

# Washington Counties Insurance Fund

## **PERSONNEL POLICIES**

# Washington Counties Insurance Fund

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## PERSONNEL POLICIES

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## **Chapter 1 - Purpose and Scope**

### **Intent of Policies**

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. These policies provide an overview of rules of conduct applicable to employment with the Washington Counties Insurance Fund (WCIF) and to describe benefits and other related matters. It is the objective of WCIF to provide a work environment that is conducive to both personal and professional growth. The rules and expectations concerning employee conduct specifically referenced in these policies are not exclusive, and all employees are expected to adequately perform the duties of their positions, to use common sense and to behave in a courteous, ethical and professional manner consistent with the goals of WCIF.

### **Scope of Policies**

These policies apply to all WCIF employees. These policies are general guidelines and the Executive Director may authorize variations as necessary.

### **Policy Changes**

As the need arises, the Executive Director or Board of Trustees of WCIF may modify these policies. The Executive Director may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of WCIF. Employees may request specific changes to these policies by submitting their suggestions to the Executive Director.

## **Chapter 2 - General Policies**

### **Equal Employment Opportunity and Non-Discrimination Policy**

WCIF is an equal employment opportunity employer. WCIF will not discriminate against employees, applicants, or other persons having dealings with WCIF because of age, sex, marital status, religion, race, creed, color, national origin, sexual preference or orientation, family and caregiver responsibilities, military status, genetic information, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. WCIF will, in keeping with the requirements of law, provide reasonable accommodation to applicants and employees who, because of a disability, require accommodation to participate in the application process or to perform the essential functions of his or her job. Employees who believe they need reasonable accommodation should discuss this with their supervisor.

### **Employment Status**

All WCIF employees are employed at-will. The Executive Director is hired and terminated in accordance with WCIF bylaws. All other WCIF employees serve at the pleasure of the Executive Director and may be dismissed with or without cause by the Executive Director. No employee of WCIF has a guarantee of employment for any length of time or to any specific job assignment. No employee has a right to expect progressive discipline, or to advance notice of the reasons for disciplinary action by WCIF.

## **Anti-Harassment**

WCIF will not condone or tolerate harassment of its employees. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, marital status, or disability, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities. Employees who feel they have been harassed should report the incident to their immediate supervisor or to any of the supervisors they are comfortable confiding in. WCIF will investigate to determine what occurred and do all it can to eliminate the harassment. Employees who harass other employees will be appropriately disciplined. No employee will be retaliated against in any way for complaining of harassment.

## **Sexual Harassment Prohibited**

Sexual harassment is unwelcome, intimidating, hostile, derogatory, or otherwise offensive conduct or statements made because of one's gender, whether or not the conduct or statements are actually sexual in nature.

Sexual harassment which implies that submission to the conduct is a condition of employment or relevant to any employment decision, or has the purpose or effect of interfering with a person's work, or creates an offensive or hostile work environment is strictly prohibited. Examples of conduct or statements that constitute sexual harassment include, but are not limited to sexual comments, jokes, or innuendo, the display or discussion of sexually graphic material or conduct, and inappropriate touching and gestures.

Employees who feel they have been sexually harassed should report the incident to their immediate supervisor or to any of the supervisors they are comfortable confiding in. WCIF will investigate to determine what occurred and do all it can to eliminate the harassment.

## **Drug and Alcohol Policy**

WCIF desires to provide a safe and healthful work environment. No employee will operate a motor vehicle, perform the duties of his/her position or attend to WCIF business while under the influence of alcohol, and/or any illegal, prescribed, or over-the-counter drug that impairs the employee's ability to perform their job safely and efficiently.

## **Business Ethics and Conduct**

The reputation of WCIF is built upon the principles of fair dealing and ethical conduct of our employees, especially in the area of confidentiality. Our reputation requires scrupulous regard for the highest standards of conduct and personal integrity. Employees are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct of any kind. Disregarding or failing to comply with this standard could lead to disciplinary action, up to and including termination of employment.

All employees are expected to conduct themselves professionally and behave in a manner that is conducive to the efficient operation of WCIF. Certain standards are necessary for the efficient operation of WCIF and for the benefit and protection of the rights and safety of everyone. Behavior that interferes with WCIF's operation, brings discredit to WCIF, or is offensive to customers or co-workers will not be allowed.

The following examples are illustrative of the types of behavior that will not be permitted. This list is not meant to be all-inclusive or to otherwise alter WCIF's employment at-will policy. WCIF reserves the right to determine what conduct is inappropriate under any circumstances and what level of discipline such conduct warrants, up to and including termination of employment.

- The possession of guns and other weapons, unapproved dangerous chemicals or explosives on WCIF property
- Insubordination
- Assault or battery on a co-worker or customer
- Theft or misuse of WCIF property or of another employee's property
- Providing false information in the course of employment including falsifying any WCIF record or report, such as an application for employment, a time record, or an expense report.
- Engaging in threatening, intimidating, or otherwise inappropriate behavior
- Violating any WCIF policy

If any employee has questions about lines of acceptable conduct, he or she should discuss the matter openly with the Executive Director.

### **Staff Job Descriptions**

Employees of WCIF will have written Job Descriptions that generally describe their duties and responsibilities. However, such Task Lists are outlines only and are not intended to be all-inclusive.

### **Employment Information**

WCIF relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **Chapter 3 - Hours of Work**

### **Office Hours**

WCIF offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except on the holidays specified in these policies. The Executive Director may adjust office hours as needed to reflect staffing limitations, budget constraints, or other operational considerations.

### **Employee Work Schedules**

WCIF's standard workweek is Monday through Friday from 8:00 a.m. to 4:30 p.m.

**Exempt Employees—** When an exempt employee is not traveling outside the office, attendance during normal office hours is expected in order to serve clients and to be available to management and other employees. Exempt employees will frequently work more than 40 hours a week including weekends and evenings. Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive overtime pay or compensatory time in lieu of overtime pay.

**Non-exempt employees**-- A standard, full-time workday is eight hours, excluding lunch: a standard workweek is 40 hours. Work schedules for individual employees are approved and modified by their supervisor. Hours may be rearranged, adjusted, or staggered as needed to cover office hours and other operational concerns. Requests of employees to work a flexible schedule will be given due consideration by the Executive Director in establishing work schedules.

**Part-time employees**--Part time employees covered by these policies will be exempt or non-exempt and have a work schedule of at least 20 hours a week, with work days/hours scheduled by the Executive Director. Part time employees are entitled to leave offered by WCIF on a pro-rated basis.

**Temporary Employees**--Temporary employees are scheduled to work on a temporary, seasonal/intermittent or on-call basis and are not eligible for benefits.

### **Breaks and Meal Periods**

Non-exempt employees are entitled to take one (1) fifteen-minute break for every four hours worked. Meal periods may be scheduled to assure adequate coverage of the office. Meal periods are unpaid and usually one half hour in length.

### **Overtime**

Employees in positions defined as non-exempt under the federal Fair Labor Standards Act are entitled to overtime pay for hours they are required to work in excess of 40 hours in one week. The normal workweek for overtime calculation purposes is defined from Sunday at 12:01 a.m. until Saturday at 12:00 midnight. Non-exempt employees must receive approval from their immediate supervisor prior to working overtime. Overtime is paid at one and a half times an employee's regular hourly rate of pay.

Compensatory time off in lieu of pay for non-exempt employees is permitted provided the employee takes the compensatory time within thirty (30) days of when it is earned. Compensatory time is calculated in the same manner as overtime pay as described above.

### **Time Reporting**

All non-exempt employees will record time on a designated time sheet. Exempt employees may be required to track and report their time solely for purposes of public accountability, for internal allocation of work time to various projects and assignments, to track the needs and demands of clients, and to comply with requirements of the Public Disclosure Act and other applicable laws and regulations.

### **Attendance**

Consistent attendance and attention to one's work assignments is required. Failure to meet this expectation without authorization or notification of the need to be absent may lead to termination from employment. Each employee will make every effort to keep their schedules and Outlook calendars up-to-date to ensure that administrative staff is informed. It is important for the administrative staff to know who is in the office to provide assistance to our members.

Requests for the use of vacation leave must be submitted to the Executive Director and

authorized in advance. Requests for time off will be granted contingent upon overall staffing needs.

When an employee is sick or will be otherwise absent from work, he/she will inform the WCIF office within a half hour of the normal starting time for every day of the illness or absence unless authorized for an extended absence.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

## **Chapter 4 - Compensation**

### **Employee Pay**

Employee pay rates are set by the Executive Director within the salary grid approved by the Board of Directors. The Board may authorize incentive pay and/or leave to recognize performance, market factors, and other factors designed to improve the performance, recruitment and retention of WCIF staff. The Executive Director shall make decisions regarding incentive pay for individual employees within the total funding authorized.

### **Employee Pay Periods and Pay Days**

All full-time and part-time employees covered by these policies are paid on a monthly basis on the last working day of each month. Mid-month draws are available at the employee's discretion and are not to exceed fifty percent (50%) of the monthly net wage amount.

### **Deductions**

There are some deductions which are required by law; other deductions are specifically authorized by the employee. WCIF will withhold those deductions required by law and voluntary deductions authorized by the employee, subject to reasonable notice.

### **Performance Evaluations**

All employees covered by these personnel policies will be evaluated on their performance at least once a year. The results of the annual performance evaluation will be utilized to communicate information about the employee's performance and goals and to assist in setting the employee's pay rate. Personnel evaluations will be reviewed by the Executive Director and retained in the employee's personnel file. Access to the completed evaluations will be limited to the employee's immediate supervisor and the Executive Director. Personnel files will also be available for the employee's inspection during office hours.

### **Travel, Business Expenses and Mileage**

Employees will be reimbursed for reasonable travel and business expenses actually incurred in connection with the business of WCIF in accordance with the WCIF travel policy. All employees are required to complete an expense report for any month that they incurred charges on a WCIF business credit card, or are requesting reimbursement for other expenses such as mileage. Personal charges to the business credit card are not permitted. Any charges that are not accompanied by an original receipt will become the responsibility of the employee incurring the charges. All required documentation must be submitted in order to receive reimbursement.

## **Chapter 5 - Benefits**

### **Retirement**

Immediately upon hire, all eligible regular full-time employees participate in the Public Employee's Retirement System. Specific plan information and plan documents will be made available upon hire.

### **Deferred Compensation**

All WCIF employees have the option to participate in the Deferred Compensation Plan. Employees may begin such participation when hired.

### **Health and Welfare Plans**

Each year WCIF will make provisions for health, dental, life and other insurance benefits for employees and dependents. Employees will be provided with information about coverage, premiums, co-payments and deductibles. Specific benefit plan rates and coverage information is outlined in the benefit plan summaries. The choice of insurance coverage, eligibility, and enrollment waiting periods are outlined in the plan booklets.

WCIF's insurance coverage is available to all regular employees scheduled to work at least 20 hours per week. Employees classified as permanent Part-Time (scheduled between 20-35 hours per week) are entitled to 50% of the employer paid portion of health benefits. Such coverage shall be determined by the Board of Directors and currently includes medical, dental, vision, and basic life for employees. Medical and dental coverage shall also be available for the employee's dependents. Contributions, coverage, scope and other options may be modified in the future.

Coverage for eligible employees and their dependents will be dependent upon the employee's hire date. If the employee's start date is the 1st day of the month, he or she will be eligible for coverage for that month. If the start date is after the 1st of the month, coverage will not begin until the 1st of the following month.

A Voluntary Accident and Voluntary Term Life Plan are available, at the employee's expense, to those eligible employees who wish to purchase these additional benefits.

Termination, Retirement, Leave of Absence – For eligible employees who terminate, retire or are on approved leave of absence, WCIF will pay the premium for the month the employee is on leave, provided the employee is on paid status on the first day of the month.

Continuation on the WCIF medical, dental, vision, and basic life insurance programs on a self-pay basis may be allowed while on unpaid status according to federal law and WCIF policies governing unpaid leave. Federal law determines continuation on the WCIF medical and dental insurance programs after termination.

## **Continuation of Insurance Coverage**

COBRA Rights – Upon an employee’s termination from WCIF employment or upon an unpaid leave of absence, at the employee’s option and expense, the employee may be eligible to continue WCIF health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents that elect to exercise their COBRA continuation rights.

## **Employee Assistance Program**

The Employee Assistance Program (EAP) is an employee benefit that provides private and confidential counseling assistance at no cost to the employee for a specified number of visits. These services are designed to help employees and their families resolve problems that interfere with their well-being or impair the employee’s job performance.

## **Workers' Compensation**

The State Workers’ Compensation Program covers all WCIF employees. All job-related injuries should be reported immediately.

## **Educational Assistance**

WCIF believes that well-trained employees further the goal of providing quality services to counties. Upon approval by the Executive Director, WCIF will pay for in-state workshops and other training opportunities that are related to the employee's job. The Executive Director must approve all out-of-state workshops and travel.

## **Unemployment Compensation**

WCIF employees are covered by State Unemployment Compensation.

## **Chapter 6 - Leaves**

### **Sick Leave**

Employees will earn sick leave at a rate of eight hours per month. Employees working a part-time schedule will earn sick leave on a pro-rated basis equal to the percentage of time worked. Sick leave can be used as soon as it is accrued. If the employee's start date is the 1<sup>st</sup> through the 15<sup>th</sup>, he or she will earn sick leave for the full month; if the start date is after the 15<sup>th</sup> of the month the employee will not earn sick leave until the 1<sup>st</sup> of the following month. Sick leave credit shall be granted for each month in which a full-time or regular part-time employee is in paid status for 15 or more calendar days. The maximum amount that an employee may accrue is 120 days. Sick leave accrual will stop once this limit is reached and will not resume again until the employee is below this limit.

Sick leave is charged at a rate equal to the number of work hours absent from the normally assigned workday. Sick leave shall be granted to the extent of accumulated credits but only when an employee is required to be absent from work for one of the following reasons:

- (a) Illness or injury of the employee or for preventative health care.

- (b) Exposure of the employee to contagious disease when attendance at work would jeopardize the health of others
- (c) Disability of the employee due to pregnancy or childbirth
- (d) To care for the employee's dependent children under the age of 18 who are ill
- (e) Use of a prescription drug which impairs job performance or safety
- (f) Emergency illness in the immediate family requiring the attendance of the employee. Leave for such reasons should be limited to three days in any one instance. Immediate family member includes a spouse, domestic partner, child, sibling, grandparent, or parent. The employee may request use of sick leave to care for other relatives; the Executive Director will grant such requests on a case-by-case basis.

Exempt employees need not use sick leave for qualifying absences of one-half day or less in a given work day. If an absence that qualifies for use of sick leave is longer than one-half day in a work day, a full day of sick leave shall be taken.

An employee who exhausts all of his/her sick leave and requires more time off work due to illness or injury may use accrued vacation time or may request a leave of absence without pay.

Employees may be required to provide certification of illness or a written release to return to work by a qualified physician whenever requested by the Executive Director.

### **Payment at Termination**

Upon separation from employment, twenty-five percent (25%) of any unused sick leave shall be paid to the employee subject to the maximum accrual of 120 days (960 hours).

When an employee separates due to death, twenty-five percent (25%) of accumulated sick leave shall be paid to the employee's estate.

### **Sick Leave Incentive Conversion**

An employee with an excess of 60 days sick leave accrued may convert the days earned in the previous year (less any sick leave days used in the previous year) to vacation days at the rate of four (4) days sick leave for one (1) day of vacation.

### **Bereavement Leave**

Employees are entitled to take up to three days of paid time off for purposes of bereavement upon death of an immediate family member. An immediate family member for bereavement leave includes: mother, father, spouse, domestic partner, child (natural, adopted, step or that of a domestic partner), brother, sister, grandchild, and grandparent. The employee should notify the Executive Director of the need and length of anticipated absence. Absences beyond three days will be charged to vacation leave.

In addition, employees shall receive four (4) hours of paid leave to attend the funerals of other relatives not in the immediate family.

## Unpaid Leave of Absence

Employees may request unpaid leave for personal reasons, which may be approved or disapproved at the discretion of the Executive Director. The employee shall submit a written request for the leave of absence specifying the reason, the anticipated length of absence, and the expected date of return.

No sick leave, vacation, or holiday pay will accrue while an employee is on unpaid leave.

## Vacation Leave

Regular full-time employees accrue 12 days (96 hours) of paid vacation leave per year. This equates to 8 hours per month. In addition, regular full-time employees earn an annual vacation bonus as follows:

<u>Upon Completion of Years of Service</u>	<u>Bonus Benefit</u>	<u>Hours</u>
2 years	1 day	8.00
3-4 years	2 days	16.00
5-7 years	3 days	24.00
8-10 years	4 days	32.00
11-13 years	5 days	40.00
14-16 years	6 days	48.00
17-19 years	7 days	56.00
20-22 years	8 days	64.00
23-25 years	9 days	72.00
26+ years	10 days	80.00

The employee's anniversary month of hire is used as the trigger for the addition of bonus vacation days. Vacation time begins accumulating the first month of employment. If the employee's start date is the 1<sup>st</sup> through the 15<sup>th</sup> he or she will earn vacation time for the full month, if the start date is after the 15<sup>th</sup> of the month the employee will not earn vacation time until the 1<sup>st</sup> of the following month. Vacation is not accrued during periods of unpaid leave and any such periods in excess of a full month will change the trigger month accordingly. Part-time employees will earn vacation on a pro-rated basis equal to the percentage of time worked.

Employee vacation schedules are approved at the discretion of the employee's supervisor. Employees are encouraged to provide their supervisor with vacation schedule information as early as possible. Vacation leave may not be taken before it is accrued. An employee may take all or any portion of accrued vacation leave with supervisor approval. The Executive Director at his/her discretion may approve the cash out of up to 60 hours of accrued vacation time based upon an emergent circumstance in an employee's life. The number of vacation hours cashed cannot exceed the number of hours remaining in the employee's account. Example: an employee has 80 hours of accrued vacation; the maximum number of hours that could be cashed out would be 40 hours leaving 40 hours in the employee's account.

Vacation benefits shall be used annually, as scheduled; an employee may accumulate and carry vacation leave up to a maximum of 30 days. An employee separating from WCIF service who has not taken his/her earned vacation leave shall be paid for earned vacation credit accrued, but not in excess of thirty days, including any incentive vacation days. If an employee is within two years of a projected date of retirement or extraordinary time demands of their

duties do not permit them to use the leave they would otherwise accrue in excess of 240 hours, they may request, in advance, that they be permitted to accrue hours in excess of 240. They must use those excess hours prior to the end of the calendar year. These excess hours may only be taken as leave and shall have no cash value.

A newly hired employee may be granted vacation days and a higher vacation accrual rate by the Executive Director as part of the process of negotiating an agreement to accept employment with WCIF.

Exempt employees need not use vacation leave for occasional absences (other than those qualifying for use of sick leave) of one-half day or less in a given work day. If an absence on a given work day is for more than one-half day, a full day of vacation leave shall be taken. Exempt employees shall request permission in advance from the Executive Director for absences not qualifying for use of sick leave

### **Leave Sharing for Catastrophic Illness**

Employees may donate sick or vacation leave to another WCIF employee who is suffering from, or has a member of the immediate family suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment. The receiving employee must meet the criteria described in this policy and must have abided by WCIF policies regarding the use of sick leave. The employee must have exhausted all accrued sick leave and vacation leave. The Executive Director must approve the use of leave sharing. The donating employee may donate any amount of sick or vacation leave provided the donation does not cause the donating employee's sick or vacation leave balances to fall below ten (10) days. Leave donations will be calculated on a dollar for dollar value basis.

### **Federal Family and Medical Leave Act, Washington Family Leave Act, Washington Family Care Act, Pregnancy disability Leave, Leave for Domestic Violence, and Spousal Military Deployment Leave**

Washington Counties Insurance Fund abides by the guidelines set forth in the above noted Leave Acts. Effective December 2009, only a "state registered domestic partner" will be considered to the same extent as a spouse when requesting leave to care for a domestic partner under any of the above Washington State leave laws.

### **Holidays**

All full-time employees will be entitled to the following holidays on the days designated by the state:

New Year's Day	January 1
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday of September
<b>Veteran's Day</b>	<b>November 11 *</b>
Thanksgiving Day	4 <sup>th</sup> Thursday of November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25
One Floating Personal Holiday	

Holidays which fall on Saturday shall be observed on the previous Friday and holidays which fall on Sunday shall be observed on the following Monday.

**\* Historically WCIF trades Veteran's Day for Christmas Eve Day**

Each full-time employee will be granted one floating personal holiday per year. Employees who commence employment after January 1 are ineligible for a floating holiday that year. The floating personal holiday must be scheduled with the prior approval of the employee's supervisor. If the floating personal holiday is not used in the year it is awarded, the holiday will carry over as vacation leave, subject to the maximum vacation accrual of thirty (30) days (240 hours).

Part-time employees will be entitled to holiday pay on a pro-rated basis equal to the percentage of time worked.

**Jury Duty**

WCIF encourages employees to fulfill jury duty obligations when possible. A summons for jury duty should be brought to the attention of the employee's supervisor immediately upon receipt. Regular full-time employees who are called to serve on a jury will be granted up to two (2) weeks paid leave, or longer at the discretion of the Executive Director, and will be granted unpaid leave for the remainder of their jury duty. Temporary employees will be granted an unpaid leave for the period of their service. Employees may keep any compensation received in exchange for their jury duty.

**Military Duty**

An employee who is a member of the Washington National Guard or a federal military unit is entitled to up to 21 working days for military duty each calendar year with regular pay and benefits.

**Chapter 7- Employee Conduct and Dispute Resolution**

**Employee Conduct**

It is the policy of WCIF to let employees know when their actions or inactions have caused a problem for WCIF or have violated the personnel or operating policies. Normally the communication will be verbal and intended to share the nature and consequences of the problem in a constructive way. When an employee's action or inaction is repetitive or has more lasting consequences for WCIF, additional communication in the form of written memos and actions such as suspension, demotion, or termination may occur

**Chapter 8– Employee Responsibilities**

**Outside Employment**

An employee who wants to take on an additional job, contractual commitment or self-employment, must first receive approval from the Executive Director.

Outside employment must not interfere with the hours or efficiency expected in the performance of WCIF job; present a real or potential conflict of interest with WCIF's interests; take preference over extra duty required by WCIF; or involve the use of WCIF resources such as copiers, telephones, supplies, or time.

### **Political Activity**

No employee may directly or indirectly use or authorize the use of any WCIF facilities for purposes of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of WCIF include, but are not limited to, use of WCIF stationary, supplies, postage, equipment, office space, or vehicles.

No employee may participate in activities relating to political campaigns at any time that he or she is on WCIF premises, or engaged in activities related to the business of, or performing work for WCIF. This includes the wearing or display of any button, badge, sticker or other item relating to candidates for public office. Any employee wishing to participate in political activity during normal business hours must submit a vacation or leave without pay request. That request must be approved before the employee engages in the activity.

### **Personal Appearance and Dress**

Employees who are scheduled to interact with others such as county officials, business associates, the public, the legislature, and state agencies are expected to maintain a professional appearance during business hours and other times while conducting WCIF business by wearing appropriate business attire. Business casual attire may be allowed throughout the year when such interaction is not anticipated.

Business casual attire requires the use of discretion and good judgment in selecting clothing for the workplace. Clothing should not include anything, which may be considered unprofessional to the work environment.

### **Conflict of Interest**

Employees whose jobs involve direct interaction with business associates, legislators and county officials should be cognizant of participating in events or activities that could be deemed to be a conflict of interest with their WCIF duties. The employee should consult with the Executive Director before engaging in such activity.

### **Smoking**

WCIF prohibits smoking in its office and pool cars.

### **Accidents and Reports**

Employees shall report any accident or unusual activity relating to the employee's own personal safety or safety and security of the building and grounds as soon as such incidents are known.

## **Chapter 9 - Employee Services**

### **Employee Parking**

WCIF will provide parking for all of its employees when possible. Employees are expected to use designated parking spots and should not park in the visitor or handicapped spot(s).

**Use of WCIF Cars**

Employees should promptly report all maintenance problems on WCIF cars. Employees must report all accidents or damage to all WCIF cars. It is expected that employees will refuel the cars, according to procedure, and leave them in a clean condition when returning them. The employee incurring any parking or traffic violation fines will be responsible for the payment of them.

**Chapter 10 - Employment Termination**

**Resignation**

Employees should provide a minimum of two weeks written notice of resignation.

**Compensation at Termination**

Upon termination of employment with WCIF, employees will receive pay for all hours worked up to and through the last day worked, including pay for overtime. The employee will be compensated upon termination for no more than 30 days of unused vacation leave and shall also be compensated for twenty-five percent (25%) of any accumulated sick leave, subject to the maximum accrual of 120 days (960 hours) as stated in Chapter 6.

**Employee Personnel Policies Acknowledgment Form**

I acknowledge that on the date indicated below, I have received a copy of Washington Counties Insurance Fund’s Personnel Policies. I acknowledge that I have read and understand the guidelines in this Employee Handbook.

I acknowledge that the policies, benefits, terms and conditions of employment described in these policies are not intended to form or imply an employment contract between WCIF and any or all of its employees. I understand that my employment may be terminated by me or by WCIF at any time for any reason. The “at will” nature of my employment relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by the Executive Director and by me.

WCIF reserves the right, subject to limitations and provisions of applicable laws and regulations, to change, interpret, withdraw or add to any of its published policies, benefits or terms and conditions of employment at its sole discretion and without prior notice or consideration to any employee.

These Personnel Policies revoke and supersede all prior employee handbooks and personnel policies not expressly referenced in these policies.

Employee Signature \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(Please Print) (Date)

Washington Counties Insurance Fund  
**HIPAA EMPLOYEE CONFIDENTIALITY AGREEMENT**

I understand that as an employee of Washington Counties Insurance Fund (WCIF), the use and disclosure of member protected health information (PHI) or electronic protected health information (ePHI) is governed by the rules and regulations established under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and related policies and procedures of WCIF. I acknowledge that during the course of performing my duties at WCIF I may have access to, use, and/or disclose PHI and ePHI. I hereby agree to handle such information in a confidential manner at all times during and after my employment. I commit to the following obligations:

1. I will use and disclose PHI only in connection with and for the purpose of performing my work duties and in accordance with WCIF regulations, HIPAA, and applicable Washington state law.
2. I will disclose PHI and ePHI only to:
  - a. other WCIF employees as appropriate to perform my work duties,
  - b. organizations that are Business Associates of WCIF pursuant to a Business Associate agreement as appropriate to perform my work duties, or
  - c. persons expressly authorized in writing by the individual.

In doing so, I will conduct communications in a manner to ensure privacy, security and confidentiality.

3. I will request, obtain, and/or communicate PHI and ePHI only as necessary to perform my work duties. I will refrain from requesting, obtaining, and/or communicating more PHI and ePHI than is necessary to accomplish my work duties.
4. I will properly secure any PHI and ePHI within my work area including (but not limited to):
  - a. Paper documents
  - b. Electronic information on my workstation computer and/or laptop
  - c. Electronic information (including emails) on my mobile device
5. I will not disclose my personal password(s) to anyone without authorization from the WCIF Executive Director, nor will I record or post it in any accessible location. I will refrain from performing any tasks using another's password.

With regard to HIPAA and member PHI and ePHI, I commit to the following additional obligations:

- A. I will use and disclose PHI and ePHI solely in accordance with the federal and company policies set forth above or elsewhere. I will familiarize myself with updates or changes to such policies in a timely manner.
- B. I will immediately report any unauthorized use or disclosure of PHI and ePHI that I become aware of to the WCIF Executive Director.

I understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement will constitute grounds for immediate disciplinary action and may include termination of employment, service, or association with Washington Counties Insurance Fund.

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Employee Signature

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Date

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Printed name

