1) is 80 hours. The Director may grant exceptions in special
      circumstances.

D. Use of Compensatory Time and Overtime:
   1. The employee may use compensatory time and overtime at any time after it is
      accrued and with the approval of her/his supervisor. Compensatory time and
      overtime may be taken in one-quarter hour increments. Whenever possible, the
      employee will be permitted to take this leave when requested, provided that it
      does not disrupt necessary activities. The employee should request leave time as
      far in advance as possible and complete the Leave Request Form.
   2. Compensatory time and overtime must be used before using annual leave. The
      only exception is when the employee has accrued the maximum annual leave and
anticipates that annual leave hours will be converted to sick leave in the new fiscal year.

E. Payment for Compensatory Time and Overtime:
   1. Generally, compensatory time is reimbursed as time off from work. Occasionally, with approval of the Director, employees may be paid for compensatory time.
   2. Non-exempt employees (as defined by Fair Labor Standards Act) may choose whether to be compensated for overtime with time back or payment.

F. Compensatory Time and Overtime Upon Termination or Employee Death:
   1. Prior to the time of termination, employees are encouraged to use any accumulated compensatory time. Any unused compensatory time at the time of termination will be paid at the employee's current hourly rate.
   2. Prior to the time of termination, employees are encouraged to use any accumulated overtime. Any unused overtime at the time of termination will be paid at the employee's current hourly rate.
   3. If the employee dies while employed by WCCHD, unused compensatory time and overtime is paid to the employee’s estate at the employee’s hourly rate at the time of his or her death.
FMLA is administered by Williamson County’s Human Resources Department. Therefore, WCCHD has adopted Williamson County’s policy. WCCHD also has some additional policies found in Section L.

In accordance with the Family and Medical Leave Act of 1993, Williamson County has established the following policy.

A. Purpose of the Act
   The Family and Medical Leave Act (FMLA) was established to balance the needs of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interest in preserving family integrity. The new law entitles an eligible employee to job-protected, unpaid leave for 1) birth or adoption of a child of the employee, or the placement of a child with the employee for foster care; or 2) when the employee’s spouse, child, or parent has a serious health condition and requires care from the employee. The law also gives employees job-protected, unpaid leave for their own serious health conditions.

B. Effective Date
   August 5, 1993

C. Eligible Employees
   There are two basic requirements to be an eligible employee for FMLA purposes:
   1. The employee must have been employed by Williamson County/WCCHD for at least 12 months (not consecutively).
      a. Williamson County will base FMLA leave on a “rolling” 12-month period, measured backward from the date that a County/WCCHD employee first uses FML, but not before August 5, 1993.
   2. The employee must have worked for Williamson County at least 1250 hours during the previous 12 months.

D. Leave Requirements
   Williamson County/WCCHD is required to grant up to 12 weeks of unpaid leave (the total number of hours that the employee is entitled to take is based on the percentage of FTE worked, but the maximum is 480 hours) in any 12 month period for one or more of the following reasons:
   1. The birth of a child and the care of the child after such birth or the placement of a child for adoption or foster care.
      a. Leave for birth or placement must be within 12 months of birth or placement.
      b. Leave must be taken all at once.
      c. Leave may begin before the birth, adoption or placement of the child.
d. If both spouses are employed by Williamson County/WCCHD, the 12 weeks are combined and may be split between the two employees. They are not each entitled to a 12 week leave.

2. A serious health condition of a spouse, child, or parent of the employee.
   a. An in-law is not considered a parent and is not included as an eligible person.
   b. A spouse is defined as a husband or wife; a domestic partner is not covered by this act. (Common-law marriages will need to meet state regulations).
   c. A child must be under the age of 18, or age 18 or older and incapable of self-care because of a mental or physical disability. An individual is “incapable of self-care” if the individual requires active assistance or supervision to provide daily self-care in any of three of the following:
      Grooming        Hygiene
      Bathing        Dressing
      Eating         Cooking
      Cleaning       Shopping
      Taking Public Transportation  Paying Bills
      Maintaining a Residence   Using the Post Office
      Using a Telephone and Directories
   d. Intermittent leave may be taken for care of a spouse, child, or parent of the employee for a serious health condition.

3. A serious health condition of an employee where an employee is unable to perform their job duties:
   a. For an definite period of time; or
   b. On an intermittent basis.
      A “serious health condition” is defined as a physical or mental condition that involves:
      i. Inpatient care in a hospital, hospice, or residential medical facility.
      ii. Continuing care by a health care provider.
   A. If inpatient care is not required, absence from work, school or other daily activities for more than 3 days, that also involves continuing treatment by a health care provider.
      Williamson County/WCCHD will require that an employee use all their available accrued sick leave and accrued vacation time at the beginning of their designated FMLA leave period. After all paid leave has been taken; the employee will be placed on unpaid leave for the remainder of the FMLA leave period. An employee may designate accrued compensatory time for FMLA purposes, but accrued compensatory time will not be counted against the employee’s 12 week FMLA entitlement. WCCHD employees refer to Section L.

E. Notification Requirements
   The employee must provide the employer at least 30 days’ notice before FMLA leave may begin as a foreseeable event.
In case of emergency, notice is required as soon as possible, generally within 1-2 business days.
If FMLA will be on an intermittent or reduced schedule, WCCHD reserves the right to transfer an employee to an alternate position, at the same rate of pay, which will more easily accommodate the intermittent/reduced leave schedule.
Williamson County may require an employee to periodically report on their intent to return to work.
Williamson County may require an employee on leave, due to their own serious health condition, to provide a “fitness for duty” certification from the health care provider prior to returning to work. If this certification is requested, the employee’s return to work may be delayed until the certification is received.
This leave is not intended to cover any short term conditions, such as minor illnesses that last only a few days or surgical procedures that typically do not involve hospitalization and require only a brief recovery period. If complications arise out of these procedures and they develop into a serious health condition, the employee is required to notify Williamson County and WCCHD of their intent to go on FMLA leave.
Williamson County will notify an employee when leave is being counted against the FMLA leave entitlement.

F. Certification Requirements
Williamson County may require certification issued by a health care provider to support the employee’s request for leave due to serious health conditions. After being informed in writing, the employee must provide this certification within 15 calendar days after the request is made, if practical. Employee will be provided with a form to complete for certification purposes.
When intermittent leave or a leave on a reduced schedule is requested, Williamson County may also request:
1. For a planned medical treatment, certification that includes the dates on which treatment will be required and the duration of the treatment.
2. For an employee’s own serious health condition, certification must also include a statement of the medical necessity for such leave and its expected duration.
3. For care of an eligible family member, certification must also include a statement that such leave is necessary for the care of the family member who has a serious health condition, or that the employee will assist in that member’s recovery, or be with the family member for psychological support, and the expected duration and schedule of leave.
Williamson County/WCCHD also reserves the right to request certification for the return to work and the certification that an employee who is unable to return to work after the expiration of the leave is absent due to a serious health condition.
Should Williamson County have reason to doubt the validity of an eligible employee’s certification, the County may require the employee to obtain the opinion of a second health care provider designated or approved by the County. The County will pay for the second opinion. In the event of a conflict between the first and second opinions, the County may, at its expense, obtain a third opinion from a health care provider approved jointly by the County and the employee. The third opinion will be final and binding. The
Family and Medical Leave Act (FMLA)  
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Developed: 1/2002  
Revised: 11/2005  
BOH Approved: 11/2005

County may require that the eligible employee obtain subsequent recertification every 30 days.

G. Health Insurance Continuation
Williamson County/WCCHD will continue group health plan coverage during FMLA leave periods, including medical, dental, life insurance and long-term disability policies.
1. Vacation and sick leave accrual will continue only as long as the employee is on paid leave; once the employee has expended all paid leave, accrual will cease until the employee returns to work.
An employee on paid leave will continue to have their medical premiums deducted from their paycheck. An employee on unpaid leave will be responsible for payment of their insurance premiums. The employee may choose one of the following payment options:
1. Make premium payments directly to the Benefits Section of the Human Resources Department after the employee has stopped making premiums through payroll deductions; or,
2. Have the outstanding premiums automatically deducted through payroll deduction upon the employee’s return to work immediately following FMLA leave.
The employee will be responsible for requesting the amount due by contacting the FMLA Administrator in the Human Resources Department prior to beginning their FMLA leave period.
An employee on unpaid leave will be allowed to choose not to retain their health care coverage during FMLA leave. The employee will be reinstated as to such coverage on the same terms as prior to leave, without any new qualifying period. Williamson County may discontinue an employee’s health care coverage if the employee’s premium is more than 30 days late.

H. Right of Recovery
Williamson County may recover its share of the health care premiums paid for the employee’s insurance during any unpaid FMLA Leave pay periods, if the employee fails to return to work for a reason other than 1) the continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave, or 2) other circumstances that are beyond the control of the employee.

I. Workers’ Compensation
An employee who suffers a compensable on-the-job injury and begins losing time may be placed on FMLA leave to run concurrently with the employee’s inability to perform their job functions as certified by a workers’ compensation health care provider.

J. Job Reinstatement
A WCCHD employee returning from FMLA leave must be reinstated to the same or “equivalent position.”
1. The job or position will provide the same pay and benefits.
2. The employee is entitled to return to the same or equivalent shift and schedule and the employee will have the same opportunity for advancement as before the leave.
3. Benefits accrued at the time of the leave will be available to the employee upon return from the leave (except paid leave used during the FMLA leave).
4. The employee is entitled to unconditional pay increases that occurred during the
time of their leave (i.e. any Health District wide salary increases).
Reinstatement to a Health District department or office that has implemented employee
re-organization changes may be an exception to an “equivalent position”.

K. Record Keeping Requirements
Williamson County will maintain and preserve records pertaining to the FMLA through
the Human Resources Department. The Williamson County FMLA Administrator will
be notified of all employees who meet the criteria for going on FMLA leave and will
coordinate all certification documents. These records will be maintained in accordance
with the FMLA and will be upheld in the strictest confidentiality.
As mandated by the FMLA, all medical records, including doctor certifications and
fitness for duty certifications; any correspondence relating to the FMLA leave
designations: and, all copies of employee’s timesheets depicting FMLA usage will be
kept separate from personnel records in each county department or office.

L. Williamson County & Cities Health District’s Additional Policies

1. Either the employee or, in their absence, the WCCHD Administration Office staff,
is responsible for reporting to the Human Resources Department any sick leave
absence of more than three days so that FMLA notification requirements can be
met in a timely manner. WCCHD Division Directors must notify the
Administration Office of any sick leave absence of more than three days.
2. The WCCHD Administration Office is responsible for submitting a payroll action
sheet to the County Auditor and Human Resources Department when an
employee has used all accrued leave and needs to be placed on unpaid FML.
3. Leave, paid or unpaid, taken as a result of an FML issue must be noted as such on
the employee’s timesheet, under the “Other” category with notation of FML.
4. As long as the employee is on FML, the employing Division Director may not
hire another regular, full-time employee to fill that position, unless expressly
authorized to do so by the WCCHD Director.
   a. After an employee has used all FML time, WCCHD is not required to hold
      the position for the employee.
   b. At least 40 hours prior to expending all FML time (up to 480 hours,
depending on entitlement based on % of FTE worked), the employee may
request that his/her position be held open for an additional 20 work days
(up to 160 hours depending on entitlement based on % of FTE worked).
This request must be in writing and submitted to the WCCHD Director.
Granting this extension is at the discretion of the WCCHD Director and
he/she may request that the employee provide additional information from
his/her health care provider. This additional time, up to 20 days (160
hours depending on entitlement based on % of FTE worked) is not eligible
for donated sick leave or Board authorized extended leave.
   i. If the employee has no accrued leave time in his/her leave bank,
this additional time is LWOP. The employee, who is on LWOP,
does not accrue any paid leave time (holiday, annual, sick) and the
status of their insurance coverage will depend on the circumstances of the FML time and will be determined by the Williamson County HR Department.

ii. If the employee has accrued leave time in his/her leave bank, he/she will be on paid leave during this 20 day extension for as long as his/her accrued leave time lasts. While on paid status, the employee is responsible to pay the employee portion of the health insurance premiums. Any holiday, annual, sick leave time that is accrued during this time will be granted to the employee upon his/her return to work and can not be used retroactively.

iii. If the employee is not able to return to work after the additional 20 day period (up to 160 hours depending on entitlement based on % of FTE worked), he/she will be dismissed from employment, and the position may be filled.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
FLOATING HOLIDAYS

A. Effective January 1, 2004 two (2) floating holidays (16 hours) per year are granted to full-time employees and a proportionate amount rounded up to the nearest fifteen (15) minutes for part-time employees effective January 1 each year.

B. New full-time employees that begin work between January 1 and June 30 will be granted two (2) floating holidays and a proportionate amount rounded up to the nearest fifteen (15) minutes will be granted for new part-time employees. New employees that begin work between July 1 and October 31 will be granted one (1) floating holiday for full-time employees or a proportionate amount for part-time employees. New employees that begin work between November 1 and December 31 will be granted floating holiday(s) the following January 1.

C. Floating holiday time may be taken in fifteen (15) minutes increments with supervisor approval. When taken this time will be recorded on the timesheet under “Other” with notation that it is floating holiday time.

D. Floating holiday time not used by December 31 will be credited to the employee’s sick leave balance as of the first day of the next fiscal year.

E. Payment for Floating Holidays Upon Resignation, Termination, or Death:
   1. A terminating employee will be paid in a lump sum for all remaining floating holiday time on their final paycheck. The estate of an employee who dies while employed by the Health District will be paid for all of the employee’s accumulated floating holiday leave time.
   2. Floating holiday time paid upon termination or to the estate of a deceased employee shall be computed at the rate of pay earned at the date of termination of employment or death.
Section C.

Employee Health and Safety

Personnel Policies & Procedures
Employee Requirements

A. All new employees must complete the Immunization and TB Skin Test History Form and meet with the Employee Health Nurse within the first week of employment. The Employee Health Nurse will advise the employee if any immunizations, laboratory confirmation of immunity, or a TB skin test are needed. The employee must complete any requirements as quickly as is medically feasible.

B. Most immunizations and TB skin tests are available at no charge to employees and volunteers. Employees who need these services should make arrangements with the nursing staff. Immunization and TB skin test records will be maintained in the clinic where administered. A record will be given to the employee for his/her personal records. The employee is responsible to give a copy of the immunization record to the Employee Health Nurse whenever she/he receives an immunization or TB skin test. Immunization records will be kept in a separate and secure file and will not be inserted in personnel records.

C. All employees are encouraged to be current on recommended immunizations. Because of their direct contact with patients and the public and material from patients with infections, healthcare workers are at increased risk for exposure to and possible transmission of vaccine-preventable diseases. Some WCCHD positions and work assignments require certain immunizations and TB skin tests as specified in this document. Employees at risk who refuse minimum immunization must sign a declination statement, will be counseled regarding the benefits and risks involved, and will be referred to the Director for disposition. Her/his refusal may affect the employee’s work assignment and possibly, continued employment.

D. Maintenance of immunity is an essential part of prevention and infection control programs for healthcare workers. Vaccination not only protects employees from diseases transmitted by the patients and public they serve but also protects patients and the public from becoming infected through exposure to healthcare workers. A consistent immunization program can significantly reduce the number of susceptible employees and can reduce employee absenteeism during flu season.

1. Required/Highly Recommended Immunizations/TB Skin Tests for Selected Employees*
   a. Applies to:
   Employees who have direct contact with clients or the public, particularly employees of public health nursing clinics, communicable disease program,
WIC, outreach workers, social services staff, and daycare inspectors

**Vaccine:**
1) MMR--required
2) Varicella--highly recommended
3) Influenza--highly recommended
4) TB Skin Test--required

b. **Applies to:**
Employees performing tasks involving exposure to blood or blood-contaminated body fluids

**Vaccine:**
1) Hepatitis B--required

c. **Applies to:**
Employees performing tasks involving exposure to soil or animals or who routinely work outdoors

**Vaccine:**
1) Td--required

d. **Applies to:**
Employees designated as members of the smallpox response team

**Vaccine:**
1) Smallpox vaccination—required

2. **Immunization Recommendations for All Employees***
a. **Applies to:**
All employees

**Vaccine:**
1) MMR--recommended
2) Varicella --recommended
3) Td--recommended
4) Influenza--recommended
5) Pneumococcal—recommended if meets at risk criteria

*MMR--2 doses or evidence of immunity to measles, mumps, and rubella
Varicella--2 doses, reliable history of disease, or evidence of immunity to chickenpox
Td-- complete series with one booster dose every 10 years
Influenza--1 dose annually
Pneumococcal--1 dose for persons ≥ 6; 1 or more doses for persons at increased risk
Hepatitis B--3 doses. Unvaccinated new employees must complete a 3-dose series. After completion of the series, a blood specimen will be drawn and submitted for
testing to determine if the employee has developed antibodies. If the test result is negative, up to 3 additional doses of vaccine may be required.

TB skin test--on employment and repeated annually. Skin test is not administered if previous positive result.

3. Division Directors are responsible to:
   a. In consultation with the Employee Health Nurse, identify immunization and TB skin test requirements for their employees
   b. Incorporate vaccine requirements into individual job descriptions
   c. Assure that new employees meet with the Employee Health Nurse during first week of employment to review immunization history and identify need for immunizations and TB skin test
   d. Assist the Employee Health Nurse to assure that employee’s comply with immunization and TB skin testing requirements
WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT
EMPLOYEE ACCOMMODATIONS FOR BREASTFEEDING

A. Employees who are breastfeeding will be allowed to take breaks from their work to express milk. WCCHD will provide a private office or other private space for this function.

B. Each employee will consult with her immediate supervisor before her impending delivery and plan the opportunity and need for time to express milk.

C. The employee will notify her supervisor after delivery as possible and discuss plans to return to work. Concrete plans for breaks to express milk are written and agreed to before the employee returns to work.

D. On return to work, the employee will follow the planned break time schedule whenever possible, to express milk.

E. The employee will arrange a conference with her supervisor whenever she identifies a need to reschedule the times for her to express milk.

F. The employee and supervisor will schedule regular conferences every two to four weeks to identify any changes needed for personal or office requirements that are not being met by the present plan.
EMPLOYEE EXPOSURE TO BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS
A. All employees of WCCHD will follow recommended procedures in order to prevent infection or other communicable health condition and the spread of infection or other communicable health condition among employees, clients, students, volunteers, and visitors. Students and volunteers are implied in the reference to employees. Other visitors are implied in the reference to clients.

1. Comply with the WCCHD employee immunization policy, self-administration of first aid, use of protective devices, and universal precautions. Refer to the policy on Employee Exposure to Blood or Potentially Infectious Body Fluids.

2. Use personal sick leave appropriately to limit transmission of infection or other communicable health conditions to co-workers or clients.

3. Use and encourage clients to use disposable tissues when coughing or sneezing. A box of tissue should be placed on the reception counter and on desks in interview rooms and in exams rooms for accessibility to clients.

4. Practice good hand washing practices and encourage the same in clients to decrease the possibility of disease transmission.

5. Maintain a clean work space and properly handle and store food brought to the workplace.

B. Clients who are suspected to have a communicable health condition should be separated quickly from contact with other clients (utilize negative pressure rooms in clinics) and should be assessed and triaged promptly to limit exposure of other clients and staff. Clients may be asked to phone in for eligibility or Information and Referral services during the time that they have a health condition that may be transmitted to others through their presence in the office. Appointments may be rescheduled to a later date when the client no longer has the health condition that may be transmitted to others through their presence in the office.

C. Employees in clinic programs will follow procedures outlined in the WCCHD Lab Manual and Infection Control Manual regarding clinic management and disposal of waste.

D. Nursing staff and Communicable Disease Management Team members will follow procedures in the Communicable Disease Manual regarding reporting communicable diseases and investigation and follow-up protocols.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
SERIOUS HEALTH CONDITIONS OR DISABILITIES

A. Employees with serious health conditions or disabilities are encouraged to notify their supervisor and/or the Employee Health Nurse when these health conditions or disabilities may affect their ability to perform their jobs, pose a threat to other employees or to the public, or if the employee chooses to discuss a possible accommodation by WCCHD.

B. A physician’s certification may be necessary to determine an employee’s eligibility for continued employment or to determine what type of accommodation may be appropriate. The Health and Safety Specialist in the County’s Human Resources Department consults with WCCHD regarding this determination.

C. Access to medical information and records will be restricted according to practical and legal requirements. All medical information and records will be kept in a separate secure file and will not be inserted in personnel records. Confidentiality of the employee’s protected health information (PHI) will be maintained as required under HIPAA.

D. Employees who have concerns that a co-worker may be contagious or is unsafe in the performance of their work responsibilities should bring those concerns to the attention of their supervisor and WCCHD’s Employee Health Nurse.

E. Decisions related to suitability for work and/or accommodations for persons with disabilities will be based on applicable laws and regulations and on reasonable medical judgments as to the nature, duration, and severity of any risks and/or the probability of harm or disease transmission.

F. Discrimination against employees or job applicants because of physical or mental disabilities is prohibited by the Americans with Disabilities Act, and/or Chapter 21 of the Texas Labor Code.
WCCHD participates in the Workers’ Compensation program administered by Williamson County. The County’s rules and regulations are followed by WCCHD employees.

A. The County provides Workers’ Compensation insurance coverage for all paid full-time, part-time, temporary, and seasonal WCCHD employees to cover medical and indemnity costs incurred due to workplace accidents or incidents while an employee is furthering the business of WCCHD.

B. In the event that a workplace injury necessitates treatment, contact the Williamson County Human Resources department for the approved Workers’ Compensation Plan Providers, or if unavailable, go to the nearest emergency room. **An employee MUST inform the emergency room, doctor’s office, or pharmacy that the incident is workers’ comp related. The employee IS NOT to use his or her personal insurance for any reason. By doing so, co-pays and other associated costs may not be refundable.**

C. To assist in the timely filing of Workers’ Compensation claims, employees shall report all work-related injuries or illnesses, caused by accident or incident (including TB skin test conversion, needle stick injuries, or other exposures), to their Supervisor/Division Director immediately. Once notified by the employee, WCCHD is responsible for submitting written notification to the Human Resources Department within five (5) working days, utilizing the prescribed form, TWCC-1, “Employer’s First Report of Injury.” The Supervisor/Division Director should complete this form with input from the employee and forward this to the WCCHD Administration Office within three (3) days of the employee’s report to his/her supervisor. Contact the Administration Office for guidance regarding notification requirements.

D. Supplemental documentation should be attached to the TWCC-1 form or forwarded separately to the County Human Resources Department. This should include accident investigation reports, medical reports showing off work and on work status, and police reports if claims involve accidents or incidents while an employee is driving either a WCCHD-owned vehicle or a personal vehicle in furtherance of the business of WCCHD. Supplemental documentation should be forwarded to the WCCHD Administration Office and that staff will forward it to the County Human Resources Department. WCCHD’s Loss Control Committee Representative will be responsible for completion of the Accident Investigation Report as required by the County’s Loss Control Program and submit it to the County Human Resources Department. The WCCHD Employee Health Nurse will assist as necessary.

E. Workers’ Compensation benefits, if approved, may include reasonable medical costs and income benefits to replace lost wages, as well as other benefits that the employee may be eligible to receive during the course of a claim.
F. An employee who begins losing time due to a workplace injury will be required to use accrued leave for the first seven (7) days of lost time. Beginning on the eighth day, the employee will claim lost time as “Workers’ Compensation” on their timesheet.

G. In order for lost time to be counted as Workers’ Compensation leave, employees must submit medical documentation from their Workers’ Compensation physician certifying that an absence is the result of a workplace injury.

H. Employees losing time from work due to a work-related illness or injury defined as a serious health condition under the Family and Medical Leave Act (FMLA) may, if qualified, be placed on FMLA leave to run concurrently with the Workers’ Compensation lost time. Refer to the FMLA policy for further information.

I. More information about Workers’ Compensation rights may be obtained from the Texas Workers’ Compensation Commission, or by calling 1-800-752-6301, or by contacting the County Human Resources Department at 512-943-1533.

J. Employees should also refer to the WCCHD policy on Employee Exposure to Blood or Potentially Infectious Body Fluid and the policy on Serious Health Conditions or Disabilities for additional explanation of rights and responsibilities that may be related to Workers’ Compensation related incidents.
SAFETY TEAMS

The supervisor(s) in each WCCHD office building will designate a Safety Team. The Team will be comprised of the following positions: Building Coordinator, Office Coordinator (if there is more than one WCCHD office suite in the building), Telephone Monitor, Occupant Monitor, Weather Radio Monitor, Safe Place Monitor. The Building Coordinator is the Team Leader. Each position will have an identified back-up person. Annually, effective January 1, the building/office supervisor(s) will facilitate a review of the team composition and re-assignments will be made as needed. If the number of staff in a particular office is small, one staff member may be assigned to more than one role on the Safety Team. The team’s responsibilities are to:

1. Assure that all safety procedures and signs are posted.

2. Assure that safety equipment is available and in good working order.

3. Assure that fire and severe weather drills are carried out and documented according to WCCHD policies.

4. Assume leadership during emergency situations.

5. Assess the office environment for safety hazards and take appropriate measures to remedy the situation.

6. The team should meet briefly after each drill and/or emergency situation to complete the report and evaluate the response. Could anything have been improved?
# Williamson County & Cities Health District

## Safety Team Responsibilities

### Building Coordinator:

- **Backup**
- Sounds the alarm; wears the emergency hardhat during drills and/or emergency situation; assesses the situation and ensures all personnel and visitors are evacuated properly; closes doors as leaving; is the last person to leave the area; gives the “ALL CLEAR” to re-enter the building. During weather emergencies gives the “ALL CLEAR” to leave the shelter area.

### Office Coordinator:

- **Backup**
- When there is more than one program office in a building, each office identifies an Office Coordinator who wears the emergency hardhat during drills and/or emergency situations; sounds the alarm if the emergency (ex. Fire) is in their office space; assesses the situation and ensures all personnel and visitors are evacuated properly or are in the identified rooms during severe weather; closes doors as leaving; is the last person to leave their area; communicates with Building Coordinator.

### Telephone Monitor:

- **Backup**
- Calls 911 as appropriate; informs Building Coordinator of situation; assists in evacuation process; close doors as leaving.

### Occupant Monitor:

- **Backup**
- Conducts walk-through to alert employees, clients, and visitors to evacuate the building; after all occupants are alerted, helps persons needing assistance; closes doors as leaving. During weather emergency, alerts building occupants to proceed to the designated shelter areas.

### Safe Place Monitor:

- **Backup**
- Is available at appropriate safe place (both outdoors and inside building) to greet building occupants and take names; notes if anyone is missing and alerts Building Coordinator ASAP; requests completion of release form by individuals who leave shelter location without authorization; completes Incident Report and submits it to Building Coordinator if anyone leaves the shelter location without authorization from the Building Coordinator; directs emergency personnel upon their arrival; acts as timekeeper for drills.

### Weather Radio Monitor:

- **Backup**
- Monitors weather radio and informs Building Coordinator of severe weather alerts; takes the weather radio with them to the safe
place or adjusts the volume so it can be heard from the safe place; assists persons who need help in evacuating to the designated safe place; closes doors as leaving.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
EMERGENCY EQUIPMENT AND SUPPLIES

A. Each WCCHD building will have at least one (1) bulletin board that contains emergency procedures information, the building map showing evacuation routes, location of fire extinguishers, outdoor meeting location for evacuation, location of severe weather shelter room(s). All staff should be aware of the location of these resources.

B. Each WCCHD building is equipped with at least one (1) weather radio.

C. Each WCCHD building has identified and labeled shelter room(s) in case of severe weather (interior of building, small rooms(s) with no windows).

D. Each WCCHD building has at least one labeled container of emergency equipment and supplies to include flashlights, extra radio and flashlight batteries, clipboard, report forms, paper, pens/pencils, and first aid kit. All staff should be aware of the location of this container(s). Inventory should be conducted and supplies replenished or replaced as indicated following each drill and emergency situation.

E. Each WCCHD building has fire extinguisher(s), smoke detector(s), and exit lights that meet the Fire Marshal’s specifications. Williamson County Maintenance staff arranges for Fire Marshal annual evaluation and maintains smoke detectors and exit lights in working order. The Building/Office Coordinator assures that this is done.

F. Each WCCHD Building Coordinator and Office Coordinator has a hardhat and a whistle to announce alarms. A whistle is also issued to every staff member for use in time of emergency.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
FIRE PREVENTION AND PREPAREDNESS

A. Employees will be provided with information about fire prevention, will be oriented in the use of fire extinguishers, will be informed of their responsibilities in case of a fire, and will be instructed in and practice evacuation procedures.

B. Each WCCHD employee is responsible to know evacuation routes, location of the safe meeting area outside the building, and the location and operation of fire extinguishers in every office where they work. All employees are responsible to keep the work area free of clutter and other materials that might create a fire hazard or impede evacuation of visitors or staff.

C. Each office supervisor is responsible to have evacuation routes, locations of fire extinguishers, and outdoor staff meeting area posted on the Safety Bulletin Board and at strategic locations in the office. The supervisor is also responsible to develop a plan that identifies the Safety Team and their backup and to orient all staff members to their responsibilities in the event of a fire and in fire drills. If there is more than one WCCHD program office in the building, supervisors in all the offices develop this plan together. The list of Safety Team members must be posted on the Safety Bulletin Board. The supervisor is responsible to assure that emergency equipment and supplies are present and in working order.

D. Each office supervisor will assure that fire safety is reviewed with his or her staff during orientation of new employees, at least two times a year with all employees, and whenever procedures have been revised. This includes prevention, evacuation procedures, and location and use of fire extinguishers. Each office will conduct a fire drill at least twice a year. If there is more than one office within a building, the various supervisors will coordinate the fire drill for the whole building. There is one Coordinator who serves as Team Leader for the building, however, each office within the building identifies a Coordinator who assures evacuation of their area. The Administration Office in Georgetown will send a fire drill notice and report form that must be completed and returned.

E. The Williamson County Maintenance Department arranges for annual building inspections by the local Fire Marshal. Maintenance staff arranges for recharging of fire extinguishers and changes batteries in smoke detectors and exit signs. The office supervisor should check to be sure this is done.

F. Employees should immediately report any malfunctioning safety equipment (including exit lights) to their supervisor or designated Maintenance coordinator who will then contact the Administration Office.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
FIRE EMERGENCY

If you discover a fire:

1. Alert the occupants in the immediate vicinity; notify your office coordinator to activate evacuation procedures and 9-911 notification

2. Safety Team member or the person who discovers the fire calls the Fire Department 9-911 and provides the following information: building name, address, location, phone number, location and extent of the fire

3. Building Coordinator or Office Coordinator will sound the alarm for building evacuation

4. If it is obvious that the fire can be put out easily, locate a fire extinguisher and extinguish the fire. **BEFORE ATTEMPTING TO FIGHT A FIRE BE SURE THAT SOMEONE IS CONTACTING 9-911 AND BUILDING EVACUATION IS INITIATED.**

5. If smoke is around, get on hands and knees to evacuate; feel all closed doors for heat before opening to pass through (do not open door if hot)

**Remember “RACE”**

R = Rescue

Remove everyone in immediate danger; exit the building if necessary

A = Alarm

Activate the fire alarm. Call 9-911.

C = Confine

Close all doors to confine the spread of fire and smoke.

E = Extinguish

Use portable fire extinguishers if fire is controllable; if not, evacuate the area immediately.

**HOW TO USE A FIRE EXTINGUISHER**

**REMEMBER THE WORD “PASS”**

P = Pull the locking pin.

A = Aim the nozzle at the base of the fire.

S = Squeeze the handle.

S = Sweep the nozzle from side-to-side in order to displace the oxygen to the fire.
1. **LISTEN**
The alarm (whistle) will be sounded and/or a Safety Team member will verbally announce the need to evacuate the building or move to a weather shelter area.

2. **EXIT**
Use the stairwell or exit nearest to where you are working. Proceed in a single file. Do not linger in your work area for any reason. Do not close doors. Safety Team members will close doors as part of their evacuation check. The goal is to have building evacuation complete within 45 seconds. In case of severe weather, proceed to designated safe area within the building.

3. **ASSISTANCE**
If you need assistance, let one of the Safety Team members know. Wait out of the way of traffic until a Safety Team member can assist you.

4. **CHECK IN**
Proceed immediately to designated safe place and check in with the Safety Team member assigned to the safe place.

5. **RETURN TO WORK**
Remain near the designated safe place until you receive the ALL CLEAR signal indicating that it is safe to return to your work area.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
SEVERE WEATHER PREPAREDNESS

A. Each WCCHD building has access to a weather radio for use in tracking and updating the Building Coordinator as to current weather conditions. Severe weather shelter rooms are labeled in each building. Employees will be instructed about taking shelter when conditions warrant such action.

B. Each WCCHD employee is responsible to know the location(s) of severe weather shelter room(s) within their building(s) and to take shelter when a severe weather condition is announced.

C. Each office supervisor is responsible to have posted on the Safety Bulletin Board and at strategic locations in the office the building map showing the location(s) of the severe weather shelter room(s). Each designated room is posted with a Severe Weather Shelter sign at the entrance. The supervisor is also responsible to develop a plan that identifies the Safety Team and their backup and to orient all staff members to their responsibilities in the event of a severe weather threat. If there is more than one program office in the building, supervisors in all the offices develop this plan together. The list of Safety Team members must be posted on the Safety Bulletin Board. The supervisor is responsible to assure that emergency equipment and supplies are present and in working order.

D. Each office supervisor will assure that severe weather safety is reviewed with his or her staff during orientation of new employees and at least annually prior to the spring stormy season. Each office will conduct a severe weather drill at least once a year. If there is more than one office within a building, the various supervisors will coordinate the drill for the whole building. The Administration Office in Georgetown will notify each office to conduct the drill and will provide the report form that must be completed and returned after the drill.

E. Employees should immediately report any malfunctioning safety equipment (including exit lights) to their supervisor or designated Maintenance coordinator who will then contact the Administration Office.
In the event that severe weather poses an immediate threat to the building and its occupants, the following steps will be taken:

1. The Weather Radio Monitor member of the Safety Team will monitor the weather radio and notify the Building Coordinator of a severe weather warning.

2. The Building Coordinator will sound an alert. The Coordinator and/or Safety Team members will notify employees, clients, and visitors to move away from windows and proceed to the severe weather shelter immediately.

3. In the event of imminent danger, KNEEL facing the wall and PROTECT the back of the head and neck with your hands and forearms. Remain in this position until told otherwise by a Safety Team member.

4. In the event of damage to the building due to severe weather, evacuation of the building will be carried out according to the identified evacuation plans. The Building Coordinator will give instructions.

5. If the severe weather passes without incident, the Building Coordinator will announce the ALL CLEAR to leave the shelter area.

6. If anyone leaves the shelter area prior to the ALL Clear announcement, an incident report is to be completed by the Safe Place Monitor and submitted to the Building Coordinator.

7. If you become aware of a severe weather condition that poses a threat to the building and its occupants, or notice storm damage to the building that has not already been acknowledged, contact a member of the Safety Team or supervisory staff.

8. The Building Coordinator or his/her designee will report any and all building damage to Williamson County Facility Maintenance at 930-4417.
HANDLING SUSPICIOUS LETTERS AND PACKAGES

If a package or envelope appears suspicious, DO NOT OPEN IT.

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following:

• Inappropriate or unusual labeling
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return address or no return address
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address

• Appearance
  - Powdery substance felt through or appearing on the package or envelope
  - Oily stains, discolorations, or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.

• Other suspicious signs
  - Excessive weight
  - Ticking sound
  - Protruding wires or aluminum foil

Handling of Suspicious Packages or Envelopes

• Do not shake or empty the contents of any suspicious package or envelope.
• Do not carry the package or envelope, show it to others or allow others to examine it.
• Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled. Cover the item with anything (clothing, paper, trash can).
• Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
• IMMEDIATELY WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
• Call 9-911. Emergency response personnel will come to the site and direct further action.
• Remove heavily contaminated clothing as soon as possible. Place it in a plastic bag or other container that can be sealed. Give the bag of clothing to emergency responders.
• If you have been exposed to a powdery substance, shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
• If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM  Do not get excited or excite others

1. Signal a co-worker to alert the Building/Office Coordinator to initiate immediate evacuation of the building.
2. Ask: When is the bomb going to explode?
   Where is it right now?
3. Put the phone down (DO NOT HANG UP) and evacuate the building.
4. Call 9-911 from outside or another building.

Complete the following after all are safely outside the building.

The person receiving the call should make note of exact wording of the threat:
Sex of caller:    Race:  Age:    Number at which call was received:
Length of Call:  Time:   Date:  Caller’s phone number if stated or identified on WCCHD phone:

Caller’s Voice:    Recognize voice?  Who do you think it is?
Accent (describe)
deep breathing     disguised     excited     slurred
clearing throat     whispered     angry     loud
cracking voice     laughter     calm     soft

Background Noises:
music (type)  running motor (type)  traffic/street noises
horns  whistles  bells  machinery  aircraft  voices  static  house noises
PA system  factory machinery  office machinery  restaurant sounds/dishes
animal noises  tape recorder  quiet/no sounds

Threat Language:    well spoken (educated)    taped    foul    message read by threat maker
                   irrational    incoherent

Any other information from caller:

Signature of person taking call:  _________________________________  Date:  ____________

As soon as feasible, inform the WCCHD Administration Office and Williamson County Facilities Management.
Conditions that may indicate a medical emergency include: unconsciousness, difficulty breathing, chest pain, severe bleeding, injuries to head, neck, back, severe trauma, seizures, inappropriate behavior, such as confusion, anger, uncontrolled crying, or threatening to harm self or others.

**Procedure For Medical/Mental Health Emergency:**
Stay calm and try to calm the victim.
Call or have someone else call 9-911*
Notify clinic nurse, if the event occurs in the clinic setting.
Do not move the victim unless to save the person’s life.
Provide first aid and initiate CPR if indicated based on your level of training.
Have someone document the timing of events as they occur.
Medication should only be dispensed by authorized personnel.

* Be prepared to give the following information to the 911 operator:
  * Nature of the problem
  * Individual’s present condition
  * Individual’s age, if known
  * Exact location
  * Describe what first aid is being given
  * If known, medical history, doctor, medications, allergies

**Do not hang up until instructed to do so by the 911 operator.**
Have someone stand at the building entrance doors to direct the EMS personnel when they arrive.

**First Aid Equipment:**
Each office should keep a first aid kit that contains a face shield for CPR, band aids, gauze pads, tape, and gloves in a location known to all employees. Whenever possible, the injured person should care for their own injury.

**Report:**
Complete an Incident Report.
Notify your supervisor who will notify your Division Director and WCCHD Administration.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
BACK SAFETY AND FALL PREVENTION

A. Back Safety
1. Size up the load. If it is too heavy, GET HELP.
2. Use mechanical aids, such as a dolly and back support, whenever possible.
3. Plan the job. Plan a route that is free of tripping and slipping hazards.
4. Establish a base of support. Make sure you have firm footing.
5. Bend at your knees, not at your waist.
6. Get a good grip.
7. Keep the load close to your body. The closer to the body the less stress on your back.
8. Lift with your legs and do not twist your body.
9. Keep your chin up and do not jerk.

B. Fall Prevention
1. Be aware of your work environment at all times!
2. Outside of your office building:
   a. Watch your step in the parking lot
   b. Assess the condition of the sidewalks and walkways
   c. Be extra careful when weather conditions make the environment hazardous (wet, slippery, icy, strong winds, dust, etc.)
3. Work environment – daily make a quick review of:
   a. The condition of the floor (tile, carpet)
   b. Doors and doorways – watch out!
   c. Any new obstacles in your path – boxes, equipment, etc.
4. Work area – close all filing cabinets/desk drawers before moving your body!
5. Waste material – do not place empty boxes in the hallway until after hours (clearly mark as “trash”).
6. Keep all walkways and hallways clear.
7. Wear proper footwear per job requirements and for your own safety!
8. Do not reach too high for objects, stand on chairs or other unstable surfaces, or put your body in an awkward posture.
9. Report any hazards immediately to your supervisor.
A. **Power Failure**
   1. If a power failure should occur and there is no other emergency such as fire or severe weather, remain in your office and await information and/or instructions from the Safety Team or management personnel.
   2. If you are somewhere other than your desk, stay where you are until assistance arrives.
   3. Do not get excited nor get others excited.
   4. Help calm and provide assistance to clients and visitors as needed.
   5. Those nearest to the emergency equipment and supplies container should get the flashlights to assist with visibility.
   6. Power outage is usually a very time limited occurrence.

B. **Electrical Safety**
   1. Prevention is the key to safety:
   2. Be on the lookout for unsafe electrical conditions such as:
      a. Electrical devices that are not grounded (never use cheaters)
      b. Worn, cracked or frayed electrical cords
      c. Too many plugs connected to one outlet
   3. Disconnect and report to Facilities Maintenance (930-4417) electrical equipment that:
      a. Sparks
      b. Gets too hot
      c. Stalls
      d. Trips the circuit breaker
      e. Gives the slightest shock
   4. Before using any personal appliance
      a. Notify Facilities Maintenance (930-4417) to ensure the circuit can handle the load
      b. **Personal space heaters are not allowed**

C. **Plumbing—Water, Sewer**
   a. For any problems with the plumbing, notify your office maintenance coordinator immediately. He or she will contact Facilities Maintenance, 930-4417.

D. **Telephone**
   a. For any problems related to the telephone system, contact the WCCHD Administration office, 930-4387.

E. **Computer**
   a. For any problems related to your computer, the computer network, or internet access, contact the Williamson County ITS Help Desk, 943-1456.
F. Gas
a. If a gas odor is detected, immediately evacuate the building. Call 9-911 from outside the building.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
EMPLOYEE ASSISTANCE PROGRAM

A. Williamson County & Cities Health District participates in the Employee Assistance Program offered by Williamson County. Current information on the EAP program is found at www.wilco.org.

B. Employees may use any type of accrued leave, including sick leave, to attend counseling for themselves or a covered family member. The employee must arrange leave time in advance with his/her supervisor and complete a Leave Request Form.

C. Employees who are required or urged to meet with an EAP counselor in relation to a disciplinary action or other employee action will be granted work time during the employee’s scheduled work hours to attend. This time will not be deducted from the employee’s accrued leave balances. This leave time must be approved in advance by the supervisor and the employee must complete a Leave Request Form. The time is documented on the timesheet under “Other—EAP”. In this instance mileage reimbursement will also be granted.
Section D.

Employee Conduct and Performance

Personnel Policies & Procedures
A. Reasonable care should always be exercised in the use of Williamson County and WCCHD property and vehicles to minimize damage or waste. Intentional or negligent damage of County-owned or WCCHD-owned property will be grounds for disciplinary action up to and including dismissal from employment.

B. The personal use of County or WCCHD equipment or vehicles is prohibited. Any extenuating circumstances or requests must be discussed and approved by the Director.

C. The Use of WCCHD telephones and personal calls made on worktime are addressed the the Personal Phone Calls policy.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
CUSTOMER SERVICE

A. Williamson County & Cities Health District employees are public servants, and as such, have a responsibility to the public to provide timely, courteous, and efficient service.

B. All WCCHD employees are expected to conduct themselves in a way that will earn public respect and bring credit to the Health District and its operations.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
OUTSIDE EMPLOYMENT

A. WCCHD employees may be employed in any capacity in a business, trade, occupation, or profession, at any time other than hours they are working for the WCCHD, as long as such employment does not violate state laws concerning abuse of office or employment, does not interfere with their normal duties, and does not constitute a breach of ethics or conflict of interest.

B. WCCHD employees may not engage in any outside employment that might be perceived as a conflict of interest. The following points of clarification are intended as examples and are not all-inclusive.

1. It is considered a conflict of interest for employees to perform work that they may be called upon to inspect and regulate as part of their responsibilities as a WCCHD employee. Examples include performing inspections for a private contractor, flood plain determination, subdivision consultation, soil evaluation, OSSF design, ownership or management of a food establishment.

2. Inspectors and/or their supervisors may work as wait staff, cooks, hosts/hostesses, cashiers, janitorial staff, etc. at food service establishments. However, they must never be called upon to inspect that establishment, represent the establishment during an inspection, or intercede on behalf of that establishment to influence the outcome of the inspection.

3. Employees who are not involved in the inspection/regulation program do not have the same restrictions regarding other employment as described in #1 and #2. However, if they are employed by an outside entity, they may not intercede on behalf of the business or individual to influence the outcome of any inspection performed by WCCHD. Employees may not represent an outside entity or attempt to influence the outcome of transactions with WCCHD, such as purchasing materials, referring patients, etc.

4. Employees may not work at another job that requires them to take leave time during their normal working hours at WCCHD or perform work for another job while on duty at WCCHD.

5. Whenever the employee is considering outside employment, he/she must submit the Outside Employment Form to his/her supervisor for consideration of conflict of interest with their WCCHD employment. The Supervisor and Director will review the request and will notify the employee in writing within one week regarding approval.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
RETAILIATION PROHIBITED BY STATE LAW

A state or local governmental body (WCCHD is a subdivision of local government) may not suspend or terminate the employment of, or otherwise discriminate against, a public employee who reports a violation of the law to an appropriate law enforcement authority, if the report is made in good faith.
A. Personnel Affected: As a condition of employment, all WCCHD employees are required to read, sign and comply with this Confidentiality Policy upon acceptance of employment with the Health District. All students and volunteers must also read, sign, and comply with this policy.

B. Confidentiality Regarding Clients’ Protected Health Information (PHI)

1. WCCHD has a legal and ethical responsibility to safeguard the privacy of all clients that receive services and to protect the confidentiality of their protected health information (PHI). It is essential that every staff member, student, and volunteer respect and maintain the confidential aspects of our services.

2. All PHI obtained in connection with the provision of health care services to any person shall only be disclosed under circumstances as defined in WCCHD’s Notice of Privacy Practices (HIPAA requirements) or as may be required by law, such as the Communicable Disease Prevention and Control Act or by court order. Employees will not disclose PHI to any person or permit any person to examine or make copies of reports or documents containing PHI that are prepared by WCCHD or that come into the possession and control of WCCHD, except as authorized as stated in the previous sentence.

3. Clients who desire their confidential information sent to another person or agency must sign a release of information form to that effect. If they wish to hand-carry that information, they may do so, after giving proper identification and signing a release form. Records of these transactions must be documented in the narrative notes of the client's record and the signed consents placed in the client's record.

4. Information may be disclosed in statistical or other summary form if the identity of the individuals diagnosed or provided care is not disclosed.

5. Caution in the discussion of Health District activities must be exercised in social contacts and in public places. This includes public areas of Health District offices. Under no circumstances may a client’s PHI be discussed in a public place.

6. Care must be taken to assure that paper and electronic records are secure and not accessible to unauthorized personnel.

7. Employees who don’t normally work in programs that generate or handle PHI are required to maintain confidentiality if they incidentally obtain knowledge of PHI. For example, they may see an individual in one of the WCCHD clinic’s that they know, or, the employee may learn of PHI while assisting with a mass vaccination clinic. They must keep this information to themselves unless needed by another WCCHD employee to provide care to that individual.
C. Confidentiality Regarding Employees

1. Employees may not disclose the home address or phone number of WCCHD employees to anyone other than other WCCHD employees without the permission of the employee. Exception to this policy may occur during natural or other disasters or an emergency of similar magnitude.

2. Employees may not authorize or enable non-employees (including an employee's family members) to search through an employee's desk or other personal materials without the permission of the employee.

3. An employee’s search of a co-worker's desk or other personal materials without the employee's permission is limited to finding records or other materials necessary to provide service to a client prior to the return of that employee. Exceptions to this policy may occur during an emergency situation.

4. If the supervisor has reasonable suspicion of employee misconduct, it may be necessary to inspect the employee’s desk, work area, or personal property. With the exception of emergencies, the situation will be discussed with the Director or her/his designee in his/her absence prior to the inspection or other action. An inspection of this nature shall always be conducted in the presence of a witness. If the concern is misconduct of the Director, a Division Director should contact the Chair of the Board of Health, or if unable to reach the Chair, one of the other Board members who will determine the course of action.

5. Employees are responsible to understand and comply with the confidentiality provisions of the Electronic Systems Use Policy.

D. Violation of this Confidentiality Policy is grounds for disciplinary action, up to and including termination of employment. In addition, the Communicable Disease Prevention and Control Act provides for both civil and criminal penalties against anyone who violates the confidentiality of persons protected under the Act.
Williamson County & Cities Health District

Employee Acknowledgement

WCCHD Confidentiality Policy

I acknowledge that I have received, reviewed, and understand the requirements that are described in the policy entitled, “Confidentiality”. I agree to abide by these expectations. I understand that violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

_________________________  _________________________
Employee’s Signature      Date

_________________________
Employee’s Printed Name
A. Introduction
1. All WCCHD electronic systems are WCCHD property provided for the conduct of WCCHD business. Examples of electronic systems include electronic mail (e-mail), voice mail and Internet access.

2. WCCHD employees should be aware that electronic systems communications or records may be subject to examination or review for legal or work-related purposes.

B. Confidentiality
1. Access to WCCHD systems and software is limited to authorized personnel with appropriate passwords.

2. WCCHD employees should not share passwords. If a password has been compromised, the employee should change it.

3. WCCHD employees must be aware that information sent out over local networks or the Internet may not be secure and can present liability problems to personnel and the Health District.

C. User Responsibility
1. WCCHD employees must assume responsibility for the content and dissemination of their electronic systems messages. Most WCCHD electronic communications constitute official records under the Public Information Act and may be available to the public. Employees must be professional and prudent in using electronic systems for sensitive communications.

2. WCCHD employees must assume responsibility for checking their email at least daily and responding as necessary. Any technical difficulties in accessing email should be reported immediately to the Williamson County IT Helpdesk.

3. Abusive, harassing, discriminatory, obscene, and profane messages are strictly prohibited. These communications can result in legal liability or other penalties for the individual and WCCHD.

4. WCCHD employees must report any incidents of the sort listed in C.3., above, immediately. The incidents should be reported to the Director of Administration Services.

5. WCCHD employees shall not read, view, or listen to other employees’ electronic systems communications without a legitimate business need or without specific permission from that employee.
6. General strategies to improve efficiency of electronic mail communications:
   a. DO NOT assume email is opened and read immediately. If immediate action is required, use telephone or radio.
   b. Avoid excessive use of email.
      i. Utilize telephone/radio communications if a timely response to email is not received.
      ii. Utilize telephone/radio communications whenever possible during a response to a public health emergency.
   c. Use caution when forwarding email:
      i. Clip off or abbreviate recipient information on emails, in particular messages forwarded from other sources. Excessive text makes it difficult to scroll through emails, especially on hand-held devices.
      ii. Be sure to read all emails included; there may be items you do not want the recipient to see buried in a long series of forwarded emails.
      iii. Be considerate of the original author. If there is any question, ask if it is okay to forward the message.
      iv. Check accuracy of Internet links before forwarding.
   d. Clearly label emails in the subject line: topic and action requested. Indicate time sensitivity in subject line if necessary. Use “!” flag only if immediate action is needed. For example, To: J.Jackson (!)Subject: URGENT, Contact KXAN regarding flu shots; or To LET Subject: FYI, Community Gardens.

D. **Personal Use of Internet/ E-Mail**

1. Internet access is intended for official WCCHD business.

2. Abuse of Internet access includes but is not limited to the following:
   a. Engaging in any unlawful or malicious activity
   b. Misrepresenting a personal communication as an official communication
   c. Sending a chain letter
   d. Sending, receiving, or accessing pornographic materials
   e. Using objectionable language
   f. Advertising personal items for sale
   g. Using Internet radio/music/video/game sites for entertainment during work time.
   h. Making personal purchases online

3. Proper use of Internet access includes the following:
   a. Downloading job-related information
   b. Sending and receiving job-related email messages and file attachments
   c. Making business arrangements
   d. Searching job-related databases
   e. Using the Internet for occasional, brief personal communications, where those do not violate any other provisions of this section or, in the view of supervisory staff and management staff, do not interfere with WCCHD business
E. **Legal and Disciplinary Action**

1. Electronic Communications that violate the provisions of this policy may result in revocation of the user’s access to e-mail, Internet, or voice mail systems or other disciplinary action up to and including dismissal from employment. Depending on the nature of the violation, legal action may also be taken against the employee.

2. Employees terminated for any reason will have their electronic systems use privileges revoked immediately.
Williamson County & Cities Health District

Employee Acknowledgement

Use of Electronic Systems Policy

I acknowledge that I have received, reviewed, and understand the requirements that are described in the policy entitled, “Use of Electronic Systems”. I agree to abide by these expectations. I understand that violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

____________________________________ _________________________
Employee’s Signature     Date

____________________________________
Employee’s Printed Name
WCCHD adopts and complies with the Williamson County Sexual Harassment Policy and Procedures

A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B. Examples of unwelcome conduct that may constitute sexual harassment include:

1. Touching, advances, or propositions

2. Verbal abuse of a sexual nature

3. Graphic or suggestive comments about an individual's dress or body

4. Sexually degrading words to describe an individual

5. The display in the workplace of sexually suggestive objects or pictures, including nude photographs

C. WCCHD strongly condemns sexual harassment in any WCCHD office or department. Each Division Director, supervisor and employee has the responsibility to maintain a work environment free of such harassment and to report or complain about it as soon as possible. This responsibility includes dealing with sexual harassment that involves a non-employee on WCCHD premises and Williamson County premises. Supervisors and employees involved in a sexual harassment situation are required to cooperate in any investigation that occurs.

D. Employees who believe that they have been sexually harassed should follow the WCCHD grievance procedures. However, they can report directly to the Williamson County Human Resources Director if circumstances within WCCHD or other factors prohibit a reasonable attempt at an informal resolution of the problem or otherwise preclude the use of the grievance system. Prompt reporting is very important, but if a
sexual harassment complaint is made past the time limits of the grievance system, the Human Resources Director may take other appropriate action. Confidentiality will be maintained to the extent possible, and participants in any investigation will be instructed not to discuss the subject. If a complaint is presented, retaliation against the employee is prohibited.

E. Sanctions against offending supervisors and employees may include, but are not limited to, consultation with superiors, reprimands, transfers, suspension, demotions, dismissals, or referrals to appropriate enforcement agencies or officials.
Williamson County & Cities Health District

Employee Acknowledgement

Sexual Harassment Policy

I acknowledge that I have received, reviewed, and understand the requirements that are described in the policy entitled, “Sexual Harassment”. I agree to abide by these expectations. I understand that violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

____________________________________ _________________________
Employee’s Signature     Date

____________________________________
Employee’s Printed Name
WCCHD adopts and complies with the Williamson County Drug Free Workplace Policy

A. The objective of this policy is to develop a drug and alcohol-free workplace that will help ensure a safe and productive work environment for WCCHD employees. Use and misuse of alcohol and drugs can and does impair the ability of an employee to perform his or her duties and may endanger the employee, a co-worker, or the public, as well as property. WCCHD seeks to prevent the use, abuse, or misuse of drugs and alcohol by employees in any way that impairs their ability to perform their job duties.

B. This policy applies to all full time, part-time, and hourly/seasonal WCCHD employees, students and volunteers.

C. Alcoholism and other drug addictions may be responsive to proper treatment, which may be an option as long as the employee cooperates with WCCHD and the County.

D. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on County and WCCHD premises is prohibited.

E. Being under the influence of alcohol or illegal drugs on County or WCCHD premises is prohibited. The unauthorized use or possession of prescription drugs not prescribed to the employee or prescriptions taken other than in accordance with the prescribed directions of a physician is prohibited on County and WCCHD premises.

F. Employees who violate this policy are subject to appropriate disciplinary action, including but not limited to immediate dismissal from employment.

G. General Policy Provisions--Any of the following actions constitutes a violation of the policy and may subject any employee to disciplinary action including but not limited to immediate dismissal:

1. Using, selling, purchasing, transferring, possessing, manufacturing, or storing any illegal drug or drug paraphernalia, or attempting or assisting another person to do so, while in the course of employment or engaged in a WCCHD sponsored activity, on County or WCCHD District premises or vehicles, or at other designated sites for work or WCCHD sponsored activity, or property owned, leased, or rented by the County or WCCHD, or on official business for WCCHD.

2. Working or reporting to work, conducting WCCHD business or being on County or WCCHD premises or in a WCCHD owned, leased, or rented
vehicle while under the influence of an illegal drug, alcohol, or in a condition impaired by an illegal drug or alcohol.

H. Preventative Acts

1. Employees taking controlled substances prescribed by their physician shall advise their supervisor/division director of the possible side effects of such medication regarding their job performance and physical/mental capabilities. This information shall be kept confidential and shall be communicated to the division director as soon as possible.

2. Any employee involved in a work-related accident where there is reasonable suspicion that alcohol or drugs may have been a contributing factor will be subject to an accident investigation, which may include drug testing or testing for alcohol or drug abuse.

3. Other testing may be conducted if there is a reasonable, individualized suspicion of alcohol or illegal drug use.

I. Employee Assistance

1. Any employee who has an alcohol or drug problem should contact the Health and Safety Specialist in the Williamson County Human Resources Department to obtain information on a possible leave of absence or referral to the Employee Assistance Program (EAP). The Health and Safety Specialist can advise the employee regarding eligibility for leave under FMLA. Employees must explore options that minimize their time off from work, and WCCHD reserves the right to require periodic reports and/or testing as to the employee's progress and/or successful completion of the program if a leave is granted. Employees should contact the Health Plans Administrator in the Human Resources Department to determine whether the cost of the program they are entering will be covered under Williamson County Health Benefits Insurance. Any expenses that are incurred and are not eligible for reimbursement under the Williamson County Health Benefits Program will be the sole responsibility of the employee.

2. An employee will not be disciplined because he or she requests to participate, or participates, in a rehabilitation program. Participation within a program does not alter the at-will relationship that WCCHD maintains with all its employees or WCCHD’s rights to discipline or dismiss the employee independently of the employee's request for accommodation.

3. WCCHD may require medical or other professional verification of an employee’s ability to return to work following participation in a treatment program. (See also H.3.)
J. Coordination with Law Enforcement Agencies--The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. WCCHD will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials. Any search and seizure will be conducted by the contacted law enforcement agency. WCCHD will cooperate fully in the prosecution and/or conviction of any violation of the law.

K. Reservation of Rights—WCCHD reserves the right to interpret, suspend, cancel, or dispute, with or without notice, all or any part of this policy, or procedures, or benefits discussed herein. Although adherence to the policy is considered a condition of continued employment, nothing in this policy alters an employee's at-will status and shall not constitute or be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and WCCHD retains the right to dismiss any employee at any time, for any or no reason, with or without notice.

H. Other Laws and Regulations--The provisions of this policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state, or local laws, regulations, or judicial decisions. Unenforceable provisions of this policy, as imposed by applicable law, shall be deemed to be deleted.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
SMOKE-FREE WORK PLACE

A. WCCHD occupies facilities that are owned by Williamson County and, therefore, adopts and complies with the Williamson County Smoke-Free Work Place Policy. Williamson County has adopted a policy prohibiting smoking within County buildings or offices or within 15 feet of all external doors of County facilities.

B. Smoking includes but is not limited to the lighting of a tobacco product; the holding or carrying of a lighted pipe, cigar, or cigarette, or any other lighted smoking equipment or device; or the inhaling or exhaling of smoke from a tobacco product.

C. Those who smoke anywhere on the grounds of County-owned property are expected to dispose of waste associated with smoking in appropriate receptacles and not litter the property.

D. This policy applies to all full-time, part-time, and temporary WCCHD employees, regardless of position. This policy also applies to all students, volunteers, clients, and visitors to WCCHD offices.

E. Employees who violate this policy shall be subject to disciplinary action.
WCCHD adopts and complies with the Williamson County Safe and Respectful Workplace Policy

A. It is the policy of WCCHD to promote a safe and respectful environment for its employees. WCCHD expects Division Directors, supervisors, and their employees to maintain a work environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Examples of such behavior include but are not limited to the following:

1. Carrying unauthorized weapons on WCCHD or County premises, vehicles, and off-site work locations;
2. Physical assault of any person on WCCHD or County premises, vehicles, and off-site work locations;
3. Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or harassment. This includes use of WCCHD’s property, such as computers, telephones, FAX machines, mail, or other means to communicate a direct or indirect threat of physical harm or harassment.

B. Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace and outside of the workplace related to the work of WCCHD will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately.

C. Employees who violate this policy will be subject to removal from the premises or immediate disciplinary action possibly including dismissal from employment, as well as criminal prosecution, if warranted. Members of the general public exhibiting violent or threatening behavior towards the District and/or its employees will be subject to removal or legal action, as appropriate.

D. Division Directors, supervisors, and other employees must report any violent, harassing, intimidating, or other disruptive behavior or the presence of weapons at once. Recognizing early signs of workplace violence is extremely important in preventing it.

E. Direct threats, violent actions, or reports of weapons on County or WCCHD premises must be reported at once by calling 911. Actual injuries must be reported immediately to 911.

F. Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisor. In addition, employees with Orders of Protection or restraining orders that reference the worksite(s) of WCCHD must provide their Division Director with a copy of the order. The Division Director will forward this copy to the WCCHD Director. The Division Director may
share information of protection orders with other key personnel in order to maintain a safe workplace. In response to possible threats, the Division Director, with the assistance of the WCCHD Administration, will undertake an assessment of the risk and implement a safety response plan. This plan will take into consideration the needs and rights of a targeted employee and others in the worksite, maintaining confidentiality as possible to prevent interference with the plan.

G. **Indirect threats** or other potentially violent behavior, including “jokes” with hints of violence, should be reported to the WCCHD Director, who then should consult with the County Attorney at 943-1111 or the County Human Resources Director at 943-1627. **When in doubt as to whether a situation justifies calling for immediate law enforcement assistance, employees should go ahead and contact 911.**

H. Dismissals and other disciplinary action associated with this policy may be implemented in the presence of a law enforcement officer. Employees dismissed or suspended in violation of this policy may be required to remove their personal belongings and return keys or other County or WCCHD property immediately following the disciplinary action.

I. Employees dismissed or suspended in accordance with this policy may be barred from County or WCCHD premises and should receive a notice in writing to this effect. The notice should be given to the employee in the presence of a law enforcement officer.

J. The notice barring the employee from County or WCCHD premises shall also state that future communications from the employee shall be directed only to the County Human Resources Director at 943-1627.

K. Employees with questions about this policy may contact the WCCHD Director at 930-4387, County Human Resources Director at 943-1627 or the County Attorney at 943-1111.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
WIRELESS COMMUNICATION DEVICES

A. WCCHD provides a wireless communication device to selected key employees, as part of the 24/7/365 emergency preparedness and response plan.

B. These staff members are required to carry this device whenever they are not accessible via their office or home telephone on a 24/7/365 basis.

C. These staff members are not compensated for being “on call”.

D. A service plan that provides ample minutes is provided for each of these devices.

E. These staff members are allowed to use these devices for personal use with the requirement that the employee pay overage charges if they exceed their allotted minutes during a billing cycle. If billing records indicate that the overage resulted from WCCHD business, the employee will not be required to pay the overage charges.

F. These selected key staff members must sign a statement agreeing to the terms of this policy before this communication device is issued to them.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
24/7/365 STAFF AVAILABILITY

A. Key employees are expected to be accessible on a 24/7/365 basis to respond to public health emergencies or at other necessary times designated by the Director of her/his designee. These key employees will be provided a cell phone that must be kept charged and activated when the key employee is inaccessible by home or office phone.

1. The Director or her/his designee will determine if a public health emergency or other situation warrants notification of key staff and will develop the message. The Director or her/his designee will notify key employees with the message.

B. The Emergency Preparedness Coordinator will also carry an alphanumeric pager and an 800 MHz radio and the Health Authority will also have an 800MHz radio. The alphanumeric pager and the 800 MHz radios have been provided by the Williamson County Office of Emergency Management.

1. Williamson County Dispatch will maintain contact information for the Director and the Emergency and Preparedness Response Coordinator and their designees and will initiate contact outside of usual business hours when directed by the Williamson County Office of Emergency Management and local hospitals/infection control practitioners. The Emergency Preparedness and Response Coordinator will ensure that Williamson County Dispatch has current contact information for WCCHD and that the Office of Emergency Management and local hospitals/infection control practitioners are aware of this method of contact outside usual business hours.

2. As part of the Williamson County Chemical, Biologic, Radiation, Nuclear, Explosive (CBRNE) Response Team, the WCCHD Emergency Preparedness and Response Coordinator (EPRC) will carry an alphanumeric pager that will allow notification of a potentially catastrophic event where there is a potential public health concern. Upon receipt of this page, the WCCHD EPRC will notify the Health Authority and both parties will tune their 800 MHz radios to the SE ECO channel and await further information from Williamson County Dispatch and other units on the scene. If it appears that there is a public health threat and the Health District will need to become involved, the Director will be notified.

C. Key employees include: WCCHD Director, Director of Administrative Services, Director of Public Health Nursing, Director of Social Services, Director of Environmental Services, Director of Community Health Promotion, Director of WIC Nutrition Services, Emergency Preparedness and Response Coordinator, County Health Authority, Planning and Communication Specialist, Emergency Preparedness and Response Specialist.

1. The Director of Administrative Services will maintain a current directory of the key employees and their contact information, including home address, home phone, cell phone, pager (if applicable), and home e-mail (if applicable). This directory will be made available to all key employees who are expected to have it accessible at all times 24/7/365.
2. If a key employee is unavailable or chooses not to be notified because of personal circumstances (illness, death in the family, vacation, leave of absence, or employee thinks they will be out of effective cell phone range, etc.), the key employee will notify the Director or her/his designee and an alternate will be designated by the Director or her/his designee and the Director or her/his designee will notify the Administrative office.

D. WCCHD employees may need to be contacted outside usual work hours to be called to work in the event of a public health emergency or to be provided with other information concerning work. Key employees should have contact information for employees they supervise accessible at all times 24/7/365.

1. Key employees must maintain current contact information for all employees they supervise and must provide an updated listing to the Administrative office whenever changes occur. Contact information includes the following if applicable: home address, home phone, cell phone, pager, and home e-mail. Key employees must have a current copy of their employee list accessible at all times 24/7/365. Key employees must develop an effective method of quickly contacting all staff they supervise when notified by the Director or her/his designee concerning public health emergencies or other situations that require employee contact. Key employees must ensure that all employees they supervise are aware of this policy.

2. The Director, Director of Administrative Services, and the Emergency Preparedness and Response Coordinator will keep a current contact list of all WCCHD employees accessible at all times 24/7/365.

3. Upon notification of an event each key employee will activate her/his staff as needed based on the event. In the event of a public health emergency, all personnel should be ready and available to assist in response and recovery efforts. Day to day work schedules may be adjusted as needed. Any employee may be requested to perform duties that are not within her/his usual scope of duties, but not beyond her/his educational/professional licensure.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
PERSONAL PROPERTY IN THE WORKPLACE

A. WCCHD makes every effort to procure and furnish to employees all equipment/supplies necessary for the timely and accurate completion of their duties.

B. If an employee identifies a supply/equipment need, they must follow the regular purchase requisition procedures to request this. Supervisor approval is required.

C. If an employee prefers to use property other than that provided by WCCHD, they may bring it to the workplace. The following stipulations apply:

   1. WCCHD is not liable for repair/maintenance for this equipment while in use at WCCHD.

   2. This property is not covered under property insurance and will not be replaced by WCCHD in case of damage or loss.

   3. Employees must inform their supervisors/Division Directors of their intent to use personal property in the workplace and complete the Personal Property in the Workplace Form.

   4. This form and request will be reviewed by appropriate Division Directors and approved/disapproved by the Director.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
PERSONAL PHONE CALLS DURING WORK TIME

A. Personal calls made or received during work hours must be kept to a minimum and must be brief. With the exception of urgent situations, calls should be made and/or returned during break or lunch times. This applies to calls made or received on WCCHD office phones, WCCHD issued cell phones, and the employee’s personal cell phone.

B. If the employee’s work station is within view/hearing of the public, the employee should move to a private space to make or receive a phone call. The employee must immediately terminate the call when needed to perform their work or needed by a supervisor or co-worker.

C. If the employee must attend to urgent personal business via a phone call that will take more than a few minutes, he/she must discuss this with his/her supervisor in advance and request leave time for that phone call. A leave slip must be submitted and leave time reflected on the timesheet.

D. Long distance calls made on WCCHD office phones should be charged to a personal calling card. If a long distance call must be charged to the Health District, the employee must notify the Director of Administrative Services and reimburse the Health District upon receipt of the telephone bill.

E. Collect calls may not be accepted on WCCHD phones.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
REPORTING SUSPECTED FRAUD, WASTE, AND ABUSE CONCERNING
WCCHD EMPLOYEES AND/OR CLIENTS

A. This policy applies to any fraud or suspected fraud involving employees, officers, or directors, as well as members, vendors, consultants, contractors, funding sources, and/or any other parties with a business relationship with WCCHD. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship with WCCHD.

B. All WCCHD staff are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

C. The terms fraud, defalcation, misappropriation, and other irregularities refer to, but are not limited to the following:
   1. Any dishonest or fraudulent act
   2. Forgery or alteration of any document or account belonging to WCCHD
   3. Forgery or alteration of a check, bank draft, or any other financial document
   4. Misappropriation of funds, securities, supplies, equipment, or other assets of WCCHD
   5. Impropriety in the handling or reporting of money or financial transactions
   6. Disclosing confidential and proprietary information to outside parties
   7. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to WCCHD. Exception: meals and gifts less than a nominal fee
   8. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
   9. Misrepresentation of client information when providing services to individuals
   10. Any similar or related irregularity

D. WCCHD is committed to providing quality services to eligible clients in full compliance with the rules and regulations applicable to each WCCHD Program as outlined by the individual program’s federal, state, or local funding agency. WCCHD will demonstrate a “zero tolerance” of fraud, waste and/or abuse of federal, state, or local program dollars entrusted to WCCHD. WCCHD employees are expected to comply fully with all rules/regulations related to their program and to promptly report suspected fraud, waste, and/or abuse by WCCHD employees or clients to their supervisor or the WCCHD Director. Employees who participate in activities which create fraud, waste, and/or abuse of federal, state, or local contract dollars/services, OR who have personal knowledge of such activities by other employees or clients and fail to report the situation to their supervisor or WCCHD Director, will be subject to disciplinary action which may include immediate termination. WCCHD
employees who report such misconduct in “good faith” will not be subject to retaliation or retribution.

D. WCCHD will conduct an internal investigation of each complaint based on the facts provided in the initial complaint. WCCHD may compile complaints to determine trends and areas for targeting program integrity activities or may address complaints individually as the WCCHD Director deems appropriate. WCCHD will make appropriate referrals to the funding agency’s Office of the Inspector General – Fraud Investigation Division and/or local law enforcement as necessary.

E. WCCHD will strive to maintain the confidentiality of an employee’s identity. However, there may be a point where the individual’s identity may become known or may have to be revealed in order to complete the investigation or to cooperate with law enforcement or Office of Inspector General investigations.
WILLIAMSON COUNTY & CITIES HEALTH DISTRICT
DRESS CODE

A. WCCHD employees will dress to present a professional appearance to customers, clients, and the public; and to ensure their own safety while working.

B. WCCHD employees will exercise mature judgment in matters pertaining to attire and grooming in order to project a good public image and ensure safety while working.

1. All employees will wear their ID badges when working with the public.

2. Apparel should conform to common sense standards of neatness, cleanliness, good taste, and safety. Extremes in clothing, hairstyles, footwear, jewelry, body piercings and tattoos are considered inappropriate. T-shirts or other clothing with unsuitable logos for the workplace are not acceptable.

3. Each division director will establish the division’s unique dress requirements (ex: clinical staff wearing scrubs during clinics). Supervisors will determine, as needs arise, the proper attire for unique situations.
Section E.

Employee Grievance

Personnel Policies & Procedures
A. All employees are encouraged to maintain open communication with co-workers and supervisors in order to resolve disagreements or minor difficulties at the lowest level of WCCHD management as possible. The employee may be asked to put a grievance in writing in order to minimize confusion and misinterpretation during any discussions.

1. If the grievance is not resolved through discussion with the immediate supervisor, the employee is encouraged to take it to the next level of WCCHD management as quickly as possible.

2. If the employee does not think that his/her grievance has been adequately resolved he/she may file a grievance by following the stated procedures. All grievances will be considered according to applicable policies and procedures and without reprisal.

B. Grievances related to illegal discrimination based on race, religion, color, creed, sex (including sexual harassment), age, national origin, and/or disability that have not been resolved at WCCHD must be promptly filed, in writing, with the Williamson County Human Resources Director according to the relevant timelines in the Williamson County policy. Williamson County Grievance Resolution Procedures can be found in the Williamson County Policy Handbook or contact John Willingham, Williamson County Human Resources Director, at 512-943-1627, jwillingham@wilco.org.

C. Grievance Procedures for grievances not related to illegal discrimination

1. A grievance may be filed by employees on one or more of the following grounds:
   a. Improper application of rules, regulations, and procedures.
   b. Unfair treatment, including but not limited to coercion, restraint, harassment, or retaliation.
   c. Discrimination based on sexual orientation.
   d. Improper disciplinary action.
   e. Improper application of benefits.
   f. Improper working conditions.
   g. Improper dismissal.

2. Time Limits for filing
   a. Grievances must be filed according to the timelines in this policy. A termination grievance must be filed, in writing, with the WCCHD Director within five (5) working days of the dismissal, exclusive of WCCHD holidays, unless it is beyond the reasonable control of the employee to do so. All other grievances must be filed within ten (10) days of the incident giving rise to the grievance. Grievances against the WCCHD Director must be submitted in writing to the Chair of the Board of Health within these timeframes.
b. If the employee fails to meet the time limit for filing, the employee will be ineligible to use the grievance procedures.

3. Grievance Resolution Procedures:
   a. Within five (5) working days of a termination and within ten (10) working days of other occurrences, a written grievance must be submitted in person to the WCCHD Director. Grievances against the WCCHD Director must be submitted in writing to the Chair of the Board of Health within these timeframes. Attempts at resolution at all levels of WCCHD management should have occurred already.
   b. After reviewing the grievance, the WCCHD Director will set a hearing date, select committee members to serve, and forward written notice to all involved parties and to the Chair of the Board of Health within ten (10) working days of receipt of the written grievance. If the grievance is against the WCCHD Director, the Chair of the Board of Health will set a hearing date, select committee members to serve, and forward written notice to all involved parties within ten (10) working days of receipt of the written grievance.
   c. A committee of three (3) persons, none of whom may be from the Division of the grievant, will consider the grievance. The committee will base its findings on documents, evidence, and statements presented at the hearing and applicable policies and laws.
   d. Personnel actions associated with the grievance may be suspended pending completion of the grievance procedure. Where termination is involved, the employee’s position may be kept unfilled, except on an interim basis, pending resolution of the grievance.
   e. Each party involved will be allowed to present documents, evidence, and statements, including statements of witnesses, at the hearing. A grievant may represent him/herself or be represented by a fellow employee, attorney, or one person from an organization of his/her choice. Attendance will be limited to the committee, the grievant, management affected, WCCHD Director, Chair of the Board of Health or his/her designee, and the individual representative, if any, of the grievant. All others, such as witnesses, will be called and dismissed following their presentation. If the grievance is against the WCCHD Director, he/she will be called and dismissed following his/her presentation. All those present will be permitted to ask or respond to questions, but only committee members will have a vote.
   f. Loud and abusive language will not be allowed and will be grounds for removal from the hearing, dismissal of the grievance and/or disciplinary action, up to and including dismissal from employment.
   g. Within five (5) working days of conclusion of the hearing, the committee will prepare a recommendation to the Board of Health.
   h. Within ten (10) working days of receipt of the committee report, the Board of Health shall conduct a review and require the WCCHD Director to inform the parties of any decision. If the grievance is against the WCCHD Director, the Board of Health will inform the parties of any decision.
Section F.

Personnel Forms – Schedules - Directories
F. Forms – Schedules – Directories

Please note these are WORD/EXCEL documents and can be saved to a personal directory for your use. Always check for most current versions here.

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<td>Acknowledgement of Receipt – Confidentiality 5/2005</td>
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<td>Acknowledgement of Receipt – Use of Electronic Systems 5/2005</td>
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<td>Acknowledgement of Receipt – Sexual Harassment 5/2005</td>
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<td>2006 Employee Orientation Schedule 1/2006</td>
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<td>2006 WCCHD Holiday Schedule 10/2005</td>
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<td>2006 WIC Holiday Schedule 10/2005</td>
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<td>Organizational Charts as needed</td>
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<td>Clinic/WIC Schedules 1/2006</td>
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<td>Employees by Office as needed</td>
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<td>Employee Contact Information as needed</td>
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<td>Employee Birthdays as needed</td>
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<td>Activity Codes – Communicable Disease Mgmt Team 9/2005</td>
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<td>Activity Codes – Social Services 9/2005</td>
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<td>Application for Employment</td>
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<td>Application Instructions</td>
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<td>Classified Ad Request Form</td>
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<td>Summary Report of Hiring Process</td>
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<td>WCCHD Benefit Information Sheet</td>
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<td>Payroll Information Form</td>
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<td>Employee Immunization History Form</td>
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WCCHD Orientation Checklist
WCCHD Orientation – Health & Safety Checklist

Outside Employment Request Form
Resignation Letter

Employee Counseling Form
Employee Input Form for Performance Evaluation
Performance Review Summary

Donated Sick Leave Form
Emergency Information
First Report of Injury Form
Incident Report Form – General Client/Staff
Leave Request Form
Mileage Reimbursement Claim Form 1/2006
Personal Property in the Workplace Form
Safety Teams
Wireless Communications Devices Form
Workshop Approval Form 9/2005
Workshop Claim Form 1/2006

Williamson County FY 2006 Wellness Program Forms 11/2005
Affidavit for Activities and Videos 11/2005
Affidavit for Doctor and Non-Smoker 11/2005
Affidavit for Weight Management and Instructions 11/2005

Williamson County Human Resources Dept. Directory
Williamson County Benefits Directory
Williamson County/WCCHD Address Change Form
Adobe Acrobat Navigation Tips

You will notice immediately that Adobe Acrobat files operate differently than WORD documents. The tool bar is different, your mouse indicator is a little hand instead of an arrow. Here are some suggestions for helping you become familiar with this document and easy navigation.

• Click on the side Tab entitled “Bookmarks”. This opens a small side window that mimics the Table of Contents. You can click on any topic and be immediately directed to that page. You will notice that some topics have sub-topics underneath them (for example, each section of the manual). These can be opened and/or collapsed by clicking on “+” or “-” sign to the left of the topic.

• The Table of Contents operates in much the same fashion. Each topic is linked (notice the blue underline) directly to the page referenced. To be directed to that page, simple click on the link.

• Likewise, there are links (words or phrases are underlined in blue) throughout the document. Clicking on these will direct you to another policy, a referenced form or schedule, or to a website for more information.

• At the bottom of the screen the current page number of total pages is indicated. Use the arrows on each side to move forward or backward or to the beginning/end of the documents.

• In the bottom right of the screen, select if you only want to see one page at a time, or a combination.

• At the top right portion of the toolbars section, the size (%) of the document is indicated. Use the “-“ or “+” buttons to change it to your preference.

• You may print the entire document, or print a single page or range of pages. From the Toolbar, select File, then Print. On the dialog box, select one of these options. Reference the page number at the bottom of the screen if you are printing a range of pages.

Forms-Schedules-Directories ----
These are for the most part WORD or Excel documents. They are located in a separate folder also on the Everyone drive (G:\Everyone\WCCHD forms-schedules-directories.) However, these files have all been password protected. This allows you to open them and then use the “save as” command to save a copy in your personal directory for your use. This prevents folks from completing forms for their use only and then not cleaning them up for the next person and also prevents changes to the forms.
WORD/Excel commands and toolbars operate as usual in these files.