

Section 1 – Purpose

This Personnel Policy is established by the Orcas Island Health Care District (“District”) to:

1. Provide a uniform system of personnel administration;
2. Support a fair and equitable process for recruitment, selection, placement, promotion, and separation of District employees in compliance with applicable State and Federal laws and regulations;
3. Publish certain responsibilities of District employees; and
4. Confirm certain rights of District employees.

The District reserves the right to modify, delete, or add to the provisions of this Personnel Policy as it deems appropriate from time to time in its sole discretion.

Section 2 - General

2.1 Application

This policy applies to all District employees but does not apply to independent contractors providing services to the District, to any elected official, or to any person appointed to serve on any District committee or work group.

2.2 At Will Employment

Employees may leave the District for any reason without legal obligation. The District reserves the right to terminate employees for any reason. Nothing contained in this policy shall create a contract or quasi-contract of employment or establish any term of employment, nor be construed as a waiver of the relationship of “employment at will.”

2.3 Equal Employment Opportunity

The District is an equal opportunity employer. The District hires, employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. This policy and all employment practices shall be applied without regard to any individual’s sex, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation or gender expression, military or honorably discharged veteran status, disability, genetic information or other basis prohibited by law. All employment requirements mandated by State and Federal regulations will be observed. This policy of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, termination, and dispute resolution.

2.4 Conflict of Interest

Employees are prohibited from conducting personal or commercial activities which create actual, potential, or perceivable conflicts with the business, operations or image of the District and are required to abide by the District's Conflict of Interest policy adopted by the District's Board of Commissioners, as amended from time to time.

2.5 Non-Disclosure

The protection of confidential information is vital to the interests, integrity, and success of the District; employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action.

2.6 Compliance with District Policies

All employees are expected to comply with the policies of the District as adopted and amended from time to time.

2.6.1 Compliance with Reproductive Privacy Act

Specifically, the District requires its employees to ensure ongoing compliance with Washington State's Reproductive Privacy Act (RCW 9.02). The District affirms that every individual possesses a fundamental right of privacy with respect to personal reproductive decisions such that every individual has a fundamental right to choose or refuse to have an abortion, except as specifically limited by RCW 9.02. The District understands that under Washington law anyone that provides, directly or by contract, maternity care benefits, services, or information, must also provide pregnant individuals with substantially equivalent benefits, services, or information to permit them to voluntarily terminate their pregnancies (RCW 9.02.160). The District does not provide pregnancy termination services. At this time, the District contracted provider does not provide maternity or labor and delivery services at a District facility although those services are available at other facilities operated by the District contracted provider. Accordingly, individuals who contact the District seeking maternity care and/or termination services must be referred to qualified external providers including the District contracted provider.

2.7 Immigration Reform and Control Act

The District is committed to full compliance with the Federal immigration laws. Therefore, the District is required to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, each applicant must produce documentation that shows his or her identity and legal authority to work. Each applicant must also attest his or her identity and legal authority to work on an I-9 Form provided by the Federal government. This verification form will be distributed by

the District and must be completed as soon as possible after an offer of employment is made. The form must be completed and returned to the District no more than three (3) business days after an individual is hired. All offers of hire and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

2.8 Americans with Disabilities Act

The Americans with Disabilities Act (“ADA”) is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities. Individuals are protected under the ADA if any of the following conditions exist:

- they currently have a physical or mental condition that substantially limits their ability to normally conduct a major life function (walking, seeing, hearing, breathing, etc.);
- they have a history of such impairment; and/or
- they are perceived to have such impairment.

The ADA also prohibits discrimination based on an individual’s relationship (parent, sibling, child, spouse/significant other, etc.) with someone who has a disability.

Reasonable accommodation(s) is/are available to employees and otherwise qualified applicants with known physical or mental disabilities if the accommodation(s) does not cause undue hardship on the District. Individuals protected by the ADA should discuss their need for possible accommodation(s) with the Superintendent or if the individual is the Superintendent, then with the President of the Board of Commissioners. The applicant or employee should advise the District on what accommodations he or she believes are needed in order to perform the job. The District will then determine possible accommodation(s), if any. If the accommodation(s) is reasonable and will not impose undue hardship upon the District, the District will make the accommodation(s).

The District also reserves its right to require an employee to undergo a fitness-for-duty medical examination, at the District's expense, if the District believes or suspects that the employee may not be able to perform the essential duties of the job without risk of harm to him or herself or others. In such an instance, the District will advise the employee, in writing, of the need for the examination. Depending on the situation, the District reserves the right to suspend employment pending the results of the examination.

Section 3 – Hiring, Termination and Performance Evaluations

3.1 Hiring Employees

3.1.1 Position Openings

Position openings will normally be advertised in at least one local publication and on the District's website. Inquiries regarding possible openings and application forms for open positions can be obtained through the Superintendent or the President of the Board of Commissioners. Selection will generally be made on the basis of job knowledge, experience, quantity and quality of work, personal characteristics, work habits, attendance, and skills.

3.1.2 Background Checks

After the employer initially determines that the applicant is otherwise qualified for the position, the District will conduct a background check of a prospective new District employee. Every offer of employment is contingent upon the appropriate completion of a background check. The prospective new employee must furnish the District's Superintendent or the President of the District's Board of Commissioners with a signed release to complete the background check. The background check may consist of education verification, employment verification, reference checks and a criminal background check. The report generated from the background check is kept in a locked file cabinet in a separate file in the Superintendent's office.

3.2 Performance Evaluations

3.2.1 Informal Evaluation

District employees are expected to discuss job performance and goals on an informal, day-to-day basis with the Superintendent, while the Superintendent is expected to discuss job performance and goals on an informal, day-to-day basis with the President of the Board of Commissioners.

3.2.2 Written Evaluations

Written performance evaluations are scheduled approximately every 12 months. Poor performance ratings on an evaluation must be accompanied by a plan for improvement and a date for re-evaluation.

3.2.3 Employee Review

An employee may request review of the results of his/her evaluation by requesting such review in writing to the Superintendent and the Superintendent may request

review of the results of his/her evaluation by requesting such review in writing to the President of the Board of Commissioners. The request shall indicate those areas of the evaluation in which the employee disagrees, the basis for the disagreement and the requested remedy. The Superintendent or President of the Board, as applicable shall make the final decision on performance evaluation review.

3.2.4 Pay Adjustments

In connection with the annual written performance review, the District will consider whether a salary adjustment is appropriate to recognize superior job performance and to maintain wage equity. Any pay adjustments approved by the District shall take effect for the first pay period beginning after the date of approval of the adjustment or the date specified by the District.

Section 4 – Employee Records

4.1 Personnel Files

The District maintains a personnel file on each employee, which includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of the District and access to the information they contain is restricted. Generally, access to personnel files is restricted to the Superintendent and members of the District's Board of Commissioners. However, there are certain times when information may be given to persons outside of the District, including:

- in responses to subpoenas, court orders, or orders of administrative agencies;
- in a lawsuit in which you and/or the District are parties;
- to a health care provider;
- in response to a public records request, subject to applicable exemptions; or
- otherwise as required by law.

Employees who wish to review their own file should contact the Superintendent; employees may review or obtain a copy of their own personnel files in the Superintendent office.

4.2 Reference Checks

Inquiries from outside the District regarding job reference checks of former employees, and employment verification checks of present employees, should be discussed with or referred to the Superintendent or the President of the Board of Commissioners prior to any response. The District provides basic employment data in response to those

reference check inquiries. Responses to such inquiries will confirm only dates of employment, pay rates, and position(s) held. The District will provide pertinent employment and payroll information to authorized requests regarding current employees, i.e. mortgage companies and other financial institutions upon receiving a signed release from the employee.

4.3 Time Sheets

In compliance with Federal and state laws, the District will require non-exempt employees to accurately record the time they work each month. Overtime must always be approved in writing before it is performed. Altering or falsifying time records may result in disciplinary action up to and including termination of employment.

Section 5 – Compensation

5.1 Compensation Policy

The District's compensation policy is to pay fair and competitive wages. In setting an employee's compensation, the District will consider, among other factors, the employee's performance level and their contribution to the District's success.

5.2 Work Schedules

The District will establish work schedules and hours in accordance with the needs of the District, and the best interests of the District's employees. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Non-exempt employees will be paid overtime at the rate of one and one half (1½) times an employee's regular rate of pay for hours worked over forty (40) hours in one work week, except as permitted by law. Overtime is based solely on hours worked and must be approved in advance in writing by the Superintendent. Exempt employees will not be paid overtime.

5.3 Paydays

Employees are paid monthly by direct deposit on the last business day of each month, covering all earnings for work performed through the end of the prior month.

5.4 Pay Deductions and Garnishments

5.4.1 Deductions

Washington and federal regulations require that the District make certain deductions from every employee's compensation, including for Social Security

(FICA), Medicare, Federal income tax; State Disability Insurance (SDI), Paid Family Medical Leave, and WA Cares Fund.

5.4.2 Garnishment

The District is required by law to accept legal garnishments or liens attached to employee wages. Garnishments and liens require the District to withhold a portion of the employee's disposable earnings for the satisfaction of a debt and remit the withheld amount to the court or the Internal Revenue Service. If a garnishment or lien is received by the District, the employee will be notified.

5.5 Meal and Rest Periods

All non-exempt employees shall receive an unpaid meal period of thirty (30) minutes for every five (5) consecutive hours of work with the first meal period occurring between the hour two (2) and hour five (5) of their shift, unless both the employee and the District agree to waive the meal break period. All non-exempt employees shall receive a paid rest period of at least ten (10) minutes for every four (4) hours worked to be scheduled as close to the midpoint of a work period as possible, which cannot be waived. No non-exempt employee shall be required to work more than three (3) consecutive hours without a meal or rest period.

5.6 Retirement Benefit

Employees are eligible to participate in the District's Deferred Compensation Plan. Employees may contribute pre-tax or Roth dollars into their account. The District, at its discretion, currently contributes a match at 50% (\$.50 for each one dollar of the employee's pre-tax and/or Roth elected deferral contributions). The District match will be applied only to the employee's contributions that, in total for the plan year, do not exceed 6% of the employee's annual salary.

Section 6 – Employee Benefits

Full-time and part-time employees are eligible for all listed benefits unless otherwise noted.

6.1 Health Insurance

The District provides health insurance. Rates and percentage paid by the employee may vary. Currently, the District pays 100% of the employee's basic medical plan and 90% of dependents.

An employee must meet the insurer's requirements to maintain health insurance benefits and work 20 hours or more per week.

If an employee does not meet this requirement in a month, benefits may be terminated for the following month. Paid vacation and sick time off counts towards hours worked for the sake of benefits, but Paid Family Medical Leave (“PFML”) does not except that the District may continue health insurance coverage during PFML leave.

6.2 Health Savings Account (“HSA”)

The District offers eligible employees the opportunity to participate in a HSA program in conjunction with enrollment in a qualifying high-deductible health plan. Eligibility requirements shall be consistent with program requirements as established by the District’s benefits provider. At this time, the District’s contribution for eligible, participating employees is \$750 for an employee who works 20 hours or more per week and \$1,500 per family.

6.3 Medivac Memberships

Airlift NW, Life Flight, and Island Air memberships are provided for employees who request a membership.

6.4 Leave Program

It is the policy of the District that leave benefits be made available to eligible employees without jeopardizing the status of the employee or the normal workflow of the District. Unless otherwise specified, leave benefits continue to accrue during any paid leave, and do not accrue while on unpaid leave status which includes PFML leave.

6.4.1 Paid Sick Leave

6.4.1.1 Accrual

Employees of the District accrue paid sick leave at the rate of 1 hour for every 40 hours worked. Paid sick leave does not accrue while an employee is taking leave of any nature, whether paid or unpaid.

6.4.1.2 Use

Beginning on the ninetieth (90th) calendar day of employment, an employee may use sick leave up to the amount of the employee’s accrued and unused sick leave for the following reasons:

1. The employee is unable to work due to physical or mental illness, injury or health condition or needs to seek medical diagnosis, care, or treatment of such an illness, injury or condition or to obtain preventative medical care;
2. The employee needs to care for the physical or mental injury, illness or health condition of their child, spouse, registered domestic partner, parent, parent-in-law, or grandparent, grandchild or sibling or such a family

- member needs to seek medical diagnosis, care, or treatment of such an illness, injury or condition or to obtain preventative medical care;
3. The District's office has been closed by a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; or
 4. The employee is seeking help for a domestic violence problem for themselves or a member of their immediate family.
 5. To prepare for or attend judicial or administrative immigration proceedings involving the employee or the employee's family member.
 6. For bereavement leave due to the loss of a family member or close friend when approved by the employee's supervisor.

6.4.1.3 Carry Over

Accrued but unused paid sick leave will carry over to the following calendar year to a maximum of 40 hours.

6.4.1.4 Payment

Employees will be paid their normal hourly compensation for each hour of paid leave used.

6.4.1.5 No Payment Upon Separation

An employee shall not be entitled to any payment for accrued but unused sick leave hours upon resignation, separation, retirement, or other form of termination of employment.

6.4.1.6 Verification

If an employee is absent for more than three days, the District may require the employee to verify the reason for the absence.

6.4.2 Paid Family and Medical Leave

Washington Paid Family Medical Leave (PFML) is a state-run insurance program and is not administered by the District. Applications for PFML are submitted to the Employment Security Department (ESD).

6.4.2.1 Eligible Employees

Any employee who has worked a total of at least 820 hours for any Washington employer during the previous 12-months period may be eligible to receive monetary benefits under PFML.

6.4.2.2 Paid Family Leave

Eligible employees can receive up to 12 workweeks of paid family leave for:

1. Bonding after the birth of an employee's child during the first twelve (12) months following the birth of the employee's child or placement of a child under the age of 18 with an employee (through adoption or foster care);
2. Providing physical, psychological or other care for a serious health condition (as defined in RCW 50A.05.010(23)(a)) of an employee's child, spouse, registered domestic partner, parent (including in-laws), grandparent (including in-laws), grandchild or sibling; or
3. A military leave qualifying under 29 CFR § 825.126

6.4.2.3 Paid Medical Leave

Eligible employees can receive up to 12 workweeks of paid medical leave to deal with the employee's serious health condition (as defined in RCW 50A.05.010(23)(a)) except that an employee with a serious health condition connected to a pregnancy may receive up to 14 workweeks of paid medical leave. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

6.4.2.4 Paid Medical and Family Leave

Paid Medical and Family Leave. Eligible employees who take both Medical Leave and Family Leave in the same year can receive up to 16 workweeks of leave in a calendar year or 18 workweeks if the leaves are for a serious health condition linked to a pregnancy.

6.4.2.5 Workweek Defined

A workweek is 40 hours for a full-time employee and the average number of hours worked by a part-time employee during all but the final quarter of the preceding 5 calendar quarters, or the last 4 calendar quarters if the employee has worked less than 5 calendar quarters.

6.4.2.6 Amount of Paid Benefit

The amount of an employee's paid leave benefit is determined in accordance with RCW 50A.15.020 and funded through the Washington Family and Medical Leave Insurance Account held by the Washington State Treasurer.

6.4.2.7 Waiting Period

For all family and medical leave benefits, except for paid leave for the birth or placement of a child, there is a 7-day waiting period before benefits begin.

6.4.2.8 Obtaining Benefits

To obtain paid leave benefits, eligible employees must file a claim with the Washington State Employment Security Department.

6.4.3 Holiday Leave

Currently, the following holidays are recognized by the District as holidays for its employees working at least 20 hours a week for pay purposes. If any of the following holidays occur on an employee's regularly scheduled workday, the employee shall have these days off with pay:

New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Indigenous People's Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Native American Heritage Day	Friday following Thanksgiving
Christmas Day	December 25 th

When a day recognized as a holiday falls on Sunday, the following Monday is observed as the holiday. When a day recognized as a holiday falls on Saturday, the preceding Friday is observed as the holiday.

All regular employees receive two floating holidays per year in addition to the District's regular paid holidays.

Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before the end of the first half of the calendar year will receive two floating holidays upon hire; a new employee hired during the second half of the calendar year will receive one floating holiday upon hire.

Employees must specify the date they are requesting to use a floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

6.4.4 Vacation Leave

6.4.4.1 Eligibility

Full-time employees and part-time employees who have worked for the District for at least 90 days are eligible to use accrued vacation leave. Use of these accrued vacation hours are subject to approval by the Superintendent, or by the President of the Board for the Superintendent. An employee's vacation may not exceed the amount of vacation time the employee has accrued, except as provided below under Section 6.2.4.2.

6.4.4.2 Accrual

Vacation leave is accrued starting on the employee's first day of employment. Full-time employees working at least forty (40) hours per week shall accrue 1.25 vacation days per month unless a different accrual rate is specified in the employee's offer letter. Beginning on a full-time employee's anniversary date with the District and on each anniversary date thereafter, the employee shall accrue one additional vacation day per year (an additional 0.083 days per month) up to a maximum of 26 days per year (2.166 days per month). Part-time employees working at least 20 hours per week accrue vacation leave in proportion to the number of hours worked per week as a percentage of a 40-hour week (their "proportionate amount"), unless a different accrual rate is specified in the employee's offer letter. This proportionate amount shall also include a proportional increase on each anniversary date of the part-time employee, subject to the maximum accrual rate stated above. Employees working less than 20 hours a week do not accrue vacation leave.

Employees may take vacation leave in excess of their accrued and unused vacation leave amount; provided, however, (i) no employee may maintain a negative balance of vacation leave of more than ten (10) days and (ii) said employee shall agree in writing that, in the case of a separation of employment, the employee shall reimburse the District for any vacation leave used in excess of their accrued and unused leave and permit the District to withhold said payment from the employee's final paycheck.

Full-time employees will not be permitted to accrue more than 120 hours of unused vacation leave; part-time employees will not be permitted to accrue more than their proportionate amount of 120 hours of unused vacation leave. Unused vacation leave accrued in excess of 120 hours (or the proportionate amount of 120 hours for part-time employees) will be forfeited.

6.4.4.3 Use of Vacation

Accrued vacation must be used in increments of at least ½ day. The dates and length of time an employee uses accumulated vacation leave requires prior approval by the Superintendent, or by the President of the Board in the case of the Superintendent. Employees are expected to plan as far in advance as is practical their request for and use of vacation time and communicate those requests to the Superintendent, or to the President of the Board in the case of the Superintendent.

6.4.4.4 Payment upon Separation

Payment upon Separation. An employee will be paid upon resignation, separation or retirement for all vacation leave hours accrued but not used up to 120 hours (or the proportionate amount of 120 hours for part-time employees). Unused vacation leave hours accrued in excess of 120 hours (or the proportionate amount of 120 hours for part-time employees) will be forfeited.

6.4.5 Leave Without Pay

A leave of absence is a privilege, not a right. Leaves of absence, other than those that qualify under the Family and Medical Leave provisions of Section 6.2.2 above, may be granted without pay in cases of emergency and when a leave of absence would not be contrary to the best interests of the District. A leave of absence is granted only upon written request by an employee who presents the reason for the leave. Approval will be made in writing by the Superintendent or, in the case of the Superintendent, by the President of the Board. A leave of absence without pay may not exceed 2 consecutive months. Failure to return at the end of the agreed-upon length of leave may be considered abandonment of one's position and grounds for termination.

6.4.6 Jury Duty Leave

An employee required to report for jury duty during the employee's workday is granted leave with pay. The employee receives full pay from the District for the time served on the jury up to a maximum of 2 weeks and/or until released, whichever is less, provided the employee remits to the District all fees for jury duty as soon as the duty fees are received. Compensation for mileage when the employee uses his/her own vehicle will not be considered as fees and may be retained by the employee.

If an employee exceeds the 2-week period of paid jury duty leave, he/she may use accrued paid leave during any additional jury leave. If an employee is serving jury duty when he/she is off duty, using vacation or personal leave, or has exceeded

the 2-week period of paid leave, the employee may retain all fees, mileage, and subsistence allowances. Before an employee can be granted leave with pay for jury duty, the employee must give the Superintendent, or the President of the Board in the case of the Superintendent, a copy of the summons to serve on a jury. In addition, the employee must present documentation from the court clerk showing evidence of jury duty pay and time served.

6.4.7 Domestic Violence Leave

If an employee or an employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for, or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- to seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is a family member;
- to obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- to obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or family member was a victim of domestic violence, sexual assault, or stalking; or
- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault, or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave, or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

6.4.8 Employee Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

Section 7 – Termination of Employment

7.1 Resignation Process

An employee is encouraged to submit a written notice of resignation to the Superintendent at least 10 working days before the effective date of the resignation. The Superintendent may authorize the resignation of an employee with fewer than 10 days' notice if there are sufficient reasons to waive the requirements of this section.

7.2 Resignation Process for Superintendent

The Superintendent, to be considered as having resigned in good standing, must submit a written notice of resignation to the President of the Board of Commissioners at least 30 calendar days before the effective date of the resignation. The President may authorize a resignation in good standing upon shorter notice for sufficient cause.

7.3 Separation Date

In order to minimize the District's liability, the separation date is the last workday of an employee's employment. Accumulated leave may not be used to extend the effective date of termination.

7.4 Retirement

All full-time and part-time employees who retire under the provisions of any present or subsequent retirement policy or plan are treated as having been separated from District service in good standing on the date their retirement becomes effective.

7.5 Termination by the District

An employee may be terminated by the District with or without cause and with or without advance notice. Terminations shall be effective immediately unless otherwise agreed.

7.6 Exit Interview

The District will, whenever possible, schedule an exit interview between the departing employee, the Superintendent and at least one member of the Board of Commissioners. Suggestions, complaints, and questions can be voiced in the exit interview.

7.7 Final Paycheck

Employees will receive their final pay in accordance with applicable Washington law, less any setoffs or deductions applicable.

Section 8 – Drug-Free Workplace

8.1 The District is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. The District recognizes that alcohol abuse and drug use or misuse may pose a significant threat to employees as well as the District's operations. The District's drug-free workplace policy (the, "Policy") balances the District's respect for individual employees with the District's need to maintain an alcohol and drug-free environment.

8.2 Covered Workers

Any individual who conducts District business or is conducting business on District property is covered by the Policy. Such individuals include, but are not limited to, officials, supervisors, full-time employees, part-time employees, volunteers, contractors and vendors while on District property.

8.3 Applicability

The Policy is intended to apply whenever an individual is representing the District, is conducting District business, or is otherwise performing work for the District.

8.4 Prohibited Behavior

The following behavior is prohibited by the Policy.

- a. Reporting to work under the influence of alcohol, cannabis or any controlled substances.
- b. Using, manufacturing, possessing or transmitting cannabis or controlled substances in any amount or to any individual on District property, while conducting District business, or while performing work for the District at any time unless specifically utilized in the delivery of health care services and as permitted by law.
- c. Consuming alcohol in any amount on District property or while conducting District business at any time, unless previously authorized by the District.

- d. Using District property to make or traffic alcohol, cannabis, or controlled substances.

When the District has reasonable suspicion that an individual has engaged in a prohibited behavior, the District shall immediately notify the responsible law enforcement authority as applicable. An individual may be required to take urine and blood tests and to agree in writing to allow results of those tests to be furnished to, and used by, the District to determine compliance with this Policy and to help ensure a safe work environment. A refusal to take a urine and blood test shall be treated as a positive test result by the District.

Any individual subject to this Policy is required to report any known or suspected violation of this policy to the District immediately. Failure to report known or suspected violations could result in disciplinary action. Once an individual knows or has a reasonable suspicion of a violation, the individual should not conduct any further investigation without express permission of the District.

If an individual is convicted for violation of a criminal drug statute based, in whole or in part, on behavior occurring in the District's workplace, the individual must notify the District no later than five (5) calendar days after such conviction.

8.5 Prescribed Medications

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage or in accordance with a physician's prescription. Any individual taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or pharmacist to ascertain whether the medication may interfere with the safe performance of District business, the individual's job for the District, or the individual's safety or the safety of others on District property. If the use of the medication could constitute such an interference, the individual is required to report such medication to their supervisor, or if the individual does not have a designated supervisor, to the District's Superintendent. The individual's supervisor or the District's Superintendent will determine whether the individual can remain at work or on District property and whether any work restrictions will be necessary.

8.6 Consequences

Any individual who violates this Policy, may be subject to disciplinary action, which may include termination, and action that excludes the individual from conducting District business or entering District property. Any District contractor or vendor that violates this Policy shall immediately cease all work on District property and any contract between the District and the contractor or vendor shall be voided.

8.7 Return-to-Work Agreements

Following a violation of this Policy, an individual may be offered an opportunity to participate in a return-to-work rehabilitation program. The District shall have sole authority to determine whether a return-to-work program shall be offered and to set the terms of the return-to-work program. If the District offers a return-to-work program, the individual must abide by the terms of the program.

The District recognizes that alcohol and drug addiction are treatable illnesses, and that early intervention and support improve the success of rehabilitation. The District encourages individuals to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help. Treatment for alcoholism or other drug use disorders may be covered by employee benefit plans or insurance, but the ultimate financial responsibility for any recommended treatment may belong to the employee.

8.8 Drug-Free Awareness Program

The District shall provide employees a drug-free awareness program that will inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free workplace; and any available drug counseling, rehabilitation, and employee assistance programs. Employees will be required to complete the drug-free awareness program upon hire and every three years after.

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