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Northwest Regional Council – Regular (Remote) Meeting
July 28, 2022
10 am – 12 pm

Join Zoom Meeting

<https://us06web.zoom.us/j/87102310048?pwd=L252bEdwcFRYZHM0OHVnVVhrVUVwdz09>

Meeting ID: 871 0231 0048

Passcode: 431022

One tap mobile

+12532158782,,87102310048# US (Tacoma)

AGENDA

Agenda Topic	Action Required
1. Call to Order	
2. Public Comment	
3. Announcements	
4. Consent Agenda All matters listed with the Consent Agenda have been distributed to each Council Member for reading and study, are considered to be routine, and will be enacted by one motion of the Northwest Regional Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Council Member. Consent Agenda: a) Approval of the Minutes, May 19, 2022 and June 27, 2022 b) Approval of March, April, and May 2022 Expenditure Listings c) 2022 Budget to Actual Report d) Routine Contracts and Amendments e) County Contribution Request for 2023	Motion to Approve Motion to Approve Motion to Approve Motion to Approve Motion to Approve
5. Executive Directors Report a) Legislative and Agency Updates	 Information Only
6. New Business a. Supplemental Budget, Resolution #22-02 b. Increase Bank Account Minimum Balance, Resolution #22-03 c. Establish Reloadable Debit Card Program d. Policy & Procedure Manual updates	 Motion to Approve Motion to Approve Motion to Approve Information Only
7. Other Issues • County Information Sharing	 Information Only

d. Policy & Procedure Manual updates

Information Only

7. Other Issues

- County Information Sharing

Information Only

6. Adjournment

Future NWRC Meetings

December 8, 2022, Venue to be determined

For more information, please contact the NWRC office at (360) 676-6749 or 1-800-585-6749, 600 Lakeway Drive, Bellingham, WA 98225.

**MINUTES OF THE
NORTHWEST REGIONAL COUNCIL**
May 19, 2022

BOARD MEMBERS: Island County Commissioners Jill Johnson and Melanie Bacon, San Juan County Council Members Cindy Wolf and Jamie Stephens, Skagit County Commissioner Peter Browning, Whatcom County Executive Satpal Sidhu, Whatcom County Council Member Kathy Kershner

STAFF: Amanda McDade, Cindy Madigan, Kyle Ludwig, Sarah Silvas, Darla Smith

PUBLIC: Barbara Pesola, San Juan County, NWSSB Chair

The meeting was called to order at 10:00 am by Island County Commissioner Jill Johnson.

Public Comment:

There was no public comment.

Consent Agenda:

Motion was made by San Juan County Council Member Jamie Stephens and seconded by Whatcom County Council Member Kathy Kershner to approve the Consent Agenda (items 3.a through 3.e) as presented: Minutes of the December 9, 2021, December 12, 2021, December 28, 2021, January 6, 2022, and March 10, 2022 meetings; Expenditures listings for November in the amount of \$1,725,792.66, December in the amount of \$1,768,811.04, January in the amount of \$1,819,755.08, February in the amount of \$1,754,811.64; the 2021 Budget to Actual Report; the routine contracts and agreements and; the Signatures of Authoritative Body for the Whatcom County Treasurer. The Motion passed unanimously.

Regular Agenda

a. Policy and Procedure Manual Updates

Amanda McDade, Executive Director reviewed the policy and procedure manual updates with the Board. The Board requested a redlined version of the manual updates, expressed desire to vote on policy changes, and requested a follow up discussion at the next meeting.

b. COVID Update

Amanda McDade, Executive Director discussed the current impacts of COVID-19 on the agency including reopening the office, mask requirements, implementation of hybrid schedules, and issues around staff vaccination status. Discussion followed.

Motion was made by San Juan County Council Member Jamie Stephens and seconded by Skagit County Commissioner Peter Browning to mandate COVID vaccinations for all new staff hired. Discussion followed. The Motion passed six to one. Whatcom County Council Member Kathy Kershner opposed.

c. Key Staffing Changes

Amanda McDade, Executive Director reviewed current open positions, a request to hire an additional Care Coordinator and to reclassify the HR Administrative Assistant to a Human Resource Specialist.

Motion was made by San Juan County Council Member Jamie Stephens and seconded by San Juan County Council Member Cindy Wolf to authorize the hire of an additional Care Coordinator FTE to manage increased cases in Humana and to reclassify the HR Administrative Assistant to Human Resource Specialist. The motion passed unanimously.

d. Legislative Updates

Amanda McDade, Executive Director provided an overview of the legislative session that ended on March 10, 2022. Impacts for NWRC include an increase in case management funding, funding to reduce caseloads statewide, approval of the hospital transition program, and an increase in the state personal needs allowance. More information will be provided at the July meeting regarding plans to utilize funding and further integrate care.

Announcements

The Board requested the July meeting be hybrid if possible.

NWRC will be recognizing Alzheimer's Awareness next month. A press release will go out the on June 1st, Board members were encouraged to wear purple on June 21st as part of the Longest Day campaign through the Alzheimer's Association.

Adjournment

There being no further business, the meeting adjourned at 11:02 am

Prepared and submitted by:

Darla Smith

Darla Smith, Office Supervisor

**MINUTES OF THE
NORTHWEST REGIONAL COUNCIL**
June 27, 2022

BOARD MEMBERS: San Juan County Council Member Jamie Stephens

STAFF: Amanda McDade, Cindy Madigan, Kyle Ludwig, Darla Smith

PUBLIC: Washington State Auditors Deena Garza, Audit Manager; Christine Fazio, Audit Lead; Elizabeth Corcoran, Audit Supervisor

The meeting began at 2:00 pm

Public Comment:

There was no public comment.

Special Meeting Agenda

- a. Washington State Auditor Exit Interview
Washington State Auditors Deena Garza, Christine Fazio, and Elizabeth Corcoran reviewed the 2022 audit goals and results.

Adjournment

There being no further business, the meeting adjourned at 2:23 pm.

Prepared and submitted by:

Darla Smith

Darla Smith, Office Supervisor



NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,882,187.65 this 28th day of July, 2022.

March 2022

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember



NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,825,692.26 this 28th day of July, 2022.

April 2022

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember



NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,728,518.94 this 28th day of July, 2022.

May 2022

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember



Memorandum

To: Northwest Regional Council Governing Board
From: Amanda McDade, Executive Director
Date: July 28, 2022
Subject: January through May 2022 Budget to Actual Report

We are pleased to present you with the Budget to Actual Reports for the period of January through May 2022. Through the first 42% of the year revenues were at 39% of the budgeted projection and total expenses were at 38%.

Please let me know if you have questions.

Proposed Motion: The Northwest Regional Council approves the January through May 2022 Budget to Actual Report.

NORTHWEST REGIONAL COUNCIL		TOTAL		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	4,892,010	1,986,536	41%
2	DSHS - ALTSA - All Other	5,414,550	1,706,275	32%
3	Disaster Relief Funding - COVID	778,848	416,187	53%
4	Health Care Authority	8,821,800	3,578,353	41%
5	Local Funds	121,628	106,428	88%
6	Other Contracted	3,746,027	1,428,766	38%
Subtotal Current Year Funding		23,774,863	9,222,545	39%
7	Use of Fund Balance Reserves	148,951	-	0%
Subtotal Funding (including reserves)		23,923,814	9,222,545	39%
Operating Expenditures				
8	Salaries & Wages	8,527,754	3,151,518	37%
9	Taxes & Benefits	3,649,563	1,343,458	37%
Total Personnel		12,177,317	4,494,976	37%
10	Office/Operating Supplies	82,988	24,198	29%
11	Small Tools/Capital Equipment	84,208	36,124	43%
12	Professional Services	365,450	167,119	46%
13	Communication	269,696	84,197	31%
14	Travel	204,593	22,991	11%
15	Occupancy/Insurance	569,460	243,647	43%
16	Disaster Relief	390,989	133,217	34%
17	Miscellaneous	168,528	44,637	26%
Total Operating Expenditures		2,135,912	756,130	35%
Total Direct Service and Administration		14,313,229	5,251,106	37%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP	-		
19	ISR/Island County	689,860	250,064	36%
20	San Juan County Senior Services	192,395	45,711	24%
21	Legal Services	54,072	24,750	46%
22	Nutrition	-		
23	ISR/Island County	242,267	62,280	26%
24	Skagit County	320,484	120,285	38%
25	WCOA/Whatcom and San Juan Counties	602,734	197,737	33%
26	Disaster Relief	387,859	282,970	73%
27	Volunteer Services	-		
28	ISR/Island County	34,628	14,488	42%
29	CASC/Skagit County	38,602	19,301	50%
30	Opportunity Council/Whatcom County	45,638	27,256	60%
31	Long Term Care Ombudsman Program	3,959	1,980	50%
32	Medicaid Transportation Brokerage	4,020,000	1,738,114	43%
33	Family Caregiver Support Project & Respite Services	462,440	186,166	40%
34	Dementia Partnerships Project	66,986	6,539	10%
35	Kinship Caregivers Support Program/Kinship Navigator	114,055	45,454	40%
36	Caregiver Training/Agency Workers Health Insurance	299,800	63,901	21%
37	Evidence Based Programs	32,306	-	0%
38	Dementia Support Program	202,500	5,400	3%
39	Health Homes	1,800,000	707,920	39%
Total Subcontractor Expenditures		9,610,585	3,800,316	40%
40	Total Budgeted Expenditures	23,923,814	9,051,422	38%
41	Revenue less Expenditures: Add to Reserves	-	171,123	

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	159,000	50,385	32%
2	DSHS - ALTSA - All Other	3,474,362	1,078,876	31%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted			
Subtotal Current Year Funding		3,633,362	1,129,260	31%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		3,633,362	1,129,260	31%
Operating Expenditures				
8	Salaries & Wages	1,517,422	514,802	34%
9	Taxes & Benefits	682,718	232,258	34%
Total Personnel		2,200,140	747,060	34%
10	Office/Operating Supplies	14,667	3,441	23%
11	Small Tools/Capital Equipment	8,629	10,723	124%
12	Professional Services	18,235	2,642	14%
13	Communication	38,640	20,093	52%
14	Travel	30,378	5,246	17%
15	Occupancy/Insurance	117,698	54,808	47%
16	Disaster Relief	-	-	
17	Miscellaneous	37,562	16,325	43%
Total Operating Expenditures		265,809	113,278	43%
Total Direct Service and Administration		2,465,949	860,338	35%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	243,092	68,407	28%
20	San Juan County Senior Services	192,395	45,711	24%
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services	462,440	186,166	40%
34	Dementia Partnerships Project	66,986	6,539	10%
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Evidence Based Programs			
38	Dementia Support Program	202,500	5,400	
39	Health Homes			
Total Subcontractor Expenditures		1,167,413	312,223	27%
40	Total Budgeted Expenditures	3,633,362	1,172,561	32%
41	Revenue less Expenditures: Add to Reserves	-	(43,301)	

NORTHWEST REGIONAL COUNCIL		Care Management		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	4,733,010	1,936,152	41%
2	DSHS - ALTSA - All Other	116,434	46,300	40%
3	Disaster Relief Funding - COVID	-		
4	Health Care Authority	3,753,000	1,384,093	37%
5	Local Funds	-		
6	Other Contracted	1,818,935	607,240	33%
Subtotal Current Year Funding		10,421,379	3,973,785	38%
7	Use of Fund Balance Reserves	90,079	-	
Subtotal Funding (including reserves)		10,511,458	3,973,785	38%
Operating Expenditures				
8	Salaries & Wages	5,016,226	1,815,090	36%
9	Taxes & Benefits	2,112,623	775,286	37%
Total Personnel		7,128,849	2,590,376	36%
10	Office/Operating Supplies	58,621	15,375	26%
11	Small Tools/Capital Equipment	59,200	21,640	37%
12	Professional Services	179,948	63,051	35%
13	Communication	192,361	50,692	26%
14	Travel	156,309	13,734	9%
15	Occupancy/Insurance	381,703	162,530	43%
16	Disaster Relief	-	-	
17	Miscellaneous	107,699	20,223	19%
Total Operating Expenditures		1,135,841	347,245	31%
Total Direct Service and Administration		8,264,690	2,937,621	36%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	446,768	181,657	41%
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Evidence Based Programs			
38	Dementia Support Program			
39	Health Homes	1,800,000	707,920	39%
Total Subcontractor Expenditures		2,246,768	889,577	40%
40	Total Budgeted Expenditures	10,511,458	3,827,198	36%
41	Revenue less Expenditures: Add to Reserves	-	146,587	

NORTHWEST REGIONAL COUNCIL		Other Subcontracting		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	-		
2	DSHS - ALTSA - All Other	1,823,754	558,649	31%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	60,000	50,000	83%
Subtotal Current Year Funding		1,883,754	608,649	32%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		1,883,754	608,649	32%
Operating Expenditures				
8	Salaries & Wages	56,934	18,250	32%
9	Taxes & Benefits	22,609	8,075	36%
Total Personnel		79,543	26,325	33%
10	Office/Operating Supplies	897	637	71%
11	Small Tools/Capital Equipment	1,633	416	25%
12	Professional Services	2,031	741	36%
13	Communication	3,650	1,064	29%
14	Travel	561	225	40%
15	Occupancy/Insurance	4,570	1,186	26%
16	Disaster Relief	-	-	
17	Miscellaneous	2,324	623	27%
Total Operating Expenditures		15,666	4,892	31%
Total Direct Service and Administration		95,209	31,217	33%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services	54,072	24,750	46%
22	Nutrition			
23	ISR/Island County	242,267	62,280	26%
24	Skagit County	320,484	120,285	38%
25	WCOA/Whatcom and San Juan Counties	602,734	197,737	33%
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County	34,628	14,488	42%
29	CASC/Skagit County	38,602	19,301	50%
30	Opportunity Council/Whatcom County	45,638	27,256	60%
31	Long Term Care Ombudsman Program	3,959	1,980	50%
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator	114,055	45,454	40%
36	Caregiver Training/Agency Workers Health Insurance	299,800	63,901	21%
37	Evidence Based Programs	32,306	-	0%
38	Dementia Support Program			
39	Health Homes			
Total Subcontractor Expenditures		1,788,545	577,432	32%
40	Total Budgeted Expenditures	1,883,754	608,649	0
41	Revenue less Expenditures: Add to Reserves	-	-	

NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority	5,068,800	2,194,260	43%
5	Local Funds	60,611	-	0%
6	Other Contracted			
Subtotal Current Year Funding		5,129,411	2,194,260	43%
7	Use of Fund Balance Reserves		-	
Subtotal Funding (including reserves)		5,129,411	2,194,260	43%
Operating Expenditures				
8	Salaries & Wages	675,543	275,389	41%
9	Taxes & Benefits	306,314	124,874	41%
Total Personnel		981,857	400,263	41%
10	Office/Operating Supplies	5,035	3,029	60%
11	Small Tools/Capital Equipment	9,169	2,075	23%
12	Professional Services	22,997	3,982	17%
13	Communication	20,491	6,814	33%
14	Travel	3,147	1,429	45%
15	Occupancy/Insurance	53,664	21,796	41%
16	Disaster Relief	-	-	0%
17	Miscellaneous	13,051	3,162	24%
Total Operating Expenditures		127,554	42,287	33%
Total Direct Service and Administration		1,109,411	442,550	40%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage	4,020,000	1,738,114	43%
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Evidence Based Programs			
38	Dementia Support Program			
39	Health Homes			
Total Subcontractor Expenditures		4,020,000	1,738,114	43%
40	Total Budgeted Expenditures	5,129,411	2,180,664	43%
41	Revenue less Expenditures: Add to Reserves	-	13,596	

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	1,544,602	674,173	44%
Subtotal Current Year Funding		1,544,602	674,173	44%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		1,544,602	674,173	44%
Operating Expenditures				
8	Salaries & Wages	1,032,232	436,132	42%
9	Taxes & Benefits	429,861	170,274	40%
Total Personnel		1,462,093	606,406	41%
10	Office/Operating Supplies	1,809	1,054	58%
11	Small Tools/Capital Equipment	3,294	614	19%
12	Professional Services	48,882	23,164	47%
13	Communication	7,361	3,445	47%
14	Travel	7,730	2,092	27%
15	Occupancy/Insurance	8,744	1,667	19%
16	Disaster Relief	-	-	
17	Miscellaneous	4,689	2,649	56%
Total Operating Expenditures		82,509	34,685	42%
Total Direct Service and Administration		1,544,602	641,091	42%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Evidence Based Programs			
38	Dementia Support Program			
39	Health Homes			
Total Subcontractor Expenditures		-	-	
40	Total Budgeted Expenditures	1,544,602	641,091	42%
41	Revenue less Expenditures: Add to Reserves	-	33,082	

NORTHWEST REGIONAL COUNCIL		Other NWRC Activities		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	42%
JANUARY - MAY 2022		Budget	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other	-	22,450	
3	Disaster Relief Funding - COVID	778,848	416,187	53%
4	Health Care Authority			
5	Local Funds	61,017	106,428	174%
6	Other Contracted	322,490	97,352	30%
Subtotal Current Year Funding		1,162,355	642,418	55%
7	Use of Fund Balance Reserves	58,872	-	0%
Subtotal Funding (including reserves)		1,221,227	642,418	53%
Operating Expenditures				
8	Salaries & Wages	229,397	91,855	40%
9	Taxes & Benefits	95,438	32,691	34%
Total Personnel		324,835	124,546	38%
10	Office/Operating Supplies	1,959	662	34%
11	Small Tools/Capital Equipment	2,283	656	29%
12	Professional Services	93,357	73,539	79%
13	Communication	7,193	2,089	29%
14	Travel	6,468	265	4%
15	Occupancy/Insurance	3,081	1,660	54%
16	Disaster Relief	390,989	133,217	34%
17	Miscellaneous	3,203	1,655	52%
Total Operating Expenditures		508,533	213,743	42%
Total Direct Service and Administration		833,368	338,289	41%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief	387,859	282,970	73%
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Evidence Based Programs			
38	Dementia Support Program	-		
39	Health Homes			
Total Subcontractor Expenditures		387,859	282,970	
40	Total Budgeted Expenditures	1,221,227	621,259	51%
41	Revenue less Expenditures: Add to Reserves	-	21,159	



Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: July 28, 2022
Subject: Contracts and Amendments April through June 2022

Background

NWRC receives funding from various sources and, in turn, contracts for a variety of community services. An update of contracted activity is provided at each NWRC Board meeting.

Issue

Since April 1, 2022, we have received the following contracts or amendments:

Contracts

Contract No.	Purpose	Amount	Dates
202205010	Additional Funds for Medication for Opioid Use Disorder (MOUD) Nursing Services at Whatcom County Jail and Work Center	\$54,748.00	3/1/2022 - 6/30/2022
201911036 Amendment 4	Increased hourly rates for Nursing for Whatcom County Jail Health	\$153,350.00	3/31/2022 - 12/31/2022
2169-20810 Amendment 2	State-Federal Funding Increase	\$34,485.00	7/1/2021 - 6/30/2022

Subcontracts for Services

Contract No.	Contractor	Purpose	Dates
250033-HC	Family Resource Home Care	Home Care Agency	4/1/2022 - 6/30/2025



Contract No.	Contractor	Purpose	Dates
250048-Respite	San Juan County Public Hospital District Number 1 Village at the Harbor	Out-of-Home Respite	7/1/2022 - 6/30/2025
260101-FCSP-C	Logan Pietroforte Brichta, MT-BC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260102-FCSP-C	Elodie Chaplain, LMT, PLLC dba Revitalize Massage	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260103-FCSP-C	Stephanie D. Claus, PLLC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260104-FCSP-C	Joanne Decker, dba Independent Living Consulting LLC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260105-FCSP-C	Lucretia M. Devine, LMHC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260106-FCSP-C	James B. Dolan dba Jones Butler Dolan PS	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260107-FCSP-C	Winged Heart Therapeutic Massage dba Beth Drake LMT	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260108-FCSP-C	Mary P Feagin, MT-BC dba Stepping Stones Music Therapy	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260109-FCSP-C	Sara Gall, LICSW	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260110-FCSP-C	Bonnie Hendricksen, LMHC dba Bonnie Hendricksen Psychotherapy	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260111-FCSP-C	Anita L. Holladay, LMT	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026



Contract No.	Contractor	Purpose	Dates
260112-FCSP-C	Maureen Kane, LMHC, dba Maureen Kane Counseling, PLLC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260113-FCSP-C	Karen Morgan dba Karen Morgan Physical Therapy	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260114-FCSP-C	Take Aim Independent Living Solutions, LLC dba Take Aim	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260115-FCSP-C	Jill M. Patten dba Jill M Patten, LMT	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260116-FCSP-C	Rachel D. Rieke, LMHC dba Rachel Rieke Behavioral Health Services	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260117-FCSP-C	Keely Scott, LMT dba Root to Rise Bodywork	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260118-FCSP-C	Nancy Xola Sielicki, MA LMHC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260119-FCSP-C	Valorie Swensen, RPh BCPS dba VKSWEN, Inc.	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260120-FCSP-C	Nancy Utt, LMHCA dba Nancy Leigh Utt, LMHCA	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260121-FCSP-C	Leonie Van Gelder, LMT	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260122-FCSP-C	Joshua VanderWiele, LMHCA	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260123-FCSP-C	Alene L Zander, LICSW, dba Zander Counseling, PLLC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026



Contract No.	Contractor	Purpose	Dates
260124-FCSP-C	Marcella Zarifis, OT dba Safe at Home Mobile OT for Seniors, LLC	FCSP Caregiver Consultant	7/1/2022 - 6/30/2026
260131-PTOOLS	Island Senior Resources	Powerful Tools for Caregivers	7/1/2022 - 6/30/2026
260132-PTOOLS	San Juan County	Powerful Tools for Caregivers	7/1/2022 - 6/30/2026
260133-PTOOLS	Skagit Adult Day Program	Powerful Tools for Caregivers	7/1/2022 - 6/30/2026
260211-NWRC-GM	Gary D Newell dba Vesper Home Maintenance	General Maintenance Services	7/1/2022 - 06/30/2026
260201-NWRC-RN	Judy Bialek, RN dba Greenbank Nurse Consulting	NWRC and FCSP Nurse Consultation Services	7/1/2022 - 6/30/2026
260202-NWRC-RN	Marcie Logan, dba Marcie Logan, RN	NWRC and FCSP Nurse Consultation Services	7/1/2022 - 6/30/2026
260203-NWRC-RN	Donna Selig, RN dba Donna Selig RN Consultant	NWRC and FCSP Nurse Consultation Services	7/1/2022 - 6/30/2026
260204-NWRC-RN	Amy Tyler, RN dba Amy Tyler RN LLC	NWRC and FCSP Nurse Consultation Services	7/1/2022 - 6/30/2026
260205-NWRC-RN	Kaaren Burk, RN dba KBNurse PLLC	NWRC and FCSP Nurse Consultation Services	7/1/2022 - 6/30/2026
260206-NWRC-RN	Janice Beaudin, RN	NWRC and FCSP Nurse Consultation Services	7/1/2022 - 6/30/2026



Contract No.	Contractor	Purpose	Dates
260212-NWRC-C	Peggy Allen, ARNP	Behavioral Health Consultation Services	7/1/2022 - 6/30/2026
260213-NWRC-C	Victoria Sandoz, LICSW, SUDPC	Behavioral Health Consultation Services	7/1/2022 - 6/30/2026
260301-CDSME	Island Senior Resources	Chronic Disease Self-Management Education	7/1/2022 - 6/30/2026
260302-CDSME	San Juan County	Chronic Disease Self-Management Education	7/1/2022 - 6/30/2026
2212-42690	Skagit Adult Day Program	Adult Day Services	7/1/2022 - 6/30/2026
2212-42721	Full Life Care	Adult Day Services	7/1/2022 - 6/30/2026
2212-43360	Island Senior Resources	Adult Day Services	7/1/2022 - 6/30/2026
2212-42723	Advancement NW	Community Choice Guide	7/1/2022 - 6/30/2026
2212-42730	Consistent Care Support Services LLC	Community Choice Guide	7/1/2022 - 6/30/2026
2212-42731	Emerald City Transitional Services	Community Choice Guide	7/1/2022 - 6/30/2026
2212-42732	Walk In Your Shoes Melanie Bocanegra	Community Choice Guide	7/1/2022 - 6/30/2026
2212-42739	Validus Consulting and Services	Community Choice Guide	7/1/2022 - 6/30/2026
2212-42740	Lisa Silverman	Community Choice Guide	7/1/2022 - 6/30/2026
2212-42742	Great Northwest Home Works, LLC	Environmental Modifications	7/1/2022 - 6/30/2026



Contract No.	Contractor	Purpose	Dates
2212-42922	Bath Plus	Environmental Modifications	7/1/2022 - 6/30/2026
2212-42743	EWC Lift Systems, Ltd	Environmental Modifications	7/1/2022 - 6/30/2026
2212-42762	Kaaren Burk, RN KBNurse PLLC	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42764	Chloe Farmer, RN	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42765	Aqua Arenas Nursing Service	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42766	Amy Tyler RN LLC	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42769	Infusion Solutions	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42849	Marcie Logan	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42920	Connie Booher	Skilled Nursing	7/1/2022 - 6/30/2026
2212-43138	Janice Beaudin	Skilled Nursing	7/1/2022 - 6/30/2026
2212-43199	Sandra Smith Foot Care Nurse	Skilled Nursing	7/1/2022 - 6/30/2026
2212-42802	Colin Lindborg	Professional Support Services	7/1/2022 - 6/30/2026
2212-42808	Sara Gall	Professional Support Services	7/1/2022 - 6/30/2026
2212-42848	Rachel Rieke Behavioral Health Services LLC	Professional Support Services	7/1/2022 - 6/30/2026
2212-42881	Take Aim Independent Living Solutions, LLC	Professional Support Services	7/1/2022 - 6/30/2026
2212-42850	Infusion Solutions	Client Training	7/1/2022 - 6/30/2026



Contract No.	Contractor	Purpose	Dates
2212-42852	Creative Measures for Greater Accessibility LLC	Client Training	7/1/2022 - 6/30/2026
2212-42854	Robert "Byrd" Penney	Client Training	7/1/2022 - 6/30/2026
2212-42856	Validus Consulting and Services	Client Training	7/1/2022 - 6/30/2026
2212-42862	Walk In Your Shoes Melanie Bocanegra	Client Training	7/1/2022 - 6/30/2026
2212-42882	Logan Brichta	Client Training	7/1/2022 - 6/30/2026
2212-42883	Mary Feagin, MT-BC	Client Training	7/1/2022 - 6/30/2026
2212-42904	Take Aim Independent Living Solutions, LLC	Client Training	7/1/2022 - 6/30/2026
2212-42905	Marcella Zarifis, OT	Client Training	7/1/2022 - 6/30/2026
2212-42906	VKSWEN, Inc.	Client Training	7/1/2022 - 6/30/2026
2212-42918	Karen Morgan	Client Training	7/1/2022 - 6/30/2026
2212-42919	Independent Living Consulting LLC	Client Training	7/1/2022 - 6/30/2026
2212-42940	Baker to Bay Physical Therapy and Wellness	Client Training	7/1/2022 - 6/30/2026
2212-42941	SOAS LLC dba Island Drug	Client Training	7/1/2022 - 6/30/2026
2212-43359	Island Senior Resources	Client Training	7/1/2022 - 6/30/2026
2212-42917	Whatcom Council on Aging	Home Delivered Meals	7/1/2022 - 6/30/2026
2212-43051	GA Food Services of Pinellas County	Home Delivered Meals	7/1/2022 - 6/30/2026
2212-43358	Island Senior Resources	Home Delivered Meals	7/1/2022 - 6/30/2026



Contract No.	Contractor	Purpose	Dates
2263-43117	Skagit County Senior Services	Home Delivered Meals	7/1/2022 - 6/30/2026
2212-42924	Evergreen Moving Systems, Inc.	Community Transition or Sustainability Services	7/1/2022 - 6/30/2026
2212-42929	Griffith Furniture	Community Transition or Sustainability Services	7/1/2022 - 6/30/2026
2212-42960	Olympic Moving and Storage	Community Transition or Sustainability Services	7/1/2022 - 6/30/2026
2212-42930	Assured Independence LLC	PERS	7/1/2022 - 6/30/2026
2212-42932	Lifeline Systems Company	PERS	7/1/2022 - 6/30/2026
2212-42935	MedScope America Corporation	PERS	7/1/2022 - 6/30/2026
2212-42936	Valued Relationships Inc	PERS	7/1/2022 - 6/30/2026
2212-42937	American Medical Alert Corp	PERS	7/1/2022 - 6/30/2026
2212-43357	PERS LLC (A Safetyline)	PERS	7/1/2022 - 6/30/2026
2212-43261	Elodie Chaplain, LMT, PLLC Revitalize Massage	Massage Therapy	7/1/2022 - 6/30/2026

Terminated Subcontracts

Contract No.	Contractor (Termination Date)	Purpose	Dates
250046-Respite	Village at the Harbor (3/1/2022)	Out-of-Home Respite (change in ownership)	7/1/2021 - 3/1/2022

Amendments to Subcontracts

Contract No.	Contractor	Purpose	Dates
200097-HH [01]	Lummi Nation	Increase rate for face-to-face encounters with American Indigenous or Alaska Native members	4/27/2022 - 12/31/2022
200215-SHS [04]	Advancement NW	Announce inclusion of Transition Assistance Program services & rates	5/1/2022 - 12/31/2022
200216-SHS [04]	Take Aim	Announce inclusion of Transition Assistance Program services & rates	5/1/2022 - 12/31/2022
200221-SHS [04]	Lisa Silverman	Announce inclusion of Transition Assistance Program services & rates	5/1/2022 - 12/31/2022
250060-NEMT [02]	Beck and Call LLC	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250061-NEMT [02]	Birch Bay Cab Company dba Red Cab	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250062-NEMT [02]	Care E Me, Inc.	Fuel surcharges and pick-up fee increase rescinded	5/1/2022 - 6/30/2025
250063-NEMT [02]	Cascade Ambulance Service, dba Cascade Specialized Transport	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250064-NEMT [02]	City Cab, dba Yellow Cab	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250065-NEMT [02]	Golden Medical Transportation, LLC	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250066-NEMT [02]	Brian A. Collins, dba J&B Transportation	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250067-NEMT [02]	Safe Transportation, LLC	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250069-NEMT [02]	Medstar Transportation	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025



Contract No.	Contractor	Purpose	Dates
250070-NEMT [02]	Community Action	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250071-NEMT [02]	Island Senior Resources	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025
250072-NEMT [02]	D&A Transportation	Change in PHE-related pick-up fee increase	5/1/2022 - 6/30/2025

Agreements

Organization	Purpose	Dates
Molina Healthcare of WA	Health Insurance Marketplace Regulatory Amendment - CAA, Section 201	12/21/2020 - ongoing
KanaiTek, Inc.	Personal Services Agreement - NEMT Portal	4/19/2022 - ongoing
KanaiTek, Inc.	Business Associate Agreement - NEMT Portal	4/19/2022 - ongoing
KanaiTek, Inc.	NEMT Proposal Acceptance - NEMT Portal	4/19/2022 - ongoing
Amerigroup Washington Inc.	Amendment to the Participating Provider Agreement	5/1/2022 - ongoing
PeaceHealth	Third Amendment to Cooperative Services Agreement between PeaceHealth St. Joseph Medical Center and NWRC	5/3/2022 - 5/3/2023
DSHS	AAA Agreement - Caregiver Training	6/30/2022 - 7/1/2022

Proposed Motion:

The Northwest Regional Council approves the above referenced contracts and agreements.



June 27, 2022

Island County Commissioners
Island County
P. O. Box 5000
Coupeville, WA 98239

SUBJECT: Northwest Regional Council 2023 Budget Request

Dear Commissioners,

Enclosed please find the Northwest Regional Council (NWRC) local funding request for consideration in the Island County budgeting process for CY2023.

As described in the attached narrative, this request includes the same level as last year for general agency match.

NWRC and staff continue to adhere to the goal of providing public services within prudent budget constraints. This local funding request is consistent with this goal.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amanda McDade", is written over a light blue horizontal line.

Amanda McDade
Executive Director

Enclosures

cc: Doug Martin, Budget Manager

ISLAND COUNTY

NWRC LOCAL FUNDING REQUEST BUDGET NARRATIVE - 2023

NWRC AGENCY MATCH - \$19,925

The Northwest Regional Council receives more than twenty-two million dollars in funds for many types of programs for seniors and people with disabilities in our area. NWRC is required to match parts of those funds with locally generated cash. The dollars from your county are pooled with funds from the other member counties and constitute part of the required match.

Overall, and for your member county this local match request is the same as in prior years. Your contribution is based on guidelines in the Interlocal Agreement which state that "All members of the NWRC shall pay contributionsbased proportionally on a formula to include population of the member counties."

This local funding will be integrated into NWRC work programs, objectives, and budget for 2023 for the stated purposes, subject to review by staff, various advisory committees/boards and by the Northwest Regional Council Governing Board. Northwest Regional Council members from Island County are Commissioners Melanie Bacon and Jill Johnson.



June 27, 2022

San Juan County Council
San Juan County
350 Court Street #1
Friday Harbor, WA 98250

SUBJECT: Northwest Regional Council 2023 Budget Request

Dear San Juan County Council,

Enclosed please find the Northwest Regional Council (NWRC) local funding request for consideration in the San Juan County budgeting process for CY2023.

As described in the attached narrative, this request includes the same level as last year for general agency match.

NWRC and staff continue to adhere to the goal of providing public services within prudent budget constraints. This local funding request is consistent with this goal.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amanda McDade", is written over a horizontal line.

Amanda McDade
Executive Director

cc: Milene Henley, Auditor

SAN JUAN COUNTY

NWRC LOCAL FUNDING REQUEST BUDGET NARRATIVE - 2023

NWRC AGENCY MATCH - \$ 3,965

The Northwest Regional Council receives more than twenty-two million dollars in funds for many types of programs for seniors and people with disabilities in our area. NWRC is required to match parts of those funds with locally generated cash. The dollars from your county are pooled with funds from the other member counties and constitute part of the required match.

Overall, and for your member county this local match request is the same as in prior years. Your contribution is based on guidelines in the Interlocal Agreement which state that "All members of the NWRC shall pay contributionsbased proportionally on a formula to include population of the member counties."

This local funding will be integrated into NWRC work programs, objectives, and budget for 2023 for the stated purposes, subject to review by staff, various advisory committees/boards and by the Northwest Regional Council Governing Board. Northwest Regional Council members from San Juan County are Councilmembers Jamie Stephens and Cindy Wolf.



June 27, 2022

Skagit County Commissioners
1800 Continental Place
Mount Vernon, WA 98273

SUBJECT: Northwest Regional Council 2023 Budget Request

Dear Commissioners,

Enclosed please find the Northwest Regional Council (NWRC) local funding request for consideration in the Skagit County budgeting process for CY2023.

As described in the attached narrative, this request includes the same level as last year for general agency match.

The Northwest Regional Council and staff continue to adhere to the goal of providing public services within prudent budget constraints. This local funding request is consistent with this goal.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amanda McDade", is written over a horizontal line.

Amanda McDade
Executive Director

Enclosures

cc: Trishia Logue, Budget and Finance Director

SKAGIT COUNTY

NWRC LOCAL FUNDING REQUEST BUDGET NARRATIVE - 2023

NWRC AGENCY MATCH - \$ 28,746

The Northwest Regional Council receives more than twenty-two million dollars in funds for many types of programs for seniors and people with disabilities in our area. NWRC is required to match parts of those funds with locally generated cash. The dollars from your county are pooled with funds from the other member counties and constitute part of the required match.

Overall, and for your member county this local match request is the same as in prior years. Your contribution is based on guidelines in the Interlocal Agreement which state that "All members of the NWRC shall pay contributionsbased proportionally on a formula to include population of the member counties."

This local funding will be integrated into NWRC work programs, objectives, and budget for 2023 for the stated purposes, subject to review by staff, various advisory committees/boards and by the Northwest Regional Council Governing Board. Northwest Regional Council members from Skagit County are Commissioners Ron Wesen and Peter Browning.



June 27, 2022

Satpal Sidhu
Whatcom County Executive
311 Grand Avenue, Suite 108
Bellingham, WA 98225

SUBJECT: Northwest Regional Council 2023 Budget Request

Dear Satpal,

Enclosed please find the Northwest Regional Council (NWRC) local funding request for consideration in the Whatcom County budgeting process for CY2023.

As described in the attached narrative, this request includes the same level as last year for general agency match and nutrition/home delivered meals.

NWRC and staff continue to adhere to the goal of providing public services within prudent budget constraints. This local funding request is consistent with this goal.

If you or the Council have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amanda McDade", is written over a light blue horizontal line.

Amanda McDade
Executive Director

Enclosures

cc: Diana Bradrick, Auditor

WHATCOM COUNTY

NWRC LOCAL FUNDING REQUEST BUDGET NARRATIVE - 2023

I. NWRC AGENCY MATCH - \$46,492

The Northwest Regional Council receives more than twenty-two million dollars in funds for many types of programs for seniors and people with disabilities in our area. NWRC is required to match parts of those funds with locally generated cash. The dollars from your county are pooled with funds from the other member counties and constitute part of the required match.

Overall, and for your member county this local match request is the same as in prior years. Your contribution is based on guidelines in the Interlocal Agreement which state that "All members of the NWRC shall pay contributionsbased proportionally on a formula to include population of the member counties."

II. SENIOR NUTRITION PROGRAM - \$60,000

This portion of the request is the same as in 2022. Northwest Regional Council integrates the funds with existing service delivery contracts with Whatcom County Council on Aging to provide Whatcom County residents with Home Delivered Meals Services.

This local funding will be integrated into NWRC work programs, objectives, and budget for 2023 for the stated purposes, subject to review by staff, various advisory committees/boards and by the Northwest Regional Council Governing Board. Northwest Regional Council members from Whatcom County are County Executive Satpal Sidhu and County Council Member Kathy Kershner.



To: Northwest Regional Council Governing Board
From: Amanda McDade, Executive Director
Date: July 28, 2022
Subject: Supplemental Budget #1 for 2022

This material related to our routine mid-year budget adjustment includes Resolution #22-02 Supplemental Budget #1 and supporting detail materials, which reflect a net increase in funding of \$738,125 and an increase of \$597,848 in expenditures. The increase in both revenues and expenditures is largely due to receipt and subsequent obligation of increases appropriated by the state legislature in their 2022 session.

In summary, the major changes from the previously approved 2022 budget are:

Current Year Revenues

Funding Source	Adjustments – Increase (Decrease)	Explanation
DSHS Medicaid	\$449,126	Rate increase effective July 1, 2022.
DSHS All Other	\$330,827	Mostly due to increase in Senior Farmers Market Nutrition Program and new contracts with ALTSA for hospital care transitions.
COVID Disaster Relief	\$56,238	Prior year contract balance to be spent in 2022.
Health Care Authority	(\$173,000)	Projected decrease in caseloads (\$353,000) plus increase in NEMT revenue \$180,000.
Other Contracted	\$74,934	Primarily due to increase in Jail Health increase offset by decrease of Behavioral Health projections.
Reserves	(\$98,152)	Reduced need for reserves.

Expenditures – Selected Line Items

Line Item Description	Major Adjustment – Increase (Decrease)	Explanation
Personnel	\$204,727	Addition of four mid-year hires, and reduction of two new Behavioral Health Clinicians filled later in year than projected.
Operating Expenditures	\$165,876	Mostly increases in professional services, computers, branding, training, and Disaster Relief expenses.
Subcontractor expenditures	\$227,245	Increases to in budget for ISR Case Management, nutrition contracts, Disaster Relief, and Medicaid Transportation contracts. Reduction in budget for Health Homes and Memory Care and Wellness contracted expenses.
Increase in unallocated funding, available for carryover	\$42,125	

NWRC Staff Positions

Adds 6 FTE: 1 FTE LTC Case Management Director (authorized at March Board meeting), 1 FTE Clinical Director (authorized at March Board meeting) 1 FTE Case Manager, 1 FTE Care Coordinator (authorized at May Board meeting), 1 FTE Jail Health LPN (funded through MOUD grant received by Whatcom County), and 1 FTE Outreach Specialist (funded with Disaster Relief Funding).

Eliminates 3 FTE: 1 FTE Care Management Director (related to March Board meeting authorization), 1 FTE Quality Assurance/Training Coordinator (related to March Board meeting authorization), 1 FTE Jail Medical Assistant.

Reclassify 2 FTE: 1 FTE from Human Resources Administrative Assistant to Human Resources Specialist (authorized at May Board meeting), and 1 FTE from Administrative Aide/Receptionist to Administrative Assistant.

Total FTE Change: 3

PROPOSED MOTION:

The Northwest Regional Council hereby approves and adopts Resolution #22-02, Supplemental Budget #1.

NORTHWEST REGIONAL COUNCIL 2022 BUDGET

REVENUE PROJECTIONS 2022

Funding Source	Original Revenues 2022	Revised Revenues 2022	Increase/ Decrease 2022	% of Change
Older Americans Act				
Title III-B--New	692,506	517,459	(175,047)	-25.3%
--Prior Year Contract Balance		229,888	229,888	100.0%
Title III-C-1--New	138,889	135,879	(3,010)	-2.2%
--Prior Year Contract Balance		3,010	3,010	100.0%
Title III-C-2--New	682,481	681,933	(548)	-0.1%
--Prior Year Contract Balance		1,548	1,548	100.0%
Title III-D--New	32,306	32,306	-	0.0%
--Prior Year Contract Balance		26,366	26,366	100.0%
Title III-E--New	280,642	179,118	(101,524)	-36.2%
--Prior Year Contract Balance		149,524	149,524	100.0%
Elder Abuse--New	4,031	4,031	-	0.0%
Subtotal Older Americans Act	1,830,855	1,961,062	130,207	7.1%
Disaster Relief Funding	778,848	778,848	-	0.0%
--Prior Year Contract Balance	-	56,238	56,238	100.0%
Nutrition Services Incentive Program (NSIP)	265,594	265,594	-	0.0%
Senior Farmer's Market Nutrition Project	63,417	164,376	100,959	159.2%
Home Delivered Meal Expansion (State Bill 5736)	37,241	66,882	29,641	79.6%
Medicaid Case Management/Nursing Services	4,258,543	4,810,155	551,612	13.0%
--Requested Match	116,434	116,434	-	0.0%

NORTHWEST REGIONAL COUNCIL 2022 BUDGET

Funding Source	Original Revenues 2022	Revised Revenues 2022	Increase/ Decrease 2022	% of Change
Core Services Contract Management	384,657	371,981	(12,676)	-3.3%
Medicaid Administrative Claiming	159,000	159,000	-	0.0%
Medicaid Transportation Brokerage	5,068,800	5,248,800	180,000	3.6%
Caregiver Training Reimbursement to Home Care Agencies	260,000	260,000	-	0.0%
Health Care Plan and Training Tuition Reimbursement to HCA	52,800	52,800	-	0.0%
Senior Citizens Services Act	550,468	550,205	(263)	0.0%
Dementia Resource Catalyst	375,000	375,000	-	0.0%
State Family Caregiver Support Program	715,614	758,002	42,388	5.9%
State Care Transitions	-	78,513	78,513	100.0%
Family Caregiver Expansion Waiver (MTD)	898,370	783,538	(114,832)	-12.8%
Volunteer Services--General Fund	118,868	118,868	-	0.0%
Private Pay Case Management	5,000	5,000	-	0.0%
Dementia Partnerships Project	67,656	17,656	(50,000)	-73.9%
Senior Drug Education Program	12,612	12,612	-	0.0%
Kinship Care Support Project	69,812	69,812	-	0.0%
Kinship Navigator Project	44,243	44,243	-	0.0%
Health Homes	3,753,000	3,400,000	(353,000)	-9.4%
Jail Health Program	1,544,602	1,792,565	247,963	16.1%

NORTHWEST REGIONAL COUNCIL 2022 BUDGET

Funding Source	Original Revenues 2022	Revised Revenues 2022	Increase/ Decrease 2022	% of Change
Behavioral Health Program	1,408,090	1,232,112	(175,978)	-12.5%
Other Funds including Local Discretionary	529,494	553,494	24,000	4.5%
Humana Care Coordination	128,174	128,174	-	0.0%
Skagit County Care Coordination	277,671	281,024	3,353	1.2%
Total Northwest Regional Council Revenues	23,774,863	24,512,988	738,125	3.1%

COST ALLOCATION PLAN SUMMARY

Northwest Regional Council

Revised July 1, 2022

GENERAL INFORMATION

All costs are direct charged whenever possible.

Personnel Costs

All NWRC staff complete and submit a semi-monthly time sheet that includes actual hours worked, all paid and unpaid leave, and holidays. Where appropriate, staff working in clearly defined programs will record the actual time spent on each program on their semi-monthly time sheet. Fringe benefits and payroll taxes follow the same distribution as salaries for all employees.

Indirect Costs

Costs that cannot be direct charged are allocated based on the appropriate methodology for each indirect cost pool. The basis for this allocation is calculated using a three month look back period beginning with the current month. For example, August allocation is based on total disbursements for June, July and August. Using a three month basis will level the effect of large expenditures to a particular activity in a single month.

Terminal Leave, under the cash basis of accounting, is an allowable cost and is recognized in the period that the leave is paid per CFR Part 200.431. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment.

FEDERAL COST PRINCIPLES and REGULATIONS

This Cost Allocation Plan has been designed to be in compliance with Section .507(b)(6) and is a Public Assistance Cost Allocation Plan as described in Appendix VII of 2 CFR Part 200. The NWRC does not use an indirect rate to charge or bill for administration costs.

COST POOLS

NWRC uses five cost pools. The General Administrative Indirect Cost Pool is used to allocate administrative costs, and the other pools allocate direct service costs. Each pool is allocated using the methodology explained below.

General Administrative Indirect Cost Pool

Administrative costs that cannot be directly attributed to a specific program and/or funding source and that benefit the agency as a whole are captured in this pool. These costs are allocated based on direct and subcontracted expenditures

Northwest Regional Council - Year 2022 Budget

(including payments made through Provider One for home care and COPES ancillary contracts) for the provision of services. After all direct costs are assigned to the appropriate program area, the total dollars spent in each program is divided by the total agency dollars spent. The resulting percentages are applied to dollars accumulated in this pool and allocated to all NWRC funding sources. Administrative costs that exceed the funding limit are charged to another appropriate funding source and/or to local funds as described in the Funding Source Information in the cost allocation plan.

Care Management Cost Pool

Costs that cannot be directly attributed to a specific program and/or funding source and that benefit the Care Management programs as a whole are captured in this pool. Care management programs include Care Coordination, Care/Hospital Transitions, and Behavioral Health activities. These costs are allocated based on total dollars disbursed for Care Management activities over a three month lookback period including the current month.

Community Programs Pool

Costs that cannot be directly attributed to a specific program and/or funding source and that benefit community programs as a whole are captured in this pool. These costs are allocated based on total dollars disbursed for these particular activities over a three month lookback period including the current month.

Program Support Pool

Costs that cannot be directly attributed to a specific program and/or funding source and that benefit care management and community programs are captured in this pool. These costs are allocated based on total dollars disbursed for these particular activities over a three month lookback period including the current month.

Jail Health Pool

Costs that cannot be directly attributed to a specific funding source and that benefit Jail Health are captured in this pool. Jail Health programs include nursing services, and Medication for Opioid Use Disorder (MOUD) nursing services for the Whatcom County jail. These costs are allocated based on total dollars disbursed for these particular activities over a three month lookback period including the current month.

NORTHWEST REGIONAL COUNCIL 2022 BUDGET

COMPARISON OF ANNUALIZED FTEs		Revised	Original	Revised	Change
Position		2021 FTE	2022 FTE	2022 FTE	
Executive Director		1.00	1.00	1.00	-
a. Long-Term Care Case Management Director		0.00	0.00	1.00	1.00
b. Clinical Director		0.00	0.00	1.00	1.00
c. Care Management Director		1.00	1.00	0.00	(1.00)
Operations Director		1.00	1.00	1.00	-
Medicaid Transportation Services Manager		1.00	1.00	1.00	-
Community Programs Director		1.00	1.00	1.00	-
Community Programs Supervisor		1.00	1.00	1.00	-
Office Supervisor		1.00	1.00	1.00	-
Planner		1.00	1.00	1.00	-
Business Development Manager		1.00	1.00	1.00	-
Contract Specialist		2.00	2.00	2.00	-
HR Manager		1.00	1.00	1.00	-
d. HR Specialist		0.00	0.00	1.00	1.00
Program Specialist		16.00	16.00	16.00	-
Tribal Program Specialist		1.00	1.00	1.00	-
e. Outreach Specialist		0.00	0.00	1.00	1.00
Customer Service Representative		5.00	5.00	5.00	-
Administrative Aide		1.75	1.75	1.75	-
f. Quality Assurance/Training Coordinator		1.00	1.00	0.00	(1.00)
g. Case Manager/Care Coordinator/Nurse CM, Nurse CC		37.00	37.00	39.00	2.00
Behavioral Health Counselor/Substance Use Counselor		9.00	9.00	9.00	-
Care Management Program Supervisor		6.00	6.00	6.00	-
Program Administrative Support Manager		1.00	1.00	1.00	-
Case Aide		8.00	8.00	8.00	-
Program Operations Specialist		3.00	3.00	3.00	-
Fiscal Manager		1.00	1.00	1.00	-
Senior Accountant		1.00	1.00	1.00	-
Accounting Analyst		4.00	4.00	4.00	-
Budget Administrator		1.00	1.00	1.00	-
h. Receptionist/Administrative Aide		3.00	3.00	2.00	(1.00)
Information Technology Specialist		1.00	1.00	1.00	-
IT Network Administrator		1.00	1.00	1.00	-
i. Administrative Assistant		1.00	1.00	1.00	-
Jail Health Nursing Supervisor		1.00	1.00	1.00	-
Jail Health RN		9.63	9.63	9.63	-
j. Jail Health LPN		0.00	0.00	1.00	1.00
Jail Transitions Care Coordinator		0.00	0.00	0.00	-
k. Jail Health Medical Assistant		2.00	2.00	1.00	(1.00)
Total Annualized FTEs		126.38	126.38	129.38	3.00

Revisions for 2022:

- a. New position hired mid year 2022 to oversee long-term care services
- b. New position hired mid year 2022 to oversee clinical services
- c. Care management director split into two director positions
- d. Reclassify HR Admin Assistant to HR Specialist
- e. New position to support clients accessing services using Disaster Relief Funding
- f. Position postponed to fund director positions
- g. Care Coordinator to increase Care Coordination capacity and TXIX Case Manager to reduce caseloads to 75:1
- h. Reclassify one Receptionist/Admin Aide to Admin Assistant
- i. No net change one position reclassified out (to HR Specialist) and one in (from Reception/Admin Aide)
- j. New position funded through MOUD grant received by Whatcom County
- k. Eliminate 1 Jail Medical Assistant

Northwest Regional Council - Year 2022 Budget Revision

**RESOLUTION #22-02
NORTHWEST REGIONAL COUNCIL BUDGET
JANUARY 1, 2022 - DECEMBER 31, 2022**

WHEREAS, the attached Supplemental Budget #1 for calendar year 2022 has been presented to the Northwest Regional Council for review; and

WHEREAS, the Northwest Regional Council has reviewed said document and is in agreement with the funding and expenditure levels set forth in said document;

NOW, THEREFORE, BE IT RESOLVED that the Northwest Regional Council does ordain as follows:

The Northwest Regional Council Supplemental Budget #1 for 2022 is hereby approved as presented.

RESOLUTION NUMBER 22-02 APPROVED THIS 28th DAY OF JULY, 2022.

NORTHWEST REGIONAL COUNCIL:

Melanie Bacon
Island County Commissioner

Jill Johnson, Chair
Island County Commissioner

Jamie Stephens
San Juan County Council Member

Cindy Wolf
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
County Executive, Whatcom County

Kathy Kershner
Whatcom County Council Member

ATTEST:

Amanda McDade, Executive Director
Northwest Regional Council



Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: July 28, 2022
Subject: Increase Minimum Banking Balance

Background

NWRC deposits funds with Whatcom County, who serves as its Treasurer. NWRC authorizes Whatcom County to transfer funds from the NWRC cash account held by Whatcom County to the NWRC Imprest account at Key Bank to fund its bi-monthly payroll and weekly vendor payments.

It is currently required by Whatcom County for NWRC to provide a 48-hour notice to make fund transfers. This time constraint often does not allow NWRC to fully complete a payroll before requesting a fund transfer when the number of business days is truncated due to holidays. To meet the 48-hour notice requirement, it is sometimes necessary for NWRC to estimate the transfer amount required for a payroll date, and then conduct a reconciliation after the payroll has been completed.

NWRC has discussed the issue with the State Auditor's Office (SAO) and acquired their approval for NWRC to increase its Imprest account balance to \$400,000, an amount approximating a single payroll.

Recommendation

I recommend that NWRC begin to maintain a cash balance of \$400,000 in its Imprest account, to improve workflow, eliminate the risk of estimating required funds, and ensure timely payment to its employees.

NWRC will continue the policies and procedures to ensure appropriate approval processes, segregation of duties, and monthly account reconciliations.

Proposed Motion:

The Northwest Regional Council approves Resolution #22-03 as written.

**RESOLUTION #22-03
NORTHWEST REGIONAL COUNCIL**

**A RESOLUTION TO INCREASE IMPREST BANK ACCOUNT BALANCE
FOR NORTHWEST REGIONAL COUNCIL**

WHEREAS, the Northwest Regional Council (NWRC), after discussion with Whatcom County and the State Auditor's Office, has determined to increase its Imprest bank account from the current \$0 balance to a flat \$400,000 (the updated amount is to improve NWRC's bi-monthly payroll workflow. Currently the County requires a 48-hour lead time to transfer funds to the NWRC Imprest bank account),

NOW, THEREFORE, BE IT RESOLVED that the Northwest Regional Council authorizes the Executive Director to increase the Imprest bank account balance to \$400,000. The Executive Director will establish policies and procedures to ensure appropriate approval processes, segregation of duties, and monthly account reconciliations.

Resolution #22-03 approved this 28th day of July, 2022 and approved by the following Northwest Regional Council members:

NORTHWEST REGIONAL COUNCIL:

Melanie Bacon
Island County Commissioner

Jill Johnson, Chair
Island County Commissioner

Jamie Stephens
San Juan County Council Member

Cindy Wolf
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
County Executive, Whatcom County

Kathy Kershner
Whatcom County Council Member

ATTEST:

Amanda McDade, Executive Director
Northwest Regional Council

Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: July 28, 2022
Subject: Establish a Reloadable Debit Card Program

Background

NWRC provides non-emergency transportation to Medicaid eligible recipients (NWRC clients). One of the options is to reimburse NWRC clients who use their own vehicles or their friends/family members who drive them to their medical appointments. Another option is to provide NWRC clients gas vouchers for them to go to the contracted gas stations to re-fuel their vehicles (currently there are only a handful of gas stations willing to accept gas vouchers). These reimbursement processes are labor intensive for NWRC clients, the contracted gas stations, and NWRC staff.

Reloadable debit cards provide NWRC clients easy access to funds approved for medical trips and enable NWRC clients to get gas at any convenient gas station. In addition, the use of reloadable debit cards can streamline the reconciliation process for NWRC staff and eliminate unclaimed checks.

NWRC has discussed the program with a potential vendor for feasibility and has communicated with the State Auditor's Office (SAO) to obtain guidance on the requirements of depositing public funds with a financial institution approved by the State Treasurer.

Recommendation

I recommend that NWRC establish a reloadable debit card program. NWRC will continue to research and resolve any pending issues and establish policies and procedures to ensure appropriate authorization processes, segregation of duties, and timely account reconciliations

Proposed Motion:

The Northwest Regional Council requests that NWRC continue to research and resolve any pending issues to establish a reloadable debit card program to reimburse non-emergency transportation to Medicaid eligible recipients and establish policies and procedures to ensure appropriate authorization processes, segregation of duties, and timely account reconciliations.

Memorandum

To: Northwest Regional Council Governing Board
From: Sarah Silvas, HR Manager
Date: July 28, 2022
Subject: Policy and Procedure Manual Updates

Attached you will find a redlined version of the Policy and Procedure Manual updates as requested at the May 19, 2022 Governing Board Meeting. The updates are outlined below and incorporate additional and/or clarifying language around NWRC policies, procedures, and employment law. Please be advised that additional guideline documents and policies related to NWRC's response to the COVID-19 pandemic have not been integrated into this revision of the policy and procedure manual as they are being updated as needed (e.g. masking requirements).

Section 2: Employment Policies and Procedures

- *2.01 Definitions.* Added language to define On Call status.
- *2.04 Pre-Employment and Continuing Requirements.* Added language to include COVID-19 vaccination as an employment condition.
- *2.09 Rehires.* Revised language to allow service bridging for employees that return to service within 6 consecutive months.

Section 3: General Policies and Procedures

- *3.03 Ethics Policy & 3.08 Whistleblower.* Moved Federal & State False Claims Act language from 3.03 Ethics Policy to 3.08 Whistleblower, and renamed 3.08 to Federal & State False Claims Act / Whistleblower And Local Government Whistleblower Protections.
- *3.14 Personal Appearance.* Updated language around personal appearance and dress code. (Staff were notified of this change via email).
- *3.17 NWRC Cellular Phones.* Added language that addresses usage of agency-issued cell phones.

Section 4: Work Schedules and Compensation

- *4.13 Telecommuting.* Addition of a telecommuting policy to support the hybrid work environment.

Section 5: Employee Benefits

- *5.02 Benefits – Eligibility & Terms.* Clarified and added language around part-time and on-call status.
- *5.03 – 5.06* Updated language throughout this section to reflect PEBB benefit plan requirements.

Section 6: Paid and Unpaid Leaves of Absence

- *6.01 Vacation Leave.* Clarifying language around maximum compensation of accumulated leave is restricted to those retiring under PERS Plan 1 only.
- *6.03 Holiday Pay.* Updated language identifying Juneteenth as an NWRC paid holiday and updated language to be Native American Heritage Day.
- *6.09 Compassionate Leave.* Updated language that employees receiving WA PFML are not eligible for compassionate leave.

Section 8: Reimbursement of Expenses

- Updated travel expense language to clarify mileage reimbursement.

Section 11: Employee Separation

- *11.02 Voluntary Resignation.* Clarifying language that two weeks' notice means two worked weeks' notice.
- *11.04 Benefits & Compensation at Separation.* Additional and updated language related to the Retirement Health Savings Account benefit.

All Sections

- His/her, he/she, and similar language changed to they/their/them.



Personnel Policies and Procedures Manual

2022 Update

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SECTION 1: INTRODUCTION

1.01 WELCOME

Welcome to the Northwest Regional Council team.

We would like to share with you NWRC's core values that guide us in working together to provide excellent service, products and outcomes:

- Mutual Respect
- Integrity
- Teamwork
- Collective Success

Later in this manual, you will learn about our Basic Principles that help us live out these core values as we work with each other, clients and the community.

1.02 PURPOSE AND SCOPE

This manual has been developed to cover all employees of the Northwest Regional Council (hereafter referred to as "NWRC") and is intended to provide a general overview of the organization's policies, practices, and benefits.

The NWRC Governing Board has the ultimate responsibility for all personnel action. The NWRC Board vests the authority and responsibility in the Executive Director to act in its behalf regarding personnel policies. All policies, procedures, and practices in this manual supersede any previous policies, manuals, letters, memoranda and understandings.

Employment with the NWRC is at-will and may be terminated by the employee or the organization at any time, with or without cause and with or without notice.

This manual sets out general guidelines for personnel policies and practices, rather than statements of specific treatment in specific situations. The manual is not intended to be a promise of specific treatment or contract of employment, should not be interpreted with this degree of specificity, and is not a contract promising specific treatment in a specific circumstance. Although we try to make decisions that are consistent with the manual, there may be times when it is not appropriate to do so, and the agency retains the right to deviate from the manual as circumstances warrant.

Circumstances may require a change in NWRC policies, practices, and benefits. The NWRC reserves the right to interpret, change, or rescind this manual or any part of it, with or without notice subject to state and federal laws.

Please direct questions regarding this manual to your supervisor or Human Resources.

1.03 EQUAL EMPLOYMENT OPPORTUNITY

It is NWRC's policy to treat all applicants and employees equally and without regard to race, religion, color, national origin, gender, sexual orientation, age, marital status, military or veteran status, physical, mental, or sensory disability, genetics/genetic markers or any other basis protected by federal, state and local law.

This policy extends to all areas of employment including recruitment, selection and placement, compensation, promotion, transfer, discipline, demotion, lay-off, termination, training, daily working conditions, benefits and all other terms and conditions of employment. Applicants or employees requiring reasonable accommodation within the selection process or employment should make such requests in writing to the Human Resources representative.

SECTION 2: EMPLOYMENT POLICIES AND PROCEDURES

2.01 DEFINITIONS

These definitions are adopted by the Northwest Regional Council.

Trial Service Employee: All new employees shall serve a trial service period, which shall be considered an integral part of the selection process. The benefits herein do not apply to trial service except as specifically stated herein. Just as a regular employee, an employee in ~~their~~ his or her trial period may be terminated at any time, with or without cause.

Regular Employee: An individual appointed to a salaried or hourly position on the basis of more than 79.75 hours per month.

Part-time Employee: An individual appointed to a salaried or hourly position on the basis of 79.75 hours per month or less.

Temporary Employee: An individual employed on a temporary basis. Unless otherwise indicated in the letter of appointment, the benefits herein do not apply to these employees. Temporary appointments are limited to a maximum of twelve (12) months of continuous employment, with the exception of interns and work study students.

On Call Employee: An individual appointed to an hourly position in which the hours of work fluctuate according to staffing needs. Generally, this position is 79.75 hours per month or less. Unless otherwise indicated in the letter of appointment, the benefits herein do not apply to these employees.

Exempt Employees: Employees in positions exempt from minimum wage and overtime provisions of the Fair Labor Standards Act.

Non-exempt Employees: Employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

Northwest Regional Council (NWRC): A multi-county association composed of Island, San Juan, Skagit, and Whatcom counties. It shall be referred to as the NWRC.

Anniversary Date:

- a) Employees that begin on the first working day of the month will be assigned the beginning of that month as their anniversary date.
- b) Employees that begin after the first working day of the month will be assigned an anniversary date of the first day of the month following their date of hire.

- c) Any employee undergoing a change in position (promotion, transfer or demotion) will be assigned a new anniversary date to coincide with the first day of the month following the classification change. This adjusted anniversary date will be used for scheduling an employee's annual performance review and step increase.
- d) Any employee being reclassified as a result of a modification to their current job function will maintain their current anniversary date.

Contract Employee: An individual employed as extra help, for a specific project purpose on a time-limited basis, or on a temporary basis to provide scheduling relief during leaves of absences or vacations; to assist with projects or peak service demands of limited duration or for staff in unique programs and are generally tied to a particular grant. The provisions of this manual and benefits herein do not apply to these employees, unless otherwise stated in the employment contract.

Student Intern/Work Study: Temporary work assignment which allows a student to gain work experience in the field. Benefits herein are not available for these employees, except those required by law.

Volunteer: Non-paid staff assigned to assist with specific NWRC programs/services. Volunteers are not eligible for benefits, except those required by law.

Contractor: An individual whose services are retained on a contract basis, not as an employee, documented through the contract process containing an appropriate scope of work.

2.02 EMPLOYMENT APPLICATIONS & INFORMATION

In order to be considered a viable applicant, an individual must complete an application and appropriate supplemental materials for position openings. NWRC relies upon the accuracy of information contained in the employment application, as well as accuracy of other data provided throughout the selection process and employment. Any misrepresentation, falsification, or material omission may result in exclusion of the individual from consideration for employment or, if hired, termination of employment.

Employees whose work requires a state or national license, registration, certification, or permit, will be required to present proof of such prior to employment and at each renewal period. It is the employee's responsibility to provide the NWRC with proof of current required license, registration, certification or permit within 2 weeks of the issue date.

NWRC employees whose job responsibilities require them to drive to attend meetings, serve clients, or perform other NWRC business will be required to provide a copy of a valid driver's license at the time of hire and proof of current auto insurance. These employees are also responsible to advise NWRC of any change in driver's licensing or insurance status. Additionally, NWRC may request a copy of any employee's or applicant's driving abstract for review.

It is the employee's responsibility to provide the NWRC with copies of updated licensing and insurance as they are renewed.

2.03 EMPLOYEE SELECTION

NWRC's overall approach to selection decisions is to hire the individual most qualified for each position consistent with the EEO policy of the NWRC.

Executive Director Selection

The Executive Director will be selected by and serve at the discretion of the NWRC. Authority to appoint, or rehire, other employees will be vested in the Executive Director, which may be delegated to other managers and supervisors.

NWRC Staff Selection

When a position becomes vacant or when a new position is requested, the supervisor and unit director will review the job description and the need for such position prior to any posting or recruitment process. Once the position has been authorized by the Executive Director to be filled, designated HR administrative support staff will proceed with appropriate posting and advertisements.

The NWRC recognizes the value of promoting excellent performers within the agency and will internally post all position opportunities. Employees interested in

posted positions must complete all application materials and submit them to the designated HR administrative support staff within the specified timeframe. The NWRC may announce a position opening to the public simultaneous with the internal announcement. The agency reserves the right to select the candidate it believes is best qualified for the position based on NWRC's assessment.

To be eligible to apply for any position opening, employees must have no disciplinary action on file for the previous 12 months and their most recent performance evaluation must reflect an overall performance rating of "Meets Expectations" (or better) and have no critical performance issues identified. Critical performance issues are those issues that must be immediately improved by the employee, or they will lead to disciplinary action or prevent the employee from obtaining future step increases. NWRC reserves the right to consider employees in the above circumstances for position transfers or demotions if such job changes would benefit the organization (e.g., put the employee in a position of lesser responsibility better suited for the employee, move the employee to a position with closer supervision, etc.).

2.04 PRE-EMPLOYMENT AND CONTINUING REQUIREMENTS

COVID-19 Vaccination

[Employees hired after May 19, 2022, are required to be up to date on COVID-19 vaccination, which is defined as having received all recommended doses based on their age and health status. Regardless of hire date, NWRC encourages all employees to maintain all recommend COVID-19 vaccination doses for their age and health status. Employees may pursue medical or religious accommodation by contacting the human resources representative.](#)

Medical Examinations

NWRC may determine that a specific position requires a job-related medical examination to determine the applicant's ability to perform the essential functions of the position. In such cases, the successful applicant will be given a conditional offer of employment, subject to passing the medical examination. This employment medical examination will be paid for by the NWRC.

Additionally, from time to time, the NWRC may have concerns about a current employee's ability to perform the essential functions of the position or to return to work after a leave. In such cases, the NWRC may require the employee to undergo a job-related medical examination by a NWRC-designated physician. Such medical examination will be paid for by the NWRC and kept in the employee's confidential medical file. Failure to comply with the NWRC's examination requirement may result in discipline, up to and including termination.

Background & Reference Checks

Washington State law requires the NWRC to check the background of applicants who may have unsupervised access to vulnerable adults. NWRC will conduct the appropriate background checks regarding licensure, criminal records, and employer references on all applicants completing the final stages of the selection process. Any offers of employment will be rescinded should the applicant fail to satisfactorily pass these checks.

Follow-up background and license checks will occur throughout employment. Applicants or current NWRC employees must notify the NWRC of any investigations or convictions that would affect or preclude them performing any of their job functions. Continued employment is subject to the passing of these background checks and authorization to perform job duties.

2.05 ORIENTATION & TRAINING

Within a new employee's first weeks of employment, NWRC will conduct an orientation to help orient the new employee to the organization. This orientation will include information regarding the employee's pay and benefits as well as information about the NWRC and its mission. Employees may receive on-the-job training specific to their position within their department or on taking a new position.

Throughout employment, employees may be required to attend mandatory periodic informational and training programs. The program topics and frequency will vary based on position responsibilities and requirements.

2.06 TRIAL SERVICE PERIOD (NEW HIRES)

All newly hired employees and rehired employees, excluding contracted employees, will serve a 6-month training and evaluation trial service period. The trial service period allows the employee an opportunity to demonstrate ~~his/her~~[their](#) suitability for the position through actual work performance and it provides the employer an opportunity to evaluate the employee's ability to meet the demands of the position and become a contributing member of the NWRC. Employees will be evaluated by their supervisor prior to the completion of the trial service period.

If circumstances require the need for additional observation, NWRC may extend the trial service period for a specified length of time. The employment of a trial service employee may be terminated with or without cause or notice at any time during the trial service period or extended trial service period and the at-will status continues upon completion of the trial service period.

2.07 TRIAL SERVICE PERIOD (OTHER)

Employees who are promoted, receive lateral job changes or demoted will serve a 6-month trial service period. This trial service period will be used to determine

the employee's ability to perform the new job responsibilities. Benefits will not be affected by this trial service period. Employees will be evaluated prior to the completion of the trial service period.

If circumstances require the need for additional observation, NWRC may extend the trial service period for a specified length of time.

2.08 EMPLOYMENT OF RELATIVES (NEPOTISM)

To avoid the reality or appearance of improper influence, favor or conflict of interest, and for reasons relating to supervision, safety, and security, the NWRC does not allow individuals related by blood or marriage to be employed where:

1. One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other.
2. Where one party would be responsible for auditing the work of the other.
3. Where there is potential for conflict between the parties or between the interest of one or both parties and the best interest of the NWRC.

If two employees marry, become related, or begin sharing living quarters with one another, and in the NWRC's judgment the potential problems noted above exist or reasonably could exist, only one employee will be permitted to remain in the NWRC's employment unless modification of job duties, positions or responsibilities, as determined in the sole discretion of the Executive Director, can be made to eliminate the potential problem. If termination of one employee is necessary, the decision as to which employee will remain with the NWRC will be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the NWRC reserves the right to terminate either employee.

2.09 REHIRES

When former employees apply to be rehired, they will be evaluated on the same basis as all other applicants. Consideration will be given to past job performance and the circumstances surrounding termination of previous employment.

Employees rehired after July 2022 and within 6 consecutive months ~~30 consecutive days~~ after separation will have their service bridged. This means that the employee may retain the original date of hire and may continue to accrue time off benefits at the previous rate. Insurance benefits will continue as stipulated in the plan documents. Employees rehired after a break of service of more than 30-6 consecutive ~~days~~ months will receive a new date of hire. They will be treated the same as new employees for all benefits.

2.10 EMPLOYMENT REFERENCES

Supervisors and managers may provide accurate written letters of recommendation when requested by an employee. Supervisors and managers providing employment references to other employers will obtain an information release waiver prior to releasing employment-related information on current or past employees. The HR administrative support staff can assist in verifying that a release form has been completed and placed in the employee's personnel file or in providing a form to the requesting employer should they not have one.

2.11 OUTSIDE EMPLOYMENT

Regular employees will not accept employment outside the NWRC except that which does not interfere with their regular duties or creates a conflict of interest, as determined in the sole discretion of the Executive Director. Prior to accepting outside employment or engaging in their own private business, an employee will submit in writing [his/her/their](#) outside employment or business intentions to their supervisor for review by the Executive Director.

2.12 EMPLOYEE PRIVACY AND PERSONNEL FILES

NWRC maintains employment related files for its employees. These files are property of NWRC. The main personnel file primarily contains the following type of information:

- Address, telephone number, and emergency contacts;
- Application and/or resume, reference letters or other materials submitted or created during the employment process;
- Employment history information, including titles and dates of positions held, salaries, dates and amounts of raises, changes in status (e.g., full-time, part-time, temporary), resignation and hires;
- Copies of licensure and vehicle insurance;
- Performance evaluations;
- Records of corrective counseling or disciplinary action;
- Personnel action items such as insurance enrollment/change records and personal information changes;
- Other documents pertaining to employment such as letters of commendation, training records, etc.

All medically-related information will be maintained by the HR administrative support staff in a separate employee medical file. Information in the medical file may be disclosed only to the employee, to a supervisor on a need-to-know basis, individuals given access by the employee's written consent, or as otherwise required or allowed by state and federal law.

An employee who wishes to review [his/her/their](#) personnel records should contact the designated HR administrative support staff to arrange a time. These records

may be reviewed only in the presence of a designated NWRC official during normal business hours. Where an employee disputes information contained in [his/her/their](#) personnel file, the employee may submit a written request to the Executive Director that the information be changed. If this request is denied, the employee may request that a statement containing [his/her/their](#) correction or rebuttal be placed in the file.

While personnel files are kept confidential in accordance with applicable laws, information contained in personnel files may be audited by governing or funding agencies. Employees should notify the HR administrative support staff of any personal information changes.

2.13 INTERNSHIPS

To assist in the development of future workforces, the NWRC may choose to participate in school-related internship programs. These programs must be affiliated with an educational institution and provide practical application of what the student is learning in school. All internships will receive approval from the Executive Director prior to commencement. Work will be performed under the supervision of an assigned appropriate mentor. The assigned supervisor will be responsible for completing school-related progress reports.

While internships are generally unpaid positions, interns will be required to comply with many of the processes, policies and procedures required of regular employees and must sign the internship letter of understanding. Internship programs are considered stand-alone programs and in no way entitle the student to a position at the conclusion of the internship period.

2.14 WORK STUDY

Work study programs are affiliated with an educational institution and provide the student with paid work experience. Individuals considered for work study must be approved through the school to participate in the subsidized work study program. All work study assignments will receive approval from the Executive Director prior to commencement. Work will be performed under the supervision of an assigned appropriate supervisor.

Work study students will be required to comply with the processes, policies and procedures required of regular employees and must sign the work study letter of understanding. Work study programs are considered stand-alone programs and in no way entitle the student to a position at the conclusion of the work study period.

2.15 VOLUNTEERS

NWRC may, from time-to-time, utilize volunteers to assist within the organization. All volunteer assignments will receive approval from the Executive Director prior

to commencement. Volunteers may receive reimbursement for specific portions of their volunteer service, such as mileage reimbursement. A current employee may not volunteer in any capacity related to [his/her/their](#) paid position. While volunteer positions are unpaid, volunteers will be required to comply with many of the processes, policies and procedures required of regular employees and must sign the volunteer letter of understanding.

SECTION 3: GENERAL POLICIES AND PROCEDURES

3.01 BASIC PRINCIPLES

To assist us in working collaboratively together and providing the best service to our clients and the public, NWRC employees are expected to adhere to the following “Basic Principles:”

1. **Focus on the situation, issue, or behavior, not on the person.** Focusing on the situation, issue, or behavior helps us remain objective when faced with challenges. We can solve problems more effectively, make better decisions, and maintain constructive relationships when we concentrate on the big picture and consider others’ points of view with an open mind.
2. **Maintain the self-confidence and self-esteem of others.** Contributing fully is easier in an atmosphere of acceptance and approval. When people feel free to express their ideas without fear of ridicule or personal criticism, they are more willing to take risks and stretch their capabilities. By showing respect and helping others develop their abilities and reach their goals, we multiply our own efforts in the workplace.
3. **Maintain constructive relationships.** Whether working with a co-worker, client, or member of the public, our goal is to interact constructively and strive toward building stronger, more effective relationships for the future.
4. **Take the initiative to make things better.** We all have a role in making our workplace better. By finding opportunities for improvement, we build a more effective workplace which often results in better service to our clients.
5. **Lead by example.** Being a good leader means setting a good example – even in the face of disappointing circumstances. By performing your job duties to the best of your abilities, honoring your commitments, admitting your mistakes, and staying receptive to new ideas, you will model leadership qualities for others to follow.
6. **Think beyond the moment.** At work we must consider how our actions and decisions will impact others and the NWRC. We are also expected to behave ethically in performing all our duties at the NWRC.

3.02 GENERAL EMPLOYEE CONDUCT

Employees are expected to use good judgment in performing their job and in representing the agency. Unsatisfactory employee conduct will be handled through disciplinary procedures. The following are general guidelines for employee conduct:

- Ensure that our interactions and communications with each other, clients, and the general public present a professional and caring image.
- Demonstrate mutual respect toward co-workers, colleagues, clients, and the general public.
- Recognize that each work assignment is important and worthy of our best efforts.
- Accomplish work in a timely, accurate, and professional manner.
- Present a neat, professional, business-like appearance at all times.
- Report immediately to your supervisor problems with a client, colleague or member of the general public.
- Abide by all confidentiality standards when handling client information.
- Exercise good judgment by confining personal telephone calls, conversations, and visiting to non-working hours.
- Adhere to policies, procedures, safety rules and safe working practices.
- Comply with directions from supervisors.
- Preserve and protect the NWRC's equipment, grounds, facilities, and resources.
- Follow NWRC's ethics policy and professional ethics standards.

3.03 ETHICS POLICY

General

As a public agency, we are entrusted with the public's confidence to provide service with the highest ethical standards and to appropriately utilize public funds. This policy is designed to guide employees on the standards of ethical behavior and to supplement, not supersede or conflict with, the ethical standards set forth in the Revised Code of Washington ("RCWs").

NWRC employees are expected to uphold these ethical practices and avoid even the appearance of improper influence and refrain from ever receiving, soliciting or accepting gifts, gratuities, favors or anything of value for themselves or their family members, which is intended or has the appearance or effect of influencing the performance of their duties. Please refer any questions regarding this policy to your supervisor or Human Resources.

Definitions

"Staff" - for the purposes of this ethics policy is intended to include all persons who act on behalf of the NWRC, whether paid or unpaid.

"Immediate Family" - for the purposes of this ethics policy means:

- 1) Spouse, domestic partner;
- 2) Any parent, parent-in-law, child, stepchild, or son/daughter-in law or;
- 3) Any sibling, uncle, aunt, cousin, niece or nephew.

"Client" - indicates an individual who receives services through NWRC or its contractors.

Policy

General Staff Member Conduct

- Staff should seek to find and employ efficient and economical ways to provide services and give to the performance of their duties their best attention, efforts and thoughts.
- Staff should be aware that they are seen as a representative of the NWRC when they are acting within the scope of their job responsibilities.
- Staff must never intentionally act outside the scope of their job responsibilities in representing the NWRC, nor portray themselves as acting on behalf of the NWRC when, in fact, they are not.
- Staff must treat every citizen fairly and equally with courtesy and respect and must never discriminate unfairly by dispensing of special favors or privileges to any one, whether for remuneration or not, and should never accept for themselves or family, favors or benefits under circumstances which might give the appearance to reasonable persons as influencing the performance of their NWRC duties.
- Staff must avoid the appearance of improper influence and refrain from ever receiving, soliciting or accepting gifts, gratuities, favors or anything of value for themselves, or their families, which is intended or has the appearance or effect of influencing the performance of their duties.
- Staff must never attempt influence of others in the performance of their duties by any means which are not appropriate or proper.
- Staff must never use nor allow the use of NWRC property or funds for private purposes, for purposes other than those authorized or permitted, or for

purposes which could mislead clients or damage the reputation and integrity of the NWRC.

- NWRC property, equipment, money, services, and staff time are for NWRC purposes only and shall not be appropriated for personal or private use.

Service Provision

- Staff are to provide client services within the scope of the program standards, policies and/or procedures.
- Clients who are in need of assistance beyond this scope of services are to be referred to an appropriate service provider.
- NWRC strives to provide fair and equitable service to all its clients. Staff members should use their best judgment to ensure their actions do not create any actual or apparent favoritism or conflict of interest.
- Staff must refer clients who need services of guardianship, power of attorney, protective payee, or other substitute decision making (such as health care or financial decisions) to available resources in the community.
- Falsification of client financial or eligibility status in order to obtain needed services is prohibited.

Client Respect and Well Being

- Staff are to preserve the privacy of the client by refraining from visiting or contacting the client except for purposes of fulfilling their professional responsibilities.
- Obscene, profane, disrespectful or inappropriate language or behavior are prohibited while in the presence of the client, ~~his/her~~their representative, or family member.
- Staff should be alert for indications of situations that jeopardize or compromise a client's right to be free of abuse, neglect or exploitation. Examples include, but are not limited to*:
 1. Outright physical harm to a person, regardless of ability to defend self.
 2. Verbal abuse which may lead to physical abuse or neglect.
 3. Client's loss of decision-making or choice with regard to life-style (e.g., refusal to allow visitors, refusal to allow client to come and go as they choose, etc.)
 4. Unauthorized use of client assets.
 5. Withholding of food, care or medication by the caregiver.

Mandatory Reporting

- Staff are “Mandatory Reporters” under the law and must report any suspected abuse to appropriate authorities. If abuse, neglect, or exploitation is suspected, staff should document their concerns. To report suspected abuse of an individual living in a nursing home, boarding home (including assisted living), or adult family home, staff should call the DSHS Complaint Resolution Unit. To report suspected abuse of an individual living on their own or with family, staff should call the DSHS Home and Community Services Office. Staff may inform the client that outside assistance is being sought. The timing and detail of such notice will be sensitive to the condition and needs of the client.

Confidentiality

- Staff may not disclose any information obtained during the course of employment as it relates to clients or the provision of services to clients even after the staff person has terminated [his/her/their](#) relationship with the agency. This prohibition does not apply to information that is shared with DSHS or subcontractor for purposes directly connected with the administration of NWRC programs or the provision of services to clients. Such purposes include, but are not limited to, determining eligibility, providing a service, and participating in an audit. With written approval from the NWRC Executive Director, staff may disclose information for research, statistical, monitoring, and evaluation purposes conducted by appropriate federal agencies and DSHS. Certain client information is considered protected health information under state and federal law, including the federal Health Information Portability Accountability Act. Each employee is required to fully comply state and federal laws regarding protected health and private information.

Client Gifts/Reimbursement

- Staff may not accept gifts or items of value from clients or friends or family of the clients except for official donations made to the agency. In some cases, it may be clear that to not accept a gift will greatly offend the client. In these cases, the staff member should thank the client graciously but make it clear to the client and/or [his/her/their](#) family, if appropriate, that gifts are not necessary, and, in fact, are an awkward situation for the staff member. The staff member should request that in the future, the client not give the staff member any personal gifts. Then the staff member should turn the accepted gift over to [his/her/their](#) supervisor for use by the agency or for donation to a recognized charity.
- Failure to provide services or make referrals until a client returns a favor or reimburses a staff member for the service or referral is prohibited.

Client Finances and Property

- Staff should advise clients whenever possible regarding financial obligations the client will incur as a result of referral and receipt of a service/benefit from a particular service provider.
- Any time staff members handle the money or property of a client, a receipt documenting the amount of money or value of property handled and the nature of the transaction should be signed by both the client and staff person. Documentation should be retained within the client's record with a copy to the client and/or [his/her/their](#) representative.

Conflict of Interest

- Staff are to accept and assist any client in a manner appropriate to the staff member's position. If a potential conflict of interest exists between staff and the client, the staff person shall present such conflict to [his/her/their](#) immediate supervisor for resolution, if applicable.
- If a client is "Immediate Family" of a staff member, that staff member will notify their supervisor and disqualify [his/herself/themselves](#) from direct service provision for that client.
- A staff member who has had a personal relationship with a person who is being assigned as a prospective client must inform [his/her/their](#) supervisor of the relationship so that the client may be assigned to an alternate staff member if there is a potential conflict of interest, as appropriate.
- Staff and relatives or friends of staff may not engage in any financial transactions with former or present clients of the agency. Such activities include, but are not limited to: real estate, insurance or other investment activities.
- Staff may not ask a client to purchase any item or service belonging to or sold by staff or immediate family of the staff member.
- Staff may not receive remuneration in any manner from any source for a client referral.
- Staff are not to use any information obtained in the course of their employment for the purpose of private personal economic gain by that staff member or a staff member's immediate family.
- Staff will notify their supervisor, in writing, prior to serving on any Board that is affiliated with the NWRC.

Violations of Ethics Policy

Violations of this Ethics Policy are considered a violation of the terms and conditions of employment. Such a violation will be subject to disciplinary action, up to and including termination. The actions and remedies of the Personnel Policies are not to be presumed exhaustive and do not replace or exclude civil or criminal sanctions.

Federal & State False Claims Act

~~NWRC is subject to the Federal False Claims Act (Error! Hyperlink reference not valid.) and the Washington State Medicaid Fraud False Claims Act (Error! Hyperlink reference not valid.). It is expected that if a NWRC employee becomes aware of active or suspected fraud and/or abuse, they will immediately report it to the appropriate entity.~~

The above language is being removed from section 3.03 ETHICS POLICY and integrated into section 3.08 WHISTLE BLOWER to incorporate the full language required by applicable federal and state law. Section 3.08 WHISTLE BLOWER will also have an updated heading.

3.04 POLICY AGAINST UNLAWFUL DISCRIMINATION

Policy against Discrimination

Every employee has the right to work in surroundings that are free from unlawful discrimination. NWRC therefore strictly prohibits unlawful discrimination based on race, color, religion, national origin, age, gender, sexual orientation, marital status, disability or any other legally-protected classification. NWRC also prohibits the harassment of any individual based on these protected classifications. NWRC requires its employees to abide by this policy in practice and in spirit. NWRC encourages its employees to address any questions or concerns about this policy directly to their supervisor, Human Resources or the Executive Director. Employees may do so without fear of reprisal.

Policy against Sexual Harassment

Sexual harassment is a form of sexual discrimination and NWRC will not tolerate it in the workplace. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment may also include unwelcome sexual attention, verbal abuse of a sexual nature, unnecessary touching, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or objects, or engaging in any sexually-oriented conduct which unreasonably interferes with another's work performance or creates a work environment that is intimidating, hostile or offensive. NWRC specifically prohibits any employee from:

- (1) making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment, **or**
- (2) making submission to or rejection of such conduct the basis for employment decisions affecting the employee, **or**
- (3) creating an intimidating, hostile, or offensive working environment by such a conduct.

Employee's Response to Misconduct

NWRC requires any employee who feels that ~~he or she~~they ~~has~~have been the subject of discrimination or harassment to report the conduct. Employees who feel that they or others may have been subject to discrimination or sexual harassment, including but not limited to any of the conduct listed above, by any supervisor, management official or other employee should bring the matter to the immediate attention of their supervisor, Human Resources or any other member of the Management Team (including the Executive Director) who will initiate an investigation. Additionally, employees who have concerns regarding the

behavior of clients, vendors or the general public should also bring such concerns to ~~his or her~~[their](#) supervisor or manager. Allegations of harassment will be promptly investigated and appropriate corrective action will be taken. To assist in the prompt resolution of the complaint, employees should provide any supporting documents and identify any person who may have knowledge regarding the allegations. The Executive Director will be immediately notified of any complaints.

NWRC'S Investigation

NWRC will take all reports seriously and conduct an appropriate investigation. NWRC will require employees to cooperate in any investigation, whether or not they are directly involved. NWRC will keep the fact and results of its investigation as confidential as possible.

Non-Retaliation

NWRC prohibits retaliation (taking adverse action against an employee) because of an employee's good faith report of discrimination or harassment, or participation in an investigation of such a claim. Any individual who is found to have engaged in retaliatory conduct will be subject to appropriate corrective action, up to and including termination. Employees who believe that they have experienced such retaliation should notify their supervisor or the Executive Director.

3.05 AMERICANS WITH DISABILITIES ACT

The NWRC's policy is to ensure equal employment opportunity for all qualified persons with a disability. For purposes of this section, "disability" includes a physical or mental impairment that substantially limits an employee's major life activities, or a record, or appearance of having such an impairment.

The NWRC recognizes that employees with physical, sensory, or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes ~~he or she~~[they](#) needs reasonable accommodation should notify ~~his/her~~[their](#) supervisor and Human Resources. Although the need for accommodation is determined on a case-by-case basis, generally the NWRC and the employee engage in an interactive process with the employee and the employee's healthcare provider(s) to confirm the existence of the condition, its limitations in the workplace and possible reasonable accommodations. The employee has an obligation to cooperate with the agency in this process, which may include authorizing the NWRC to communicate with the employee's healthcare providers concerning the employee's condition, its limitations and possible reasonable accommodations.

3.06 DRUG FREE WORKPLACE

General

NWRC is concerned about the effects that drugs and alcohol may have on safe and productive job performance. We also recognize that employees who are affected in their ability to perform their jobs safely and productively jeopardize the integrity of the workplace and the achievement of our mission. Therefore, abiding by the provisions of this policy is a condition of employment with NWRC.

Prohibitions

This policy strictly prohibits the following:

- Performing work with a presence of drugs or alcohol in an employee's system (other than those that do not impact job performance, are medically prescribed and approved by a physician and used as prescribed or purchased over the counter and used as directed).
- The unlawful use, possession, manufacture, distribution, dispensing, transfer or trafficking of alcohol, drugs that are illegal under state, federal or local law (including marijuana) or controlled substances in any amount or in any manner on NWRC property or in NWRC vehicles at any time, whether or not engaged in NWRC business.
- The use, in any way, of NWRC property, equipment or the employee's position to make or traffic alcohol, drugs or controlled substances.
- Any other use, possession or trafficking of alcohol, drugs or controlled substances in a manner which is detrimental to the interest of the organization, creates a safety concern or unduly interferes with job performance.
- Refusing to submit to a drug or alcohol test requested by NWRC.
- Tampering with a test sample or obstruction of the test process.

Employees may use or consume prescription drugs while on the job when taken pursuant to a valid physician's order, or over-the-counter drugs when taken as appropriate, only when there is no possibility that such use may impair the employee's ability to safely perform ~~his or her~~their job or may adversely affect ~~his or her~~their safety, resident/public safety or the safety of other employees. It is the employee's responsibility to be aware of the effects of any medication that ~~he or she~~they may be taking and to be alert for any evidence of impairment. Employees taking medication which may affect their performance or abilities must advise their supervisor of this fact.

Violations of these prohibitions will lead to discipline, up to and including termination.

Testing

1) Reasonable Suspicion Testing

NWRC is authorized to require drug and/or alcohol testing when it has a reasonable suspicion of violation of this policy. Reasonable suspicion is suspicion based on specific personal observations of the employee's appearance, behavior, speech or odor. Such testing determinations will be made by a supervisor based on the best available information at the time of the test decision. Refusal to consent to testing will constitute a violation of this policy and employees will be subject to discipline, up to and including termination.

2) Requests for Retesting

An employee who tests positive will not be paid for the time lost from work during the period of testing and receiving the test results. Should a positive test be disputed, the employee may request a re-test of the same sample. The request must be made within forty-eight (48) hours. The expense for re-testing must be pre-paid by the employee. Employees who test negative will be paid for time lost from work.

3) Type of Tests

The NWRC-designated lab has the discretion to determine its testing methods and the standards for determining whether a test is "positive" or "negative." NWRC and laboratory will provide quality control procedures and will assure the maximum confidentiality and chain of custody.

Confidentiality/Privacy

The fact that a drug and/or alcohol test has been requested or administered, the results of that test, and communications with the employee regarding substance use and abuse, are considered private and confidential.

Disciplinary Action

Employees are subject to appropriate discipline and/or termination for violating this policy as described earlier. Policy violations also include:

- a. Refusal to Allow Test. NWRC may request an employee to consent to testing, to permit the test results to be analyzed, and to release such results to authorized company representatives, subject to any applicable state or local laws and regulations. An employee's failure to consent and submit to requested testing will subject the employee to disciplinary action including termination.
- b. Positive Test Results. An employee who tests positive for the presence of alcohol or drugs in violation of this policy will be subject to disciplinary action including termination.

- c. Off-The-Job Conduct. An employee's off-the-job use of illegal drugs or unlawful or unauthorized substances which adversely affects the employee's job performance or jeopardizes the safety of other employees or the security of the company's premises also violates this policy. An employee who is convicted of or pleads guilty or no contest to off-the-job manufacture, sale, purchase, transfer, use or possession of illegal drugs or unauthorized substances will be subject to disciplinary action including termination if, in the view of management, the circumstances warrant. Any employee convicted of a violation of a criminal drug statute that is workplace-related must notify the Executive Director within five working days of the conviction.

Employee Assistance and Rehabilitation

NWRC offers an Employee Assistance Program (EAP) to its employees as an additional benefit. The EAP provides professional, confidential counseling to employees experiencing personal issues. NWRC will not discipline or terminate an employee who voluntarily seeks EAP assistance before there is a performance problem or positive drug or alcohol test result. However, all employees (including those seeking EAP assistance) must be free of drugs and alcohol at work, and comply with NWRC's other work rules and performance standards. NWRC notes that any employee who fails to do so is subject to discipline up to and including termination of employment.

3.07 WORKPLACE VIOLENCE

NWRC prohibits violence in the workplace and is committed to maintaining an environment free of all forms of violence, including verbal or physical threats, intimidation, and abusive statements or any conduct that causes others to feel intimidated or unsafe.

Employees are prohibited from bringing weapons to work or on NWRC premises, including NWRC's parking lot. NWRC reserves the right to inspect, with or without notice, all persons' packages, automobiles and other items that come on to NWRC property. NWRC further reserves the right to inspect all NWRC property with or without notice. NWRC encourages its employees to raise workplace concerns with their immediate supervisor. If the supervisor is unavailable, or if the complaints remain unresolved after talking with the supervisor, or if the nature of the complaint is such that the employee does not feel ~~he or she~~[they](#) can discuss the complaint with ~~his or her~~[their](#) supervisor, the employee may make a complaint to any member of the Management Team.

NWRC prohibits the following by way of example:

- Any act or threat of violence made by an employee against another person's life, health, well-being, family or property.
- Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion.
- Any act or threat of violence that endangers the safety of employees, clients, vendors, contractors or the general public.
- Any act or threat of violence made directly or indirectly by words, gestures or symbols.
- Use or possession of a weapon on the organization's premises.
- Threatening, harassing or abusing a domestic partner at the workplace or utilizing workplace resources for such behaviors.

Upon receiving a complaint, NWRC will promptly investigate the matter to determine relevant facts and circumstances. Information about any complaint will be treated as confidentially as possible, consistent with proper investigation and responsive action. Based on its investigation, NWRC will take immediate and appropriate corrective action. Individuals who lodge good faith complaints or who participate in a NWRC investigation will not be retaliated against or otherwise treated adversely for having done so.

Orders of Protection/Restraining Orders

An employee who has obtained an order of protection or restraining order against another individual must notify ~~his/her~~[their](#) supervisor and provide a copy of the official restraining order document. The NWRC may also request a picture from the employee of the individual listed on the restraining order. The NWRC may take whatever steps it deems appropriate to ensure the safety of the workplace.

The mandates of the restraining order will be followed until it has expired or an alternative document has been provided which changes the status of the order.

Public Contact

NWRC strives to maintain a safe and secure workplace and does not tolerate violent, threatening or abusive treatment of employees by clients or members of the public. Employees who feel they are being treated inappropriately or in a threatening manner by another individual should politely remove themselves from the situation and immediately inform their supervisor or, in the absence of their supervisor, another available supervisor.

NWRC Response

When NWRC becomes aware of a potentially threatening situation (both domestic and from the public), management will undertake an assessment of the risk and implement a safety response plan specific to the circumstances of the threat. A response plan may include any of the following:

- If circumstances warrant, NWRC may pursue an order of protection/restraining order against the threatening individual.
- Post a picture or other identifying information at the front desk area to alert individuals monitoring incoming traffic.
- Alert necessary personnel to the situation (which will include, at a minimum, all NWRC Management Team members and executive management of other service contractors located in the building).
- Review existing security systems and procedures.
- Identify exit/escape plans for potentially targeted individuals.
- Remind staff of the universal office evacuation system.
- Consult with local authorities for further advice, as needed.

3.08 WHISTLE BLOWER

~~As a public organization, NWRC must be a good and prudent steward of public funds and provide service with the highest ethical standards. Pursuant to~~ **Error! Hyperlink reference not valid.** ~~it is the policy of the NWRC to: 1) encourage reporting by its employees of improper governmental action taken by NWRC officers or employees and 2) to protect NWRC employees who have, in good faith and in accordance with NWRC policies and procedures, reported improper governmental action taken by NWRC officers or employees.~~

Definitions

“Improper governmental action”—means any action by a NWRC officer or employee:

1. ~~That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and~~

~~—That is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.~~

~~"Improper government action" does not include personnel actions, which include but are not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissal, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements, or reprimands.~~

~~**"Good faith"**— means the individual providing the information or report of improper governmental activity has a reasonable basis in fact for reporting or providing the information. An individual who knowingly provides or reports, or who reasonably ought to know he or she is providing or reporting, malicious, false, or frivolous information, or information that is provided with reckless disregard for the truth, or who knowingly omits relevant information is not acting in good faith.~~

~~**"Emergency"**— means a circumstance, that if not immediately changed, may cause damage to persons or property~~

Procedures for Reporting

~~NWRC employees who become aware of improper governmental action are to notify the Executive Director or his/her designee, stating in written detail the basis for the employee's belief that an improper governmental action has occurred. In case of an emergency, as defined above, an employee may provide information of an improper governmental action to a person or entity outside the NWRC. For detailed instructions on the required reporting procedure, including a list of appropriate persons or entities outside the NWRC to whom to report, refer to NWRC's "Right to Report Improper Governmental Action Procedure." This document is permanently posted in each NWRC office location and is available to any employee upon request.~~

Protection Against Retaliatory Actions

~~It is unlawful for any local government official or employee to take retaliatory action against a local government (NWRC) employee because the employee provided information in good faith that an improper governmental action occurred. NWRC officials and employees who report improper governmental actions are protected from retaliation pursuant to RCW 42.41.040.~~

Definitions

~~“Retaliatory action” means:~~

- ~~0. Any adverse change in an NWRC’s employee’s employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotions, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or~~
- ~~0. Hostile actions by another employee towards an NWRC employee that were encouraged by a supervisor, senior manager, or official.~~

Procedures for Reporting

~~In order to seek relief, the employee will provide a written notice of the charge of retaliatory action to the NWRC governing board that specifies the alleged retaliatory action and the relief requested.~~

~~For detailed instructions on the required reporting procedure, including how to obtain contact information for the NWRC governing board, refer to NWRC’s “Right to Report Improper Governmental Action Procedure.” This document is permanently posted in each NWRC office location and is available to any employee upon request.~~

~~The NWRC Executive Director will be responsible for insuring that this policy and the reporting procedure 1) are permanently posted where all employees will have reasonable access to them, and 2) are made available to any employee upon request.~~

3.08 FEDERAL & STATE FALSE CLAIMS ACT / WHISTLEBLOWER AND LOCAL GOVERNMENT WHISTLEBLOWER PROTECTIONS

It is the policy of NWRC to actively engage in efforts to prevent, detect, and mitigate losses related to fraud and abuse. NWRC is committed to following all applicable laws and regulations, particularly those that address fraud, waste, and abuse and the proper billing of all government-funded programs. This includes the Federal False Claims Act, the Washington State Medicaid False Claims Act, and Local Government Whistleblower protection. It is expected that when a NWRC employee becomes aware of active or suspected fraud and abuse, they will immediately report it to the appropriate entity.

This policy applies to all employees, including management and contractors. It addresses reporting of fraud and abuse committed by or against NWRC providers, enrollees, beneficiaries, members, employees, contractors, and vendors.

Definitions

For the purpose of this policy, the following definitions apply:

- Fraud - intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or to some other person.
- Abuse —practices that are inconsistent with accepted sound fiscal, business, or medical practices, and result in an unnecessary cost or in reimbursement for services that are neither necessary nor authorized under a client's plan of care, or that fail to meet prescribed standards.
- Improper governmental action – means any action by a NWRC officer or employee:
 1. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
 2. That is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

Improper government action does not include personnel actions, which include but are not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissal, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements, or reprimands.

- Good faith - means the individual providing the information or report of improper governmental activity has a reasonable basis in fact for reporting or providing the information. An individual who knowingly provides or reports, or who reasonably ought to know they are providing or reporting, malicious, false, or frivolous information, or information that is provided with reckless disregard for the truth, or who knowingly omits relevant information is not acting in good faith.
- Emergency – means a circumstance, that if not immediately changed, may cause damage to persons or property
- Retaliatory action - means:
 1. Any adverse change in an NWRC's employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory

- [performance evaluations, demotions, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or](#)
2. [Hostile actions by another employee towards an NWRC employee that were encouraged by a supervisor, senior manager, or official.](#)

[Set forth below is information about the federal and state false claims acts, remedies available under these acts and how individuals can use them, and whistleblower protections available to anyone who claims a violation of the federal or state false claims acts or improper local government action.](#)

[Federal False Claims Act \(31 U.S.C. § 3729\)](#)

[Federal statute which allows for civil and/or criminal action to be brought against a health care provider who:](#)

1. [Knowingly presents, or causes to be presented, a false or fraudulent claim for payment or approval to any federal program;](#)
2. [Knowingly makes, uses or causes to be made or used a false record or statement to get a false or fraudulent claim paid; or](#)
3. [Conspires to defraud the government by getting a false or fraudulent claim allowed or paid.](#)

[An example of a false claim is billing for procedures not performed.](#)

[A statute of limitations says how much time may pass before an action may no longer be brought for violation of the law. Under the False Claims Act, the statute of limitations is six years after the date of violation or three years after the date when material facts are known or should have been known by the government, but no later than 10 years after the date on which the violation was committed. The submission of false claims may also give rise to criminal liability.](#)

[Federal Laws and Guidance](#)

- [Section 6032 of the Deficit Reduction Act](#)
- [Section 1902\(a\)\(68\) of the Social Security Act \(42 USC §1396a\(a\)\(68\)\)](#)
- [Federal False Claims Act 31 USC Sections 3729-3733](#)
 - [Sec. 3729 - False claims](#)
 - [Sec. 3730 - Civil actions for false claims](#)
 - [Sec. 3731 - False claims procedure](#)
 - [Sec. 3732 - False claims jurisdiction](#)
 - [Sec. 3733 - Civil investigative demands](#)
- [Administrative Remedies for False Claims and Statements 31 USC Sections 3801 et seq](#)
- [FAQ by CMS regarding DRA Requirements and False Claims Act compliance](#)
- [CMS Guidance to States regarding False Claims Act \(2006\)](#)

Federal Whistleblower Protections

Federal law prohibits an employer from discriminating against an employee in the terms or conditions or their employment because the employee initiated, or otherwise assisted in a false claims action. The employee is entitled to all relief necessary to make the employee whole.

Washington State False Health Claims Act Whistleblower Protections

The Washington State False Claims Act has whistleblower protections which prohibit retaliation against the reporter. You may report directly to the United States Department of Justice or to the Washington State Attorney General. You are not required to report a possible false claims act violation to NWRC first. NWRC will not retaliate against you if you inform anyone of a possible false claims act violation.

Responsibility

What you should do if you think that your organization may have made a false claim:

All NWRC employees, contractors and vendors are required to report concerns about actual, potential, or perceived fraud and abuse or other misconduct to the Office of the Attorney General Medicaid Fraud Control Unit. You may reach the Department using one of the methods listed immediately below.

File MFCU (Medicaid Fraud Control Unit) Complaint

Phone: (360) 586-8888

Fax: (360) 586-8877

Email: MFCUreferralsatg.wa.gov

Mail: Office of the Attorney General Medicaid Fraud Control Unit

PO Box 40114

Olympia, WA 98504

NWRC requires timely disclosure of such concerns and expressly prohibits any adverse actions directed against any person for making a good faith report of such concerns. No one may retaliate against you if you inform the state or the federal government of a possible false claims act violation. All providers, contractors, subcontractors, and vendors have a right to oppose or refuse to engage in acts that they believe, in good faith, are unethical, improper, or unlawful, provided that the manner of opposition is reasonable, and the questionable act is immediately reported to the Office of the Attorney General Medicaid Fraud Control Unit using one of the contact methods listed in the previous paragraph.

State Laws

- [Washington Medicaid Fraud False Claims Act RCW 74.66](#)

Local Government Whistleblower Protection

As a public organization, NWRC must be a good and prudent steward of public funds and provide service with the highest ethical standards. Pursuant to RCW 42.41 it is the policy of the NWRC to: 1) encourage reporting by its employees of improper governmental action taken by NWRC officers or employees and 2) to protect NWRC employees who have, in good faith and in accordance with NWRC policies and procedures, reported improper governmental action taken by NWRC officers or employees.

Procedures for Reporting

NWRC employees who become aware of improper governmental action are to notify the Executive Director or his/her designee, stating in written detail the basis for the employee's belief that an improper governmental action has occurred. In case of an emergency, as defined above, an employee may provide information of an improper governmental action to a person or entity outside the NWRC. For detailed instructions on the required reporting procedure, including a list of appropriate persons or entities outside the NWRC to whom to report, refer to NWRC's "Right to Report Improper Governmental Action Procedure." This document is permanently posted in each NWRC office location and is available to any employee upon request.

Protection Against Retaliatory Actions

It is unlawful for any local government official or employee to take retaliatory action against a local government (NWRC) employee because the employee provided information in good faith that an improper governmental action occurred. NWRC officials and employees who report improper governmental actions are protected from retaliation pursuant to RCW 42.41.040.

Procedures for Reporting

In order to seek relief, the employee will provide a written notice of the charge of retaliatory action to the NWRC governing board that specifies the alleged retaliatory action and the relief requested.

For detailed instructions on the required reporting procedure, including how to obtain contact information for the NWRC governing board, refer to NWRC's "Right to Report Improper Governmental Action Procedure." This document is permanently posted in each NWRC office location and is available to any employee upon request.

The NWRC Executive Director will be responsible for ensuring that this policy and the reporting procedure 1) are permanently posted where all employees will have reasonable access to them, and 2) are made available to any employee upon request.

3.09 NON-SMOKING

Smoking is prohibited in all NWRC facilities. To comply with Washington State law, employees wishing to smoke during their breaks or lunch periods must do so at least 25 feet from any public entrances, exits, windows, and ventilation intakes. Please properly dispose of cigarette butts.

3.10 SELLING AND SOLICITATION

To provide freedom from pressure, embarrassment, and work interruptions for employees and customers, the NWRC does not permit solicitation or distribution of literature by persons not employed by the NWRC in work areas or by NWRC employees during work hours. This prohibition includes charity solicitors, insurance salespersons, initiative or ballot petitions, union organizers, survey or questionnaire activity, or any other form of solicitation or distribution. Specifically, prohibited activities include, but are not limited to:

- The solicitation of any funds or money for whatever purpose and in any form unless the solicitation is agency sponsored and has the approval of the Executive Director, such as NWRC benefit plans.
- The passing of literature or other written material that does not have to do with NWRC business operations.
- The sale of articles, display of articles for sale, or taking of order for merchandise.

Employee solicitation for charitable and/or community-supportive events is permitted during non-working time, in non-working areas used only by agency employees. Employees should utilize non-obtrusive methods of solicitation such as notices on employee bulletin boards and placing items in the kitchen area/snack bar. Employees may not solicit for any purpose during their own or another employee's work time. Work time is defined as the time an employee spends performing ~~his/her~~their duties and does not include break periods or meal periods. The NWRC reserves the right to disallow specific employee solicitations it believes to be inappropriate.

3.11 LIFE THREATENING/COMMUNICABLE DISEASE

Life threatening illnesses or communicable diseases are treated like other diseases. Employees who have such conditions may continue working as long as they are able to maintain an acceptable level of performance and their condition does not pose a threat to themselves or those they come in contact with while performing their job. NWRC reserves the right to obtain necessary medical information and to take other appropriate actions to assess, as necessary, any risk of harm to the affected employees, agency clients, or the public, to reassign employees or take other job actions, including termination, when a substantial and unusual safety risk exists.

3.12 POLITICAL ACTIVITIES

NWRC recognizes the rights of its employees, as private citizens, to express their political views, to pursue legitimate involvement in the political system, and to vote as they please, provided that all this occurs during the employee's non-working time. No NWRC employee shall expend public funds, or supplies, or work towards the campaign of any candidate or issue while on NWRC time unless the activity is permitted by law and approved by the Executive Director.

In order to be respectful of all political views, and to keep NWRC offices free from any appearance of partisanship, employees are expected to refrain from political discussions in shared offices and open shared work spaces.

3.13 THEFT

NWRC property may not be removed from agency premises except in the ordinary course of performing duties. Taking NWRC property without permission is considered theft. Any employee who is aware of another employee stealing is expected to immediately report such behavior to a supervisor. Violation of this policy is a serious offense and will result in the appropriate disciplinary action, up to and including termination.

In addition, when an employee leaves employment with the NWRC, the employee must return all NWRC-related information and property that the employee has in [his/her/their](#) possession. Violation of this policy may result in appropriate legal action.

3.14 PERSONAL APPEARANCE

~~The~~At the NWRC strives to establish, we pride ourselves on hiring unique, creative and maintain motivated employees who work to earn the trust of our clients and make a difference in serving our community. We expect employees to make decisions that will foster a professional business atmosphere sensitive to the needs and perspectives of our clients. ~~The image and conduct of the agency's employees play a key role in establishing a professional business atmosphere. Employees~~

- ~~These are, therefore, expected to be neat and professional at all times. Employees are expected to use good judgment and dress~~ guidelines to assist employees in making personal appearance decisions.
- ~~Consider the perceptions of our customers and the general public. We serve a broad range of cultures and generations whose view, through their eyes, will be shaped by how you represent NWRC.~~
- ~~Dress~~ according to the assignment of and customers for the day (i.e., more business casual dress for client visits, general public interaction,

meetings, presentations, board meetings, etc.) and less casual is appropriate for labor intensive duties and business attire for meeting settings). Inappropriate attire includes such clothing items as spaghetti-strapped tops, shirts with low necklines or exposed midriff, casual T-shirts with logos, blue jeans, shorts, sweat pants, and short mini-skirts. Hair must not be colored with bright or non-traditional hair dye colors. Pierced jewelry or tattoos on visible body parts must be discreet. Employees are expected to observe good habits of grooming and hygiene at all times, and to avoid personal practices visiting clients homes that may prove environmentally challenging (pets, hoarding, etc.). Jail Health staff will wear scrubs and closed toe shoes.

- Employees must present a clean, well-groomed professional appearance at all times.
- All clothing must be clean, free of holes, tears or other signs of wear. Clothing should be well-fitting.
- Clothing should not contain logos (other than normal brand markings), phrases, advertisement, offensive or inappropriate designs or stamps.
- Employees are expected to display sensitivity to the reaction of others, including the excessive regarding displaying tattoos and piercings when working with the public and clients.
- Refrain from use of scented products.

These policies must not limit clothing or grooming styles based on religion or ethnicity. If there are questions as to what constitutes proper professional attire, employees should consult their supervisor or the Executive Director.- Employees who are inappropriately dressed may receive corrective counseling regarding their attire and may be sent home to change their attire. Employees who are directed to leave work to correct/adjust their attire will not be paid for such time away from work. Further violations of the policy will be addressed with progressive discipline.

3.15 CONFIDENTIALITY OF INFORMATION

All NWRC employees are required to keep client information in the strictest confidence and to not disclose that information except in the course of providing services to the client or in administering NWRC programs. Employees shall comply with all applicable confidentiality requirements of state and federal funders.

Client information includes information such as name, address, health or medical information, social security or other identifying numbers. Client information should not be shared with another employee of NWRC unless that employee has a need to know that information in the course of providing services to the client or in administering NWRC programs, which means employees must be respectful of client information and take reasonable measures to ensure that client information is not inadvertently shared, whether by loud conversation or leaving material

unattended where it can be viewed by others.

Employees violating confidentiality may receive discipline, up to and including termination.

3.16 USE OF NWRC COMPUTERS, ELECTRONIC MESSAGING SYSTEMS, AND THE INTERNET

NWRC computers, software and content created are property of the NWRC. NWRC reserves the right to read, use and disclose information created and stored on computers. Additionally, such information may be subject to public disclosure. For these reasons, employees have no expectation of privacy in anything created, stored, sent or received on NWRC's computer system.

Securing Information

NWRC Employees are required to lock their computer anytime they step away. This can be done by holding down the window key (next to ALT on the left) and at the same time the L. The computer can be unlocked by holding Control, Alt, Delete simultaneously and then entering a password. Cable locks will be used to secure all NWRC laptops.

All NWRC employees who have access to client data must ensure that data entrusted in their care is protected according to DSHS, and HCA policies. All DSHS Client Data will be kept separate from non-DSHS client data. NWRC employees are required to store data they create or receive on a secure server, not their desktop. All Health Homes data is kept on a separate secure server.

System Use

NWRC provides employees with Electronic Messaging Systems (E-mail) and access to the Internet as part of an agreement with the Washington State Department Social and Health Services (DSHS) and Consolidated Technology Services (CTS), Washington State's technology provider for state agencies, and tribal and local governments.

Use of these services acknowledges understanding and compliance with the applicable policies and references in the NWRC's IT Policy "Use of Electronic Messaging Systems and the Internet".

1. Permitted Business Use

Employees may use provided electronic messaging systems and Internet access to conduct business that is related to official duties. Employees represent NWRC when using electronic messaging systems and accessing the Internet to conduct business. Employees must use these tools in accordance with **Section 3 (General Policies and Procedures)** of NWRC IT Policy document.

2. Permitted Personal Use

Personal use of department electronic messaging systems and the Internet must conform to [WAC 292-110-010](#), (Use of State Resources), which states that employees may make occasional and limited personal use of state resources, such as electronic messaging systems and the Internet, if the use conforms to ALL of the following ethical standards:

- a. There is little or no cost to the state.
- b. The use does not interfere with the performance of the employee's official duties.
- c. The use is brief in duration and frequency. Employees are expected to exercise good judgment in both duration and frequency.
- d. The use does not disrupt other state employees and does not obligate them to make personal use of state resources.
- e. The use does not compromise the security or integrity of state information, computer equipment or software.

3. Prohibited Use

Employees are prohibited from using state-provided electronic messaging systems and the Internet in any of the following ways:

- a. Personal use of state-provided electronic messaging systems or Internet access that does not meet the conditions found in above is prohibited.
- b. Employees may not use state resources for personal benefit or gain, or for the benefit or gain of other individuals or outside organizations.
- c. Employees must not use state-provided email, voice mail, copying, imaging, or Internet access to conduct activities that support outside employment.
- d. Employees must not use state-provided electronic messaging systems, faxing, scanning, or Internet access to create, access, post, send, or print any material in violation of these employment policies, including by way of example pornographic material, unless the material is necessary for the performance of the employee's job-related duties (e.g., when necessary for conducting an investigation). If such use is necessary for the performance of job-related duties, employees must receive written permission from their supervisor authorizing such use.
- e. Employees must not use state-provided Internet sites, faxing, scanning, or copying to create, transmit, or store electronic messages that contain or promote:
 - 1) Discrimination on the basis of age, race, color, gender, creed, marital status, national origin, use of a trained guide dog, or service animal by a person with a disability, religion, sexual orientation, disabled veteran, Vietnam Era Veteran status, recently separated veteran, or other protected status;
 - 2) Harassment or threats;
 - 3) Copyright infringement or violations of software licensing agreements;
 - 4) Personal religious beliefs;
 - 5) Political campaigns, initiatives, or personal political beliefs;

- 6) Personal business interests, including commercial uses such as advertising or selling;
 - 7) Any activity that is prohibited by federal, state or local law, or NWRC policy.
- f. In addition, employees may not use state-provided Internet access, to:
- 1) Order or sell items on the Internet, except as specifically approved by NWRC for business purposes.
 - 2) Participate in any online game, contest, promotion, sweepstakes.
 - 3) Participate or post in non-work related Instant Messaging, Social Media, ListServ, Forums, or newsgroups.
 - 4) Gamble.
 - 5) Solicit money for religious or political causes, or for non-NWRC events.
 - 6) Create, post, transmit, connect to, or voluntarily receive offensive, libelous, threatening, or harassing material (except as related to official NWRC authorized activities).
 - 7) Spread malware, make another network unusable by intentionally disrupting connections to prevent access to a service or “flooding” a network to prevent legitimate network traffic.
 - 8) Gain unauthorized access to another computer.
 - 9) Transmit unencrypted sensitive or confidential information over the Internet except as directed for official use.
 - 10) Upload or email files or programs that can cause harm to the network.
- g. Employees must not use state provided electronic messaging systems to make requests for disclosure of public records for personal use or benefit.
- h. Employees must not establish an Internet connection to or from a computer connected to the network that bypasses the Washington State Department of Information System (DIS) firewall unless it is required and approved for work related purposes.
- i. Checking personal and/or outside non-NWRC email accounts using department computers, and/or the State Government Network is prohibited. Employees must not use email products on department computers other than those provided by NWRC.
- j. Using instant messaging provided by external vendors is prohibited unless it is required and approved for work related purposes.
- k. Employees should not attempt to access networks through hacking or visiting hacker websites.
- l. Employees must not use streaming video/audio, Internet radio, net meeting or other audio/video training or live legislative broadcasts unless it is required and approved for work related purposes.

If an employee inadvertently accesses an inappropriate site while using the Internet, the employee should immediately close the page and notify ~~his or~~ [her](#) ~~their~~ supervisor.

3.17 NWRC CELLULAR PHONES

The Northwest Regional Council may acquire and provide appropriate individuals cellular telephones for use in conducting Northwest Regional Council (NWRC) business. ~~With the approval of the Executive Director, cellular telephones may be purchased for use by those employees, whose job duties require substantial travel within the region, including travel to remote areas, and/or substantial travel outside the region. Cellular telephones may also be purchased to provide backup to essential services programs in the event of power failure or emergencies.~~

The NWRC-owned cellular telephones and services shall be used for NWRC business and in the event of emergencies. ~~Employees issued a NWRC cell phone will be asked to sign the NWRC Cell Phone Policy agreement.~~ The NWRC ~~reserves~~has the right to monitor the use of all NWRC-owned cellular telephones. ~~Cellular transmissions are not secure. Employees should use discretion in relaying confidential information.~~ Reasonable precautions should be made to prevent equipment theft and vandalism. Additionally, employees will comply with all laws regarding the use of cell phones while operating a motor vehicle, including not sending, reading or writing a text message or ~~holding a cell phone to one's ear while driving~~making calls unless it is a hands-free device.

~~Employees are responsible for tracking and reimbursing the NWRC for charges resulting from any personal use of NWRC-owned cellular telephones.~~
Additionally, ~~employees~~Employees misusing NWRC property, including cellular telephones, will be subject to discipline up to and including termination.

3.18 PERSONAL CELL PHONES

To show respect to co-workers, employees are asked to turn cell phones off or place them on silent or vibrate during work hours. Employees should utilize their breaks or lunch periods to check personal cell phone messages and return calls. In addition, please choose a private location for cell phone conversations to prevent disrupting co-workers. Employees needing to receive calls on their cell phone during work hours should notify their supervisor and seek approval.

Employees utilizing their personal cell phones for business purposes should be aware that this may make an employee's personal phone information subject to public disclosure. Additionally, employees should use care to comply with all HIPAA requirements when discussing client information on cell phones.

3.19 USE OF OTHER NWRC PROPERTY

Use of the NWRC telephone system for personal calls should be kept to a minimum and generally conducted during non-work time. Any other personal use of the telephone system, such as making long distance calls, using the toll-free line, , is prohibited. Additionally, utilizing the NWRC telephone system to accept

incoming long-distance personal calls (such as the toll-free line, accepting collect calls, or some other method) is also prohibited unless in emergency situations. All NWRC equipment, property, and systems should be used by employees for NWRC business only. The NWRC reserves the right to monitor the use of all NWRC systems and equipment.

Employees who improperly utilize NWRC equipment, property or systems may be liable for expenses incurred and will be subject to disciplinary procedures, up to and including termination.

3.20 BULLETIN BOARDS & OTHER COMMUNICATION

NWRC primarily utilizes the email system to communicate important work-related information to employees. It is each employee's responsibility to read this information to stay current on the necessary information to be effective in her/his position.

Information of special interest to all employees may be posted on designated employee bulletin boards. Employees should provide their initials and date to any item posted. Postings of a political, controversial, or distasteful nature will not be posted. NWRC supervisory personnel will generally monitor the bulletin boards and will remove any inappropriate material. Items that are not initialed and dated may be removed.

3.21 CONTACT WITH NEWS MEDIA AND OTHER ORGANIZATIONS

The Executive Director shall be responsible for all official contacts with news media regarding NWRC business matters. The Executive Director may designate specific employees (such as NWRC's Public Disclosure Officer) to give out procedural, factual or historical information on particular subjects. Any employee receiving calls or requests from the media must refer such calls to the Executive Director or the designated media representative.

Employees who are contacted by local, state or federal agencies and asked to provide information on behalf of NWRC should consult with their supervisor prior to releasing such information. Additionally, employees contacted by attorneys, paralegals or other similar individuals/organizations should note the information being requested and inform the caller that they or another NWRC representative will get back to them. Such inquiries should be documented and reviewed with supervisory personnel prior to releasing NWRC information.

3.22 EMERGENCY SITUATION PROCEDURES

The NWRC has developed emergency situation procedures designed to assist staff in the assessment, containment, and management of a dangerous emergency situation. These procedures, posted in locations throughout the office, identify a system by which staff are alerted to a potentially dangerous

emergency situation and building evacuation plans. All employees should familiarize themselves with the procedures and be prepared to implement the evacuation procedures if needed.

3.23 ELECTRONIC AND SOCIAL MEDIA

NWRC understands that personal social media can be a fun and rewarding way for employees to share their lives and opinions with co-workers, family, and friends around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, NWRC has established these guidelines for appropriate use of electronic and social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity Web site, Web bulletin board or a chat room, whether or not associated or affiliated with NWRC, as well as any other forms of electronic communication. The same principles and guidelines found in these policies and three basic beliefs apply to employees' activities online. Ultimately, each employee is solely responsible for material posted online. Before creating online content, employees should consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects employees or clients may result in disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous. Keep in mind that employees are more likely to resolve work-related complaints by speaking directly with each other than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, ~~he or she~~ they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees or clients, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, gender, disability, religion or any other status protected by law or NWRC policy.

Be Honest and Accurate

Employees should be honest and accurate when posting information or news, and any mistakes should be corrected quickly. Be open about any previous posts that have altered. Remember that the Internet archives almost everything;

therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about NWRC, its employees or clients.

Post Only Appropriate and Respectful Content

Maintain client confidential information. Client names and information are confidential and will not be disclosed. Employees should express only their personal opinions. Employees must never represent themselves as a spokesperson for NWRC. If NWRC is a subject of the content, the employee must be clear and open about the fact that ~~he or she~~they are is an employee and make it clear that ~~his or her~~their views do not represent those of NWRC, fellow employees or clients and that the employee is not representing NWRC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of NWRC."

Using Social Media at Work

Refrain from using social media while on work time or on equipment NWRC provides.

Violation

Employees should report any violation of this policy and will not be retaliated against for doing so.

If you have any questions or concerns regarding the use of electronic media, please consult your supervisor.

3.24 BREASTFEEDING/LACTATION

As part of our family-friendly policies and benefits, NWRC supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The provisions of this policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her child. Employees shall use designated leaves for this purpose, which may be extended to 20 minutes total and any time in excess of this will be unpaid. The employee must make up this time during the work day or indicate the time on her time record. NWRC has designated a private room located at each facility for this purpose. For the designated location at your work location, please contact the Human Resources representative.

Breast milk may be stored in the lunchroom refrigerator and must be labeled with the name of the employee and date. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator

assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

3.25 VISITORS AT WORK

NWRC values creating workspaces that are safe, maintain client/patient confidentiality, and promote effective work. Below are some parameters for visitors at various business locations.

General Offices

NWRC discourages personal visitors during work time. Visiting among employees or by appropriate guests should be done during meal and break periods in the public lobby, designated lunch/break areas, or in private employee office spaces.

Clients, IPs and Business Partners

1. These individuals must check in with the receptionist and wait in the general lobby area until a NWRC employee comes and gets them.
2. All guests should be escorted to and from their destination within the office area.
3. Employees should not leave individuals unattended within NWRC offices and should take measures to ensure appropriate confidentiality of materials is maintained.

Personal Visitors

1. Personal visits should be limited in scope and duration to non-work time (before/after work and break or lunch periods).
2. Personal guests must check in with the receptionist and wait in the general lobby area until an employee comes and gets them.
3. All guests should be escorted to and from their destination within the office area.
4. Sensitivity should be shown to other employees working (especially in shared office spaces) to prevent disrupting coworkers.

Jail Health Location

The Jail Site is located within a locked, secure facility which requires prior clearance to enter beyond the lobby. Clearance may be obtained by the Shift Sergeant, or the Lieutenant after alerting the Nursing Supervisor of the visit. There are times of the day when visitors cannot enter, such as during inmate counts or if there is a security issue occurring. This will limit any movement in or out of the jail. No cans, bottles or weapons may be brought into the jail.

SECTION 4: WORK SCHEDULES AND COMPENSATION

4.01 ATTENDANCE

Regular, dependable and punctual attendance is an essential element of employment at the NWRC. Employees are expected, as a condition of employment, to be at work during their scheduled work days and times. Absenteeism places a burden on other employees and can adversely affect our ability to serve our clients.

All employees using sick leave, or being absent for other reasons, will notify their supervisor as soon as possible, but no later than within one hour of the start of the work day that they are unable to report for duty and the reasons therefore, except in cases of extreme emergency. If an employee is calling in prior to regular office hours, ~~he/she~~they may leave a message in the receptionist voicemail. The message should include the employee's name, general reason for the absence, and the names of appropriate individuals to be notified of the absence. When an employee calls in, it will be assumed the employee is at home, otherwise the employee should leave a phone number where they can be reached if necessary. Employees who will be absent longer than one day are required to call back later in the day to talk directly with their supervisor. If, at any time, the employee is incapacitated to the point they are unable to call in personally, they are responsible to have someone call in for them. If an employee has not indicated the duration of ~~his/her~~their absence, a daily call in is required.

Any planned absences such as paid or unpaid days off, medical appointments, etc. should be arranged in advance with the employee's supervisor. An employee may be required to furnish written medical proof of sickness or disability for absences in excess of three days. Additionally, the NWRC may require an employee to furnish a doctor's release to return to work following an injury or absences for an extended length of time.

An employee who is absent without prior notification or fails to provide proper documentation of illness when required will be subject to disciplinary action, up to and including termination of employment. Any employee who is absent three consecutive days, without giving proper notification, will be considered to have voluntarily terminated employment.

Employees are expected to observe the established work day's schedule as outlined in the policy and set by ~~his or her~~their supervisor. NWRC provides employees with sufficient paid time off in the form of vacation, sick leave, holidays and compensatory time. It is the employee's responsibility to monitor and manage ~~his/her~~their own paid time off to ensure there is sufficient paid time to cover each pay period. Employees who are regularly absent and use all their paid time off, requiring Leave without Pay, may be considered to be excessively

absent and subject to progressive discipline, up to and including termination (with the exception of employees who are out on approved leaves of absences such as FMLA or employees who are in their trial service period and may not have access to accrued leave). Repeated tardiness, patterned or unauthorized absences may be cause for disciplinary action or dismissal.

4.02 HOURS OF WORK

NWRC Offices normal daily work schedule is from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one unpaid hour for lunch. Alternate work schedules may be established by the supervisor according to the 4.12 Alternative Work Schedules policy. Part-time and temporary employees will work hours specified by their supervisor.

Employees are expected to engage in NWRC matters outside of the regular 8-hour day as part of their professional responsibility. In other words, employees may be required to attend an evening meeting, weekend conference, work overtime etc. as needed.

For the purposes of calculating overtime and/or compensatory time, the NWRC work week shall be considered as 12:00 a.m. Sunday through Midnight Saturday.

4.03 BREAKS AND MEAL PERIODS

One rest period of fifteen (15) minutes is allowed for each four-hour work shift, to be scheduled with the approval of the supervisor, in compliance with State law. Employees working shifts greater than five hours will receive an unpaid lunch break, at least 30 minutes, but usually one-hour in length. The lunch hour schedule shall be determined by the Supervisor, in compliance with state law.

4.04 PAYDAY

Payday is on the 10th and 25th of each month, or the weekday before if payday falls on a weekend or bank holiday.

4.05 PAYROLL RECORDS

Employees will complete a Daily Service Record at the conclusion of each day, which must be submitted to their supervisor no later than the day following the end of their pay period, unless otherwise specified. Employees are encouraged to submit their time records to their supervisor the day following the end of the pay period. On this record, employees will certify the hours worked in the program areas of the NWRC, as well as all hours of paid or unpaid leave used during the pay period.

Each employee is responsible for accurate reporting of time worked and leave taken. Inaccurate reporting of such information is considered falsification of payroll records and will lead to discipline, up to and including termination.

If you believe an error has been made in your paycheck, you are required to report the error to your supervisor as soon as possible.

4.06 PAYROLL DEDUCTIONS

The NWRC will withhold from the employee's paycheck required deductions and any voluntary deductions authorized by the employee.

4.07 OVERTIME

The basic work week for employees shall be forty (40) hours. For non-exempt employees, time worked in excess of forty (40) hours per week will be compensated as outlined below.

Overtime service over forty (40) hours per week will not be expected as a matter of course, but may be required when it is impractical to maintain an additional temporary force adequate to handle peak loads during regular hours.

Overtime work shall be authorized, in advance, by the supervisor or Executive Director. Overtime will not be granted in units smaller than fifteen (15) minutes.

4.08 COMPENSATORY TIME (NON-EXEMPT EMPLOYEES)

Accrual of overtime or compensatory time off must be approved in advance by the employee's supervisor or Executive Director. With supervisory approval the non-exempt employee may elect compensatory time off in lieu of overtime pay. Compensatory time is calculated in the same manner as overtime pay, at one and one-half times the hours worked. Employees may take time off work, using accrued compensatory time, by prior arrangement with their supervisor. When taking time off, employees will utilize compensatory time prior to accessing vacation. All non-exempt compensatory time will be cashed out at the end of the calendar year.

4.09 OVERTIME (NON-EXEMPT EMPLOYEES)

Employees in positions defined as non-exempt under the federal Fair Labor Standards Act are entitled to overtime payment for hours they are required to work in excess of 40 hours in one week. Overtime is one and one-half times an employee's regular hourly rate of pay. For purposes of computing overtime, holidays, vacation and sick leave shall not be considered time worked. Employees working different responsibilities (and subsequent different rates of pay) in a week which overtime is earned, will be paid overtime at the higher rate of pay.

No overtime may be worked without prior authorization from an employee's supervisor. Most non-exempt duties and responsibilities are performed in the office rather than at home. Before performing work duties at home, a non-exempt employee must receive approval from [his/her/their](#) supervisor.

Each employee is responsible for the accurate reporting of time worked and leave taken. Inaccurate reporting of worked time will be considered falsification of timekeeping records and may lead to discipline, up to and including termination.

4.10 EXEMPT EMPLOYEES

Exempt employees are exempt from the overtime pay provisions of the federal Fair Labor Standards Act. Such employees will be paid on a salary basis and will not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

The Executive Director or designee may authorize flex hours to exempt employees for extra time worked, on a case-by-case basis, but under no circumstances shall pay be adjusted based on additional hours worked. Flex hours are banked on an hour for hour basis for hours worked beyond 40 hours in a workweek and may be taken with supervisory approval. The maximum number of flex hours will not exceed 160 hours. Such flex hours have no cash value and will not be paid out when employment ends.

Exempt employees who receive prior approval to work on a designated holiday will receive hour for hour flex hours. Additionally, with supervisor approval, an exempt employee will receive flex hours for those hours worked over 32 hours in a holiday workweek. For example, if the holiday falls on a Monday and the exempt employee works 9 hours each of the remaining four days in the workweek, [he/she/they](#) would receive 4 flex hours.

Most exempt duties and responsibilities are performed in the office rather than at home. Before performing work duties at home, an exempt employee must receive approval from [his/her/their](#) supervisor.

Each employee is responsible for the accurate reporting of [his/her/their](#) worked time. Inaccurate reporting of worked time will be considered falsification of timekeeping records and may lead to discipline, up to and including termination.

4.11 EMERGENCY CLOSURES

Occasionally adverse weather or other emergencies might interfere with normal arrival and departure times from the office. Every reasonable effort will be made to open the NWRC office. If the office is closed early or opened late, employees

will receive regular pay for that day(s) unless they were otherwise absent that day.

From time to time, various situations may necessitate the closure of one or more of the NWRC offices. NWRC may choose to continue providing limited service with a designated “skeletal” crew to provide essential services. In such cases, the designated crew will be identified in advance by NWRC management and any non-exempt personnel so designated will receive time and one half for hours worked. All other employees will receive regular pay for the day, whether they remain at home or voluntarily choose to come to (or remain at) work.

If the office is open during adverse conditions any employee not reporting to work must notify their supervisor and may elect to take vacation leave or available compensatory time. If neither vacation leave nor compensatory time is available, the employee may apply any leave that accrues within the next ninety (90) days against the leave taken. Employees shall not be paid for time missed if the vacation leave/compensatory time provisions are not utilized. In some circumstances, the employee may be allowed to work from home with prior approval from their supervisor if the employee is unable to get to work due to adverse conditions. Employees shall consult with their supervisor regarding specific applications of this policy.

4.12 ALTERNATIVE WORK SCHEDULES

The Northwest Regional Council recognizes the desire for some employees to work alternative schedules. This policy outlines the parameters in which employees may request alternative work schedules. In considering alternative work schedule requests, the first priority will be to ensure quality service to our clients and the appropriate level of staffing coverage. In some cases, an alternative work schedule may not be possible because the employee’s responsibilities require regular presence in the office or jail health clinic during standard operating hours. In other cases, an alternative work schedule may work more effectively for the employee, NWRC, or both. Supervisors may initiate alternative work schedules based on NWRC workload needs. Other than supervisory-initiated situations, or requests for lunch period adjustments, employees must complete their trial service period before requesting an alternative work schedule.

Schedule Options

Flexible Hours

An employee’s start and end time are adjusted, upon approval, to extend beyond the standard office or clinic shift. Typically, this adjusted schedule would require the employee’s shift to span over the “core” work hours of 10 a.m. and 2 p.m.

Compressed Workweek

An employee, upon approval, works longer hours in each day and reduces the number of days worked in the week (i.e., ten hour days, four days a week). The supervisor may consider some variation other than the 10-hour/4 day workweek schedule based on employee and organizational needs.

Reduced Workweek

On a case-by-case basis, it may be desirable for the employee and organization to reduce the hours worked in a workweek on a temporary basis. An employee on a reduced workweek schedule will receive reduced benefits based upon the number of hours worked (see benefits section).

Submitting Requests

All requests for alternative work schedules, full-time or part-time, must be submitted on an “Alternative Work Schedule Request” form. Such requests will be considered by the department supervisor and Executive Director. While the NWRC may not be able to accommodate all requests for alternative work schedules, each request will be carefully considered based upon the following:

- NWRC operational needs and goals
- The affected department’s ability to accommodate the requested schedule
- The employee’s past performance, productivity, and seniority
- The order of the request (first request gets first consideration)

Schedule Adjustments

Employees who are approved to work an alternative work schedule are expected to remain flexible and adjust their schedule as needed to attend mandatory meetings or scheduled training sessions. Such schedule adjustments may also be necessary to cover for vacation or extended absences.

Review and Modification or Revoking

The NWRC reserves the right to periodically review alternative work schedule changes. This review will examine whether the schedule change allows the employee to meet all job requirements and whether the NWRC is best served by the adjusted schedule. Additionally, the NWRC reserves the right to suspend, modify or revoke any previously approved schedule adjustment as necessary or advisable for NWRC operational needs. In such cases, the employee will return to the standard clinic/office work hours.

4.13 TELECOMMUTING

Objective

Telecommuting work arrangements allow employees to work at a remote office, or in a satellite location for part of their workweek. NWRC considers telecommuting to be a viable, flexible work option when both the employee and the position are suited to such an arrangement. Telecommuting may be

appropriate for some employees and positions but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with NWRC.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 14 days' notice of such change to accommodate any issues that may arise from the termination of a telecommuting arrangement (i.e. commuting, childcare, etc.). There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with NWRC for a minimum of 6 continuous months and pass their Trial Service Period performance evaluation. The Executive Director may authorize an employee to telework prior to these conditions being met.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability:** The employee and supervisor will assess the needs and work habits of the employee, including their level of training for their job responsibilities.
- **Job responsibilities:** The employee and supervisor will discuss the job responsibilities and duties to determine if the job is appropriate for a telecommuting arrangement. Telecommuting may be appropriate for some employees and positions but not for others.
- **Workstation requirements:** The employee and supervisor will review the physical and technological workspace needs and the appropriate location for the telework. The employee is responsible to furnish a remote workstation suitable to their job responsibilities, including the management of confidential and private information. NWRC will provide technology to perform job responsibilities.
- **Out of State:** NWRC does not offer out of state teleworking arrangements, unless for the sole purpose of a business-related matter (e.g., conference, seminar, training, etc.) or as otherwise approved by the Supervisor and/or Executive Director.
- **Flexibility:** This policy is meant to ensure higher, appropriate levels of flexibility in a telecommuting environment. However, telecommuting is not designed to be a replacement for appropriate child care, elder care, or similar personal responsibilities. Although an individual employee's schedule may be

modified to accommodate child care, elder care, or similar personal responsibilities, the focus of the telecommuting arrangement must remain on job performance and meeting business and client needs.

Equipment

On a case-by-case basis, NWRC will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. The employee will establish an appropriate work environment for work purposes. NWRC will not be responsible for costs associated with the setup of the employee's telework office, such as remodeling, furniture or lighting, nor for repairs or modifications to the telework office space. Technology equipment supplied by the organization will be maintained by the organization. If employee elects to supply their personally owned technology equipment, employee understands they are to maintain at their own expense. Employee may request Supervisor approval for NWRC to provide supplies for employee-owned equipment (e.g. NWRC may supply and/or reimburse paper and ink for an employee owned printer being used for NWRC business). NWRC accepts no responsibility for damage or repairs to employee-owned equipment. NWRC reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. Upon termination of employment, all NWRC property will be returned to NWRC. NWRC will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, privacy when discussing client care and when talking to clients, and any other measures appropriate for the job and the environment.

Safety

Employees are required to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a telework office location and in conjunction with their regular work duties are responsible for notifying the employer of such injuries as soon as practicable. NWRC is not liable for any injuries sustained by the employee arising out of something be done entirely for themselves, nor for visitors to their remote workspace.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and NWRC and with the consent of the employee's health care provider, if appropriate.
All informal telecommuting arrangements are made on a case-by-case basis and require Executive Director approval.

4.13-14 SALARY CLASSIFICATIONS AND GRADES

With some exceptions, each position within the NWRC is classified into one of the NWRC's classifications for salary purposes, based on various criteria such as required knowledge/skills; scope and effect of decisions; strategic relationships/authority; scope of responsibility and supervision exercised; and working conditions/hazards. Each classification is designated a particular salary range based on a rating system.

Each position is normally assigned a salary range with the stated minimum and maximum salary. Salary ranges and pay rates are set forth in the annual budget, which is subject to approval of the NWRC. Any changes in salary ranges or rates of pay during a budget year other than annual steps approved by the Executive Director must be approved by the NWRC. Each salary range shall consist of ten steps.

The salary range or rate of pay of a position shall be based on pay for comparable positions with private and public agencies in the North Puget Sound area. Salary rates will be reviewed on a periodic basis to assure appropriateness and comparability.

4.154 PAY ADJUSTMENTS

Salary adjustments for individual employees that relate to significant changes in responsibility and authority must be authorized and approved in advance by the Executive Director and the NWRC. Any salary increase that exceeds established ranges and rates must be approved by the NWRC. Such changes would typically be handled through a reclassification process.

4.165 RECLASSIFICATIONS

The goal of NWRC is to assure that employees are working within the scope of their assigned job descriptions. Changes to an employee's job responsibilities, and subsequent changes to the job description, are the assigned supervisor's responsibility. Before significant changes to the scope of an employee's job are made, supervisors are to consult with and receive approval from the Executive Director.

An employee who feels that his/her/their tasks and responsibilities do not match the assigned job description, should talk with his/her/their supervisor. In such circumstances, the NWRC may choose to update the employee's job description

or reassign tasks.

Changes to an employee's position that have a significant impact on the scope of the job may be cause for the position to be reevaluated and reclassified. Reclassifications include upward reclassification, downward reclassification, lateral position change within job classification, and interim assignments.

Reclassifications may be considered when a significant change occurs in the responsibility and authority of the position involved. Pay adjustments, if applicable, will be made on the effective date and anniversary dates will remain unchanged.

Upward Reclassification

Upward reclassifications, often prompted by market conditions or job modifications, are considered on an individual basis by the Executive Director in consultation with the supervisor to determine the appropriate change in pay.

Lateral Position Change

When an employee's job title changes but the primary position scope remains unchanged, this will not be considered a reclassification. Lateral position changes (position and job title change, but no change in job grade; change in location, but no change in job title or job grade) will not warrant pay changes.

Downward Reclassification

Downward reclassifications are considered on an individual basis by the Executive Director in consultation with the supervisor to determine the appropriate change in pay.

Interim Assignment

From time to time, employees may be asked to cover all or part of the duties of a higher-level position, during periods of extended absence, vacancy, or for special assignments. In these cases, interim assignment pay may be awarded. Interim assignment pay will be determined by the Executive Director and reported at the next regular meeting of the NWRC.

Pay Differential

NWRC provides additional hourly pay for the following supervisory-assigned responsibilities:

Charge Duty RN: \$1.00 per hour for supervisory assignment of "Charge Duty RN". Such assignment must be documented on an employee's timesheet.

On Call Supervisor: \$2.00 per hour for supervisory assignment of “On Call Supervisor”. Such assignment must be documented on an employee’s timesheet.

Overtime worked in the week that the above assignments occur will be paid at the higher rate of pay.

4.176 STARTING PAY RATES

New employees will usually start their employment at the first step for their salary classification. However, a new employee may be employed at a higher step when the employee’s experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than minimum. When determining the placement of new employees into the salary classification, NWRC will consider internal equity.

4.178 PAY RATE INCREASES

Promotions

A promotion occurs when a NWRC employee is hired into a new position that is classified at a higher grade.

When determining the step placement of the new range for promotion consideration should be given to the incumbent’s current salary and eligibility for upcoming step adjustments and/or cost of living adjustments, as applicable. An employee who is promoted will receive no less than a 3% increase.

Any employee who is promoted will be assigned a new anniversary date to coincide with the first day of the month following classification. While the employee will utilize their date of hire for the accrual of paid time off and longevity pay, future performance reviews and step increases will be based on the employee’s adjusted anniversary date.

Merit Step Increases

A merit step within the salary range schedule is considered at the anniversary date of employment for all employees based on performance following an evaluation of successful performance and recommendation by the supervisor with approval by the Executive Director. Step increases, if approved by the Executive Director, will commence on the employee’s official anniversary date. If an employee’s overall performance is below the rating category of “Meets Expectations,” the supervisor, in consultation with the Executive Director, may withhold the step increase or may defer the step increase until the employee’s job performance is at a level of “Meets Expectations” or above.

Cost of Living Adjustments (COLA)

The Executive Director may propose, and the NWRC Governing Board may grant, a pay adjustment (cost of living increase) increasing the salary ranges (and individual salaries) by a specified amount. Cost-of-living adjustments may be provided for all employees consistent with the U.S. Department of Labor's Cost of Living Index for Seattle area; U.S. cities average, all urban consumers; and the average C.O.L. adjustments provided to employees of all member counties in the Northwest Regional Council.

Longevity Pay

In order to encourage employees to continue in long-term employment with the NWRC, longevity compensation will be added after ten years of continuous employment as a regular employee and thereafter, as follows:

Years of Services	Percentage Increase
Over 10 years	1.2% of base salary
Over 15 years	3.6% of base salary
Over 20 years	4.8.% of base salary
Over 25 years	6.0 % of base salary

Base salary for a pay period for non-exempt employees is the hourly rate for the step you are at on the NWRC salary schedule, multiplied by your FTE, multiplied by 2080 (hours per work-year) divided by 24 (pay periods per year.) Base salary for exempt employees is the annual salary divided by 24 (pay periods per year.)

Longevity pay does not change the salary range nor step schedules, and it is not used in any way as a base for calculating COLA's or other changes to the salary range.

4.198 COMPENSATION FOR TRAVEL TIME

These guidelines are intended to assist employees in determining what portion of their travel time is compensable. For further information or for guidance on specific situations, please contact the Human Resources representative.

1. The following types of travel time are considered work time for which an employee will be compensated:
 - a. Travel time between NWRC sites, when occurring as part of the workday.
 - b. All travel time during work assignments (such as home visits, site visits, etc.,) whether within or outside the normal workday.
 - c. Time spent by employees to attend training programs, meetings, or conferences required by NWRC, whether or not such time is outside the employee's normal workday.
 - d. Meal times during travel are excluded, unless meal times are a business meeting or work is conducted during the meal.

2. The ordinary travel/commute between home and work is **not** considered work time for which an employee will be compensated.

4. ~~2019~~ COMPENSATION FOR REQUIRED TRAININGS, MEETINGS AND CONFERENCES

Employees attending training programs, meetings or conferences required by NWRC during their regular work hours will receive their normal pay for attendance at such programs.

Employees are eligible to receive compensation for attendance at trainings, meetings, or conferences under the following circumstances:

- The employee was required to attend a training, meeting or conference,
- The employee was required to perform productive work,
- The training takes place during regular working hours; or
- The training, meeting, or conference was directly related to the employee's current position.

Meal times during trainings, meetings, and conferences are excluded, **unless** meal times are a business meeting **or** work is conducted during the meal.

SECTION 5: EMPLOYEE BENEFITS

5.01 BENEFITS DISCLAIMER

The NWRC strives to provide competitive and cost effective benefits for employees as part of the employee's total compensation package. The total cost to provide the benefits programs described herein is a significant supplement to each employee's pay, and should therefore be viewed as additional compensation paid in various benefit forms (including paid time off) on behalf of each employee.

This portion of the manual contains a very general description of the benefits which you may receive as an employee of the NWRC. As a summary, this general explanation does not provide all the details of these benefits. Specific and detailed information is contained in the pertinent plan documents, which can be obtained from Human Resources upon request.

Benefit plans change from time to time, and changes are reflected in the terms of the plans themselves. In addition, NWRC reserves the right and discretion to amend, modify or terminate, in whole or in part, any or all of the provision of the benefits described in this manual. Further, the agency reserves the exclusive right, power and authority to administer, apply and interpret the plans described herein.

5.02 BENEFITS ELIGIBILITY & TERMS

Regular Employee: A regular employee is a person appointed to a salaried or hourly position on the basis of more than 79.75 hours per month based on scheduling needs. The benefits in Section 5 and 6, unless otherwise described herein, apply only to regular employees.

Part-time Employee: A part-time employee is a person appointed to a salaried or hourly position on the basis of 79.75 hours per month or less based on scheduling needs. The benefits in Section 5 and 6 do not apply except the following, social security, unemployment compensation, worker's compensation, employee assistance program, sick leave, and retirement for those eligible.

A part-time employee who is given a short-term assignment (anticipated to last 60 days or more) that increases ~~his/her~~[their](#) hours beyond those described above, will accrue sick leave and vacation on a pro-rated basis. Due to the limited duration of the assignment, such employee will not receive health insurance benefits.

On-Call Employee An on-call employee is a person appointed to an hourly position in which the hours of work fluctuate according to staffing needs. Generally, this position's hours may range from 0 to a maximum of 79.75 hours per ~~month~~[hours](#). The benefits in Section 5 and 6 do not apply except the

following; social security, unemployment compensation, worker's compensation, employee assistance program, and sick leave.

Temporary Employee: A temporary employee is one who is employed on a temporary basis. Unless otherwise indicated in the letter of appointment, the benefits herein do not apply, except the employee assistance program, worker's compensation and unemployment compensation.

NWRC Domestic Partner: Those individuals who meet all the criteria of the NWRC's "Domestic Partner" affidavit and who have formally filed the affidavit with Human Resources. Under this definition, NWRC employees may use sick leave to care for their domestic partner and may access bereavement leave as outlined in the policy.

State-Registered Domestic Partner: Those individuals who meet the criteria of State-Registered Domestic Partner program and who have formally registered on the Washington's Secretary of State's web-site (www.sos.wa.gov). Under this definition and process, employees will be granted various leaves and benefits to care for their domestic partner in compliance with Washington state law as outlined in the manual.

5.03 MEDICAL AND DENTAL BENEFITS

Regular employees, as defined above, and their eligible dependents, generally may participate in the NWRC's medical and dental plans generally on the first of the month if their hire date is the first working day of the month. If the employee begins work after the first working day of the month, participation begins the first day of the following completion of working 80 hours or more in one month-month. Employees maintain ongoing eligibility by receiving 808 hours or more of compensation each month. The NWRC contributes toward the cost of premiums in the amounts authorized by the NWRC Governing Board. The remainder of the premium, if any, shall be paidpa id by the employee through a payroll deduction. Regular employees working less than 30an average of 130 hours per weekmonth (excluding the first and last month of employment) will pay a greater benefit premium based upon their hours worked.

5.04 VISION BENEFITS

Regular employees, as defined above, and their eligible dependents may participate in the vision planNWRC's medical and dental plans generally on the first of the month if their hire date is the first working day of the month. If the employee begins work after the first working day of the month, participation begins the first day of the following completion of working 80 hours or more in one month-month. Employees maintain ongoing eligibility by receiving 80 8 hours or more of compensation each month. The NWRC contributes toward the cost of premiums in the amounts authorized by the NWRC Governing Board.

The remainder of the premium, if any, shall be paid by the employee through a payroll deduction. Regular employees working less than ~~30~~an average of 130 hours per ~~week~~month will pay a greater benefit premium based upon their hours worked.

5.05 LIFE INSURANCE

Regular employees, as defined above, are eligible to receive life insurance coverage paid for by the NWRC. Participation in the life insurance plan begins generally on the first of the month if the employee's hire date is the first working day of the month. If the employee begins work after the first working day of the month, participation begins the first day of the following ~~completion of working 80 hours or more in one month.~~month. The NWRC provides a set amount of employee coverage ~~based on the employee's annual salary.~~ Employees may purchase additional life and accident insurance for themselves and their dependents directly through ~~a payroll deduction~~the life insurance provider. Regular employees working less than 30 hours per week will pay a greater benefit premium based upon their hours worked.

5.06 LONG TERM DISABILITY PLAN

Regular employees, ~~working 30 or more hours per week, must participate in the Long Term Disability (LTD) Plan. LTD provides monthly benefits to replace a portion of an employee's income that is lost if he/she became disabled as defined above, are eligible to receive long-term disability coverage paid for by the NWRC.~~ Participation in the ~~LTD~~long-term disability insurance plan generally begins on the first of the month ~~following completion of~~if the employee's hire date is the first working day of the month. If the employee begins work after the first working ~~80 hours or more in one month.~~ Employee premiums are paid day of the month, participation begins the first day of the following month. The NWRC provides a set amount of employee coverage. Employees may purchase long-term disability coverage for themselves through a payroll deduction. Regular employees working less than 30 hours per week will pay a greater benefit premium based ~~on an employee's base rate of pay upon their hours worked.~~

5.07 EMPLOYEE ASSISTANCE PROGRAM (EAP)

All employees are eligible to utilize the NWRC's Employee Assistance Program (EAP). Participation begins on the employee's date of hire. The purpose of the EAP is to establish a voluntary program of confidential counseling and assistance to an employee whose job performance is affected by personal problems. The NWRC recognizes that a wide range of problems, such as emotional or mental stress, family or financial difficulties, or drug or alcohol dependency, can affect an employee's performance. The EAP is an independent agency which provides professional and confidential diagnostic, counseling and referral service to eligible employees and their families at no cost to the employee.

The NWRC may also utilize the EAP services to assist in correcting an employee's behavior or work performance problem. Such referrals may be made on a voluntary or mandatory basis.

5.08 RETIREMENT BENEFITS

The NWRC makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All regular, full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington Department of Retirement Systems (DRS). Employees intending to retire should notify their supervisor of their intent at least three months prior to the date of retirement, when feasible, to begin processing the appropriate retirement paperwork.

NWRC's Retirement Health Savings (RHS) Plan is a medical expense reimbursement program that allows employees to accumulate assets to pay for medical expenses in retirement on a tax-free basis. For eligibility requirements and enrollment, please refer to NWRC Human Resources representative. (Cross Reference Section 6.02 SICK LEAVE AND FAMILY CARE and Section 11. EMPLOYMENT SEPARATION.)

5.09 DEFERRED COMPENSATION

NWRC employees are eligible to supplement their retirement benefits through various deferred compensation programs. These programs allow employees to invest pre-tax dollars for future use at retirement. For more information, please see plan brochures.

5.10 FLEX PLAN

NWRC provides employees with a Flex Plan that allows employees to pay insurance premiums and to establish reimbursement accounts for out-of-pocket health care expenses and child/elder care expenses, utilizing pre-tax funds. For eligibility requirements and enrollment, please see enrollment information.

5.11 WORKER'S COMPENSATION

All employees and volunteers are covered by the State of Washington's Worker's Compensation Program. This insurance covers employees in the case of an on-the-job injury or job-related illness and is funded by an employee and employer-paid premium. For qualifying cases, the State Industrial Insurance will pay the employee for medical costs and lost compensation when certain criteria are met.

Employees must report all job-related accidents to their supervisors and complete an Employee Injury/Accident Report. Employees seeking professional medical attention for job-related injuries or illnesses, should inform their health care professional as to the nature of their injury/illness (e.g., that it is job-related) so the appropriate paperwork can be filled out to open a claim.

5.12 BENEFIT SUMMARY

Benefit	Number of Hours Worked to be Eligible:	Participation Begins:
Medical/Vision	A regular employee hired into a position of 130 or more hours per month. After and employee becomes eligible, they must be compensated at least 8 hours per month to maintain eligibility	If an employee begins on the first working day of the month, participation begins on date of hire. If employee begins after the first working day of the month, participation begins the first of the following month.
Dental		
Life Insurance		
LTD		
Employee Assistance Program		Hire Date

Benefit	Eligibility Criteria
WA Public Employees Retirement System (PERS)	Employee holds an eligible position. An eligible position is one that normally requires at least 5 months each year in which regular compensation is earned for 70 or more hours per month. For further information, contact the Human Resources representative.
Retirement Health Savings Account	Retirement Health Savings (RHS) Plan is a medical expense reimbursement program that allows employees to accumulate assets to pay for medical expenses in retirement on a tax-free basis. For eligibility requirements and enrollment, contact the Human Resources representative.

Benefit eligibility criteria and participation are subject to change based on benefit contracts.

5.13 INSURANCE COVERAGE DURING LEAVES

Family and Medical Leaves of Absence

Eligible employees on an approved Family and Medical Leave of Absence will continue their medical, dental and vision benefits listed above for the duration of their 12-week leave. Paid leave accruals will be handled as outlined below. Employees will be required to continue paying their portion of the monthly insurance premiums. NWRC encourages employees to pay their portion of anticipated premiums in advance through a payroll deduction.

Please refer to 6.04 Family and Medical Leave for further leave details.

Leave without Pay

During an approved Leave of Absence without Pay (that is not FMLA related) employee benefits will be handled as follows:

Benefit	Employee Receives Compensation for 30 or more hrs/week (130 hrs/mo)	Employee Receives Compensation for less than 30 hrs/week (130 hrs/mo)
Medical, Dental & Vision	No change to employee premium	Employee premium pro-rated

Benefit	Employee Receives Compensation between 40-20 hrs/week	Employee Receives Compensation for less than 20 hrs/week
Vacation	Pro-rated accrual for pay period based on compensated hours	No accrual for pay period
Sick Leave	Pro-rated accrual for pay period based on compensated hours	Pro-rated accrual for pay period based on compensated hours
Holiday	No holiday pay while on Leave without Pay There is no holiday pay for on-call employees.	

5.14 COBRA BENEFITS

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows for continued health care insurance coverage, on a self-pay basis, for employees and/or their dependents who would otherwise lose their health care insurance due to termination of employment, divorce or separation, or other events specified in the law. This continuation right only applies to insurance coverage the employee or their dependents had at the time of the qualifying event. The duration of the self-pay premium coverage is as follows, based on the qualifying event, as of the date of publication of this manual:

<u>Qualifying Event</u>	<u>Duration of coverage</u>
Termination of employment	18 months
Reduction of hours	18 months
Death of a covered employee	36 months
Dependent child ceasing to be dependent	36 months
Divorce or legal separation	36 months
Medicare entitlement	36 months

Eligible employees who separate from employment from the NWRC with benefit coverage will receive COBRA information at their separation. At any other time, employees who are interested in finding out more information about COBRA insurance costs and enrollment should contact the Human Resources representative.

5.15 UNEMPLOYMENT COMPENSATION

Employees may qualify for Washington State Unemployment Compensation after separation from NWRC employment depending on the reason for separation and if certain qualifications are met. For more information on these benefits, contact your local Employment Security office and/or web-site.

SECTION 6: PAID AND UNPAID LEAVES OF ABSENCE

6.01 VACATION LEAVE

All employees are strongly encouraged to take regular vacations and are expected to do so annually for the good of the organization as well as the employee. The purpose of granting a vacation leave is to provide employees with time away from work to relax, recreate, and otherwise attend to personal matters.

Consistent with NWRC needs and workload, employees may select their vacation time with the approval of their supervisor. In approving the request the supervisor will take into consideration timing of the request, seniority, performance, vacation history, workload, etc. Holidays observed during an employee's vacation time will not be considered as vacation time.

For regular and part-time employees (but not for on-call employees), all vacation leave shall be accumulated on a monthly basis from the date of employment as prescribed herein. Employees shall have the right to utilize accrued vacation after successful completion of the trial service period. If for any reason a trial service employee's employment is terminated prior to the end of the trial service period, the employee shall not be eligible for any accrued vacation leave or cash payment in lieu of vacation.

Vacation leave (for regular full-time employees) shall be accrued each pay period and according to the following schedule:

Year 1 and 2 (0-24 months)	12 days/yr.
Year 3 and 4 (25-48 months)	13 days/yr.
Year 5 through 10 (49-120 months)	15 days/yr.
Year 11 and beyond (121 months +)	18 days/yr.

Annual leave shall accrue on a pro-rated basis for regular and part-time employees working less than full time (but greater than 20 hours per week). Employees may accrue a maximum of 288 hours of vacation. No further vacation shall accrue until such time as the accrual balance falls below the maximum.

An employee may elect to cash-out 25% of his/her/their accrued vacation time a maximum of twice a calendar year. A minimum of six (6) months is required between requests. A minimum balance of 160 hours must be maintained on the books. Requests for cash-out of vacation hours must be submitted on a special request form and submitted directly to the Fiscal Manager for formal review of accrued vacation hours. Final approval will be at the discretion of the Executive Director. Any circumstances that deviate from this normal policy and procedure will require NWRC approval.

Upon termination, discharge, or layoff, regular and part-time employees shall be compensated for all accumulated vacation leave. An exception will be an employee who voluntarily resigns and fails to give a minimum of two (2) weeks written notice to the Executive Director, unless there are extenuating circumstances and other arrangements have been made. In such cases, the employee will forfeit all or part of their vacation benefits.

Upon retirement under the Washington State Public Employees Retirement System (PERS), Plan 1 only, employees shall be limited to a maximum compensation of 240 hours of accumulated vacation leave.

6.02 SICK LEAVE AND FAMILY CARE

Accrual & Carry Over

Paid sick leave is available for employees to care for their health and the health of their family members. Employees will accrue and carry over the following sick leave:

Hours Worked	Monthly Sick Leave Accrual	Year End Carryover
40 hrs/wk	8 hours	Up to 600 hours
39-20 hrs/wk	Pro-rated	Up to 600 hours
Less than 20 hrs/wk	Pro-rated	Up to 40 hours

Sick leave may be taken in increments of 15 minutes or more and is not considered worked time for the calculation of overtime.

Any employee accruing more than 600 (six hundred) hours of sick leave on January 1 of each year shall exchange four (4) hours of sick leave for one (1) additional hour of vacation leave up to a maximum of an additional twenty-four (24) hours vacation leave per year.

Upon achieving 20 years or more longevity, any employee accruing more than six hundred (600) hours of sick leave on January 1 of each year shall exchange 2.1 sick leave hours for 1 compensated hour deposited in their Retirement Health Savings Plan Account, up to a maximum of 45.714 compensated hours per year.

Usage

In compliance with Washington's Paid Sick Leave law, employees may utilize sick leave to care for their health and the health of their family members. Employees are required to give reasonable notice regarding the need for such leave and, in all circumstances, must personally notify their supervisor no later than their scheduled reporting time.

“Family members” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, state-registered domestic partner, NWRC domestic partner (with affidavit on file), spouse’s parent, grandparent, grandchild or sibling. Sick leave may be used for the following circumstances:

- An employee’s mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventative care;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee’s family member is a victim of domestic violence, sexual assault, or stalking (see 6.06 Domestic Violence/Sexual Assault Leave).

Employees on approved Family and Medical Leaves of absence for their own serious health condition or that of an eligible family member, will be required to use all paid sick leave (and other forms of paid leave) concurrently with Family and Medical Leave.

When an employee is absent for more than three consecutive days, NWRC may require medical verification that the employee is taking leave for an authorized purpose and is or is not able to return to work.

Separation & Reinstatement

Upon retiring under PERS, an employee with 80 hours or more of sick leave will receive the monetary equivalent of fifty-two (52) percent of an employee’s accrued sick leave contributed to the employee’s Retirement Health Savings Account.

Upon separation (termination, discharge, or layoff,) but not retiring, from NWRC after 20 years or more longevity, an employee with 80 hours or more of sick leave will receive the monetary equivalent of fifty-two (52) percent of an employee’s accrued sick leave contributed to the employee’s Retirement Health Savings Plan Account. An employee who chooses not to enroll in a RHSA will forfeit accrued eligible sick leave. (Cross Reference Section 11.04 BENEFITS AND COMPENSATION AT SEPARATION.)

In all other cases, sick leave is forfeited at the time of separation. When an employee leaves NWRC and is rehired within twelve months of separation, previously accrued and unused sick leave at the time of separation that has not been cashed out (as referenced above) will be reinstated and the previous period of employment will be counted for purposes of determining the employee’s eligibility to use sick leave.

Notice

NWRC will provide employees with regular notice about the amount of sick leave the employee has earned and used. Any questions and concerns about the sick leave policy may be directed to an employee's supervisor or Human Resources.

Sick Leave Depletion

An employee who has depleted all sick leave has two options:

- a) Sick days may be charged against the employee's accrued vacation leave. The employee shall be paid accordingly.
- b) Leave without pay may be granted until the employee is capable of returning (see Leave without Pay policy).

In the event of an extraordinary physical or mental condition which causes the employee to take leave without pay or likely terminate employment, the Executive Director may allow other employees to voluntarily donate accrued vacation hours to that employee (see Compassionate Leave policy).

6.03 HOLIDAY PAY

Northwest Regional Council offices that are open to the public Monday through Friday are closed on the following holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u> <u>(a day of remembrance for the day</u> <u>the slaves learned of their freedom)</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
<u>Native American Heritage Day</u> after Thanksgiving	Friday after
Thanksgiving	
Christmas	December 25

When a holiday falls on Saturday, the preceding Friday will be observed as the holiday; when the holiday falls on Sunday, the following Monday will be observed as the holiday.

For time worked on observed holidays, nonexempt employees will receive

overtime or compensatory time at the rate of time and one-half, when authorized in advance by the Executive Director or designee.

The Whatcom County Jail Health Program, which is open seven (7) days a week, will observe holidays on the day the holiday occurs.

For time worked on holidays, as scheduled by management, nonexempt employees will receive holiday pay plus time and one-half.

There is no holiday pay while on Leave without Pay (Cross Reference Section 5.13 and 6.08).

Personal Holiday

In addition, one "Personal Holiday" per year is granted on request of the employee, with the approval of the supervisor. Regular and part-time employees (not on-call employees) are entitled to take one personal holiday per calendar year on any day of work which is agreeable to both the employee and the supervisor, provided that: the employee has been employed continuously for at least thirty (30) calendar days. Personal holidays cannot be carried forward past the end of any calendar year, and have no cash value on termination of employment.

Full-time employees will receive 8 hours pay for all holidays referenced above, including "Personal Holiday". Eligible part-time employees will receive prorated holiday pay.

Unpaid Holiday for Reasons of Faith or Conscience

An employee may take two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted through a religious denomination, church, or religious organization. The employee must submit a request for these days with [his/her/their](#) supervisor. The employee will be allowed to take the unpaid holiday on the days selected unless the absence would unduly disrupt operations or impose an undue hardship. The employee may access vacation during the unpaid holidays. If the employee chooses to use leave without pay it will not affect proration of benefits. The two unpaid holidays must be taken during the calendar year and do not carry over from one year to the next.

6.04 FAMILY AND MEDICAL LEAVE

General Provisions

The NWRC recognizes the need for employees to balance their work and family life by taking reasonable leave for serious health conditions, for birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition. The agency also encourages supervisors to work with employees to creatively solve personal and scheduling conflicts in designing leaves and alternate work schedules.

The NWRC will grant up to 12 weeks of unpaid family and medical leave during any 12-month period. In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the employer at least 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week if the employee was on the payroll for all or part of the week or if the employee was on leave during part of the week.
- 2) The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave would begin.

If an employee and [his/her/their](#) need for leave meets the FMLA qualifications, NWRC will begin the FMLA approval process and, once approved, designate appropriate leave as FMLA.

Servicemember FMLA Provisions

The NWRC will grant up to 12 workweeks of unpaid family and medical leave to an eligible employee during any 12-month period when leave is due to a “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan.

The NWRC will grant up to 26 workweeks of unpaid family and medical leave to an eligible employee during a single 12-month period to care for an injured or ill family member servicemember. When combined with other FMLA-qualifying leave, this may not exceed 26 weeks in a single 12-month period.

Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state, and local law.

Definition of Terms

Child - includes a legal ward, under the age of 18, in the employee's care, a biological or adopted child under the age of 18, or 18 years old and older if incapable of self-care because of mental or physical disability.

Eligible Family Member - child, parent, or spouse (as defined in this policy).

Foster care - such care that requires state action, rather than an informal arrangement or agreement.

Parent - is defined as direct parent to employee (not parent-in-law).

Spouse - is defined in accordance with applicable State law.

Serious health condition - a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider.

Twelve-month period - the time period within which the 12 weeks of leave may be taken and will be defined as a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. (For example, if an employee began FMLA on June 15th, the employer would review all FMLA usage from the previous 12 months to determine if 12 weeks were available.)

General FMLA Leave Parameters

In order to qualify as Family and Medical Leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. The birth of a child and to care for that child;
2. The placement of a child for adoption or foster care with an employee;
3. To care for a spouse, child, or parent with a serious health condition; or
4. The serious health condition of the employee.

Servicemember FMLA Leave Parameters

Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

1. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
2. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

Serious Health Condition

An illness, impairment, or physical or mental condition that involves:

1. ***Hospital care:*** Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (defined as an inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or
2. ***Absence and treatment:*** A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) on referral by a health care provider; **or**
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment.
3. ***Pregnancy:*** Any period of incapacity due to pregnancy or for prenatal care. Since pregnancy is the only FMLA condition that does not require medical certification, absences under this category will automatically be classified under FMLA. Employees gone for continuous periods of time will need to provide proper documentation under the Maternity Disability policy.
4. ***Chronic conditions requiring treatments:*** A chronic condition which requires:
 - Periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; **and**
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
 - May cause episodic rather than continuing period of **incapacity** (e.g., asthma, diabetes, epilepsy, etc.).
5. ***Permanent long-term conditions requiring supervision:*** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
6. ***Multiple treatments (non-chronic condition):*** Any period of absence to receive multiple treatments (including any related period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an

accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), or kidney disease (dialysis).

Medical Certification

The agency will require an employee requesting leave to provide a certification from a health care provider of the serious health condition. Medical certification will be provided on the form listed in the forms section. Such certification will be due 15 days from the request, or the employee will provide a reasonable explanation for the delay. Failure to provide certification may result in a delay in the approval of an employee's FMLA leave.

The agency may request a second opinion for a medical leave. If a second opinion is requested, the agency will pay for the employee to get a certification from a second doctor, which the agency will select. If necessary to resolve a conflict between the original certification and the second opinion, the agency will request the opinion of a third doctor. The NWRC and the employee will jointly select the third doctor, and the agency will pay for the opinion. This third opinion will be considered final.

The agency may require an employee to obtain subsequent re-certifications to support continued leave. Re-certifications will not be required more often than every 30 days unless the employee requests an extension of leave, if circumstances have changed since the original certification, or the agency has information raising a question regarding the validity of the original certification.

Intermittent Leave

Employees are eligible to take up to 12 weeks of unpaid leave for a serious health condition on an intermittent basis (days periodically over the year when needed), if medically necessary. Under certain circumstances, serious health conditions may require the use of family and medical leave to reduce the workweek or workday, resulting in a reduced schedule. Such leave should be scheduled so that it does not unduly disrupt business operations. The agency may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. Under an intermittent or reduced leave schedule, only the amount of leave actually taken may be counted against the 12-week entitlement.

If the employee is taking unpaid leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach a suitable reduced work schedule agreement with the agency prior to taking intermittent leave or working a reduced hour schedule. In any case, the

employee must verify the need for intermittent leave is medically necessary through the medical certification form.

For the birth, adoption, or foster care of a child, the employee may be allowed to take leave intermittently or work a reduced hour schedule only with the agency's approval. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

Status, Pay, and Benefits

Status: An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

Pay: Employees taking leave under this policy must use all eligible paid time off benefits before taking the remainder as unpaid leave. Such paid leave will be considered FMLA leave and counted against the twelve (12) eligible weeks.

Benefits: While an employee is on leave, the NWRC will continue the employee's medical, dental, and vision benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the NWRC will require reimbursement for the amount paid for the health insurance premium during the leave period.

Requesting Leave

Employees requesting leave under this policy must submit a FMLA Request form to their supervisor. Unless the leave is unforeseeable, employees must give 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practical. In such cases, the employee must notify the supervisor in-person or by phone of the need for FMLA. If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable justification for the delay, the leave request may be denied until at least 30 days from the date notice is received.

Returning to Work

Upon return from a leave related to an employee's serious health condition, the employee shall present a doctor's release allowing the employee to return to work. Failure of an employee to return to work on the established date (beyond 12 weeks entitled in this policy) may result in termination.

6.05 CARE FOR STATE-REGISTERED DOMESTIC PARTNER

An employee who has worked for the NWRC at least twelve months, including at least 1250 hours in the last twelve months and worked at a location where there are more than 50 employees in a 75-mile radius, may be entitled to 12 workweeks of unpaid leave in a twelve month calendar period to care for a state-registered domestic partner who has a serious health condition.

A "serious health condition" is an illness, impairment or condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, any period of incapacity of three or more consecutive days and continuing care by a medical provider, as well as any period of incapacity due to pregnancy including prenatal care.

If the need for the leave is foreseeable, employees must give at least 30 days' written notice in advance of the anticipated date the leave is to begin stating the reason for the leave and the dates during which the leave is to be taken. If the need for the leave is not foreseeable, the employee must give notice as soon as possible after the need for the leave is known. Health care provider certifications/re-certifications, as well as second/third opinions and fitness for duty reports/releases, may be required in accordance with the Washington Family Leave Act.

Upon returning from the leave, an employee is entitled to return to the same position held when the leave began or to an equivalent position with equivalent benefits and pay, unless the position would have been eliminated had the employee not been on leave. Additionally an employee on leave is not immune from discipline, up to and including termination, if information is uncovered during the leave which would have normally resulted in discipline had the employee been actively working.

The employee must use all eligible paid time off benefits prior to taking leave without pay. By taking the leave, the employee will not lose any benefits that accrued before the start of the leave. Once an employee has exhausted all paid leave, benefits will be handled according to 6.08 Leave Without Pay.

This policy will be administered according to the Washington Family Leave Act. Employees should contact the Human Resources with questions about this and other leaves.

6.06 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE

An employee is eligible to take reasonable leave from work on an intermittent or reduced leave schedule under the following conditions:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members 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;
2. 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 the employee's family member;
3. 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;
4. 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 the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
5. To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

"Family Member" is defined as any individual whose relationship to the employee can be classified as a child, spouse, state-registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. See Personnel Policy 6.02 Sick Leave and Family Care for further family member definitions.

An employee may access [his/her/their](#) vacation bank or other eligible paid time off for such leave. Employees are required to provide advance notice in writing of the employee's need for leave. Such requests will be provided in writing accompanied with verification to support the need for leave (i.e., police report, court document, or a written statement from the employee). When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, the employee or [his/her/their](#) designee will notify the NWRC of the need for leave no later than the end of the first day that leave is taken.

6.07 MATERNITY DISABILITY

An employee is eligible to take a leave of absence for the period of time that she is disabled from working due to pregnancy or childbirth. This leave is available in addition to the 12 weeks of unpaid leave available under the FMLA. FMLA leave will run concurrently with the maternity disability period. An employee who is on any of the above leaves may access their paid time off.

Requests for maternity disability leave must be submitted in writing to the employee's supervisor and must include a report or letter from the employee's physician confirming that the employee is actually disabled from working. Employees taking maternity disability leave will be required to use all eligible paid time off benefits (such as sick leave and vacation) during this period. When an employee has exhausted her paid time off, she will begin a leave of absence without pay for the duration of the maternity disability leave. During the FMLA portion of the leave benefits will be handled according to the FMLA policy. At the conclusion of the 12 week FMLA period, if an employee has exhausted all paid leave, benefits will be handled according to the leave of absence without pay policy.

6.08 LEAVE WITHOUT PAY

Leave without pay may be granted to employees at the discretion of the Executive Director when necessary absences due to illness, family medical, or personal reasons extend beyond available personal holiday, compensatory time, vacation or sick leave (if applicable) and the employee has exhausted relevant paid leaves.

Requests for Leave without Pay (LWOP) must be submitted in writing in advance of the planned leave, completing NWRC's "Leave without Pay Request" form. The request will be submitted to the employee's supervisor and Unit Director for review and then forwarded to the Executive Director for approval or denial. The request for Leave without Pay must be submitted as far in advance of the anticipated leave as possible in order for the review and approval/denial process to take place before the leave is taken. Except in special circumstances, requests for Leave without Pay submitted after the fact may be cause for disciplinary action or dismissal. (Cross Reference Section 4.01 ATTENDANCE.)

An employee who is on Leave without Pay will accrue pro-rated vacation and sick leave. An employee who is on Leave without Pay when a holiday occurs will not receive holiday pay. Except as noted in Section 6.03 Unpaid Holidays for Reasons of Faith or Conscience, and Section 6.12 Military Spousal Leave, employees will be required to pay a pro-rated portion of their benefits for unpaid leaves of absences. Employees should refer to Policy 5.12 and 5.13 for benefit eligibility work hour requirements. If an employee's hours drop below the eligibility requirements during a leave of absence, the employee will be offered self-pay COBRA benefits. Any accumulated unpaid benefits shall be reinstated

upon the employee's return to duty at the end of the agreed upon leave period. The anniversary date for any employee returning from a leave of absence without pay shall be advanced by an amount equal to the length of leave if absence exceeded thirty (30) calendar days thus having an impact on future vacation accruals and longevity.

An employee who fails to report promptly for work at the expiration of a leave of absence, or who accepts other employment during the leave, or who applies for unemployment insurance while on leave, will be considered to have voluntarily resigned.

6.09 COMPASSIONATE LEAVE

The Compassionate Leave Donation Program is a voluntary program that allows eligible regular employees to donate a portion of their accrued vacation to a qualified eligible regular employee who is unable to work because of extended serious injury or extraordinary physical or mental condition, and who is not eligible for workers' compensation. [Employees participating in the Washington State Paid Family & Medical Leave are not eligible to participate in the Compassionate Leave Donation Program.](#)

Qualified Recipients

Employees who are qualified recipients for donated leave are those who meet all of the following conditions:

- A. Have successfully completed their initial trial service period, are regular employees, and have worked for the Northwest Regional Council for at least six months.
- B. Are unable to work because of extended serious illness or injury which requires hospitalization or extensive medical care, or
 - To care for a spouse, child, or parent with a serious health condition;
 - The birth of a child and to care for that child;
 - The placement of a child for adoption or foster care with the employee.
- C. Are unable to work due to care for state-registered domestic partner or NWRC domestic partner (with affidavit on file) with a serious health condition.
- D. Have exhausted all accrued vacation, compensatory time, sick leave and personal holiday leave.
- E. Are not eligible for workers' compensation benefits.
- F. [Are not participating in the WA State Paid Family & Medical Leave Program.](#)
- ~~F.G.~~ Have no documented abuse of sick leave in the last five years.
- ~~G.H.~~ Have completed and submitted a Request for Compassionate Leave Donation form to their supervisor.

Qualified Donors

A leave donor is a regular employee who donates leave to a qualified recipient provided that donated vacation time may not exceed 50% of the donor's current annual accrual rate in any given year and may not exceed the amount already earned and accrued.

Parameters

1. Total Compassionate Leave is available for an annual maximum of twelve (12) weeks (480 hours) for full-time employees (or prorated for regular part-time employees).

2. Leave donations to a qualified recipient will be on an hour for hour basis. No partial hours may be donated or received.
3. Once vacation leave has been donated and forwarded to Payroll by the Donor for use by the recipient, it cannot be returned to the donor. The donor's vacation hours are credited as sick leave to the Compassionate Leave Pool. If the leave is not needed by that employee, the hours remain in a donation pool.
4. While an employee is using Compassionate Leave, ~~he or she~~they will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using sick leave.
5. Periods of Compassionate Leave shall count as Family and Medical Leave.
6. The Compassionate Leave Donation Program does not supplant any established Personnel policies and procedures.
7. Use of donation leave to a qualified recipient may be terminated under any of the following conditions:
 - a) After use of 480 (or pro rata) hours of donated leave.
 - b) Upon the physician's release to work.
 - c) Upon eligibility for disability insurance benefits or retirement.
9. Donated leave is excluded from any sick leave cash out provisions.
10. Per WAC 415-108-468, donated leave does not qualify as reportable compensation to the Department of Retirement Services (DRS/PERS). Such payments are not for services rendered, nor are they specifically included within the statutory definition of earnable compensation.
11. Participation as either a donor or recipient is completely voluntary. Posting of the Compassionate Leave Request is allowed; solicitation is not.
12. Any dispute arising over the Compassionate Leave Donation Program will be reviewed by the Executive Director.

Procedures

1. The employee submits requests for contributions of leave to the Human Resources representative and the Executive Director.
2. The Human Resources representative:
 - a) Verifies eligibility including evidence from a qualified medical authority.

3. The Executive Director or designee:
 - a) Approves or denies request based on the criteria established.
 - b) Notifies employee of decision.
4. The Executive Director or designee:
 - a) Posts notice of request, by electronic mail, or verbally announces to staff.
 - b) Receives donations using the Compassionate Leave Donation Form.
 - c) Assures that donors are qualified and that donations meet the guidelines stated above.
5. The Executive Director coordinates administration with the Human Resources representative.
6. The Human Resources representative:
 - a) Receives and matches requests and donations reducing donor's vacation accruals and increasing recipient's sick leave account as authorized.
 - b) Transfers donated time monthly until the maximum hours have been received.
 - c) Provides a summary of the total donations to the Executive Director.
 - d) Accounts for Unused donation leave.
7. The Employee notifies the Executive Director or supervisor immediately if condition improves sufficiently to return to work, whether regular or light duty.

6.10 BEREAVEMENT LEAVE

Absence from work because of death in the immediate family of the employee or [his/her/their](#) spouse or state-registered domestic partner may be excused without loss of pay to a maximum of three (3) days (up to 8 hours each based on schedule). The immediate family includes: husband, wife, child, parent, grandparent, grandchild, brother, sister, NWRC domestic partner (with domestic partner affidavit on file), state-registered domestic partner or any relative living in the employee's household, or any person legally dependent upon the employee.

6.11 MILITARY LEAVE

The NWRC provides a military leave of absence for employees while performing military service in accordance with federal and state law. Military service includes active military duty and Reserve or National Guard training. In accordance with RCW 38.40.060, employees will receive paid military leave for up to 21 days of military service for each year calculated October 1st through September 30th. Employees are required to provide their supervisor with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will also be determined in accordance with applicable federal and state law.

6.12 MILITARY SPOUSAL LEAVE

Any employee who works more than 20 hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of leave of absence per deployment. The leave is unpaid except that the employee can use [his/her/their](#) eligible paid time off benefits at the same time. An employee wishing to take this leave must notify [his/her/their](#) supervisor within five business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to [his/her/their](#) position or an equivalent one unless the employee would otherwise have been terminated had [he/she/they](#) not taken the leave. Health insurance benefits will continue for the duration of this leave even if the employee utilizes leave without pay.

6.13 JURY AND WITNESS LEAVE

Jury

An employee shall be allowed up to four (4) weeks leave with pay for jury and other legal duty when subpoenaed for such services. Employees will waive any jury duty stipend and keep payments for mileage reimbursement.

An employee is required to provide a copy of the summons to their supervisor promptly when they are summoned for jury duty service and subsequently upon their selection as a juror. Employees will be paid their regular salary/wages for any period of required service as a juror, which occurs during the employee's scheduled workday. Employees may be required to produce evidence of daily attendance in court.

When an employee is excused or released from jury duty, the employee is required to report back to work or immediately notify their supervisor that they are able to return to work for the balance of their scheduled workday.

Witness Duty

All employees summoned to testify in court are allowed time off for the period they serve as a witness. In general, witness duty leave is not paid work time, unless the employee is a witness in a case involving the NWRC. Employees may access eligible paid time off (such as vacation) for work hours spent during witness duty.

6.14 ADMINISTRATIVE LEAVE

On a case-by-case basis, the NWRC may place an employee on an administrative leave with or without pay for a period of time, as determined by the Executive

Director. This leave may be used to provide the NWRC with time and opportunity to investigate matters, make decisions, or execute other administrative proceedings as needed.

SECTION 7: TRAINING AND PROFESSIONAL DEVELOPMENT

7.01 GENERAL TRAINING

The NWRC encourages employees to seek training and education consistent with their program area responsibilities. This policy establishes guidelines for requests to attend training and classes paid for by the NWRC.

The NWRC may select training seminars, workshops or classes for an employee to attend and will pay for such training. An employee may request to attend training under the following guidelines:

- The training must contribute to the employee's effectiveness in [his/her/their](#) current position or professional development.
- The employee will be asked to explain how such training would enhance the employee's performance and thus benefit the NWRC.
- The employee must receive both supervisory approval and budgetary approval to ensure that funds are available for such training.

(Cross reference Section 4.19 COMPENSATION FOR REQUIRED TRAININGS, MEETINGS, AND CONFERENCES, and Section 4.18 COMPENSATION FOR TRAVEL TIME)

SECTION 8: REIMBURSEMENT OF EXPENSES

8.01 REIMBURSEMENT OF EXPENSES

NWRC employees required to travel in carrying out their assigned duties shall receive reimbursement for actual, allowable expenses incurred on presentation of a completed expense claim, as follows:

Travel Expense

Expenses for authorized travel to conferences, trainings or other business-related events will be reimbursed. Expenses incurred during extended stays at a conference site for an employee's personal reasons shall be at the employee's expense.

Transportation

- Authorized use of personal automobile will be reimbursed at the initial rate allowed by U.S. Internal Revenue at the point of announcement and forward for mileage reimbursement. Carpooling is encouraged. Reimbursement is only paid to one traveler when one or more travelers are traveling in the same automobile on the same trip.
- Actual costs of ferries, bridge tolls, parking, etc., will also be reimbursed. Receipts are required.
- Actual cost of coach or economy fares for travel by public conveyance will be reimbursed.
- Other methods of transportation (i.e., rental car, taxi, trains, planes, subway, etc.) may be authorized for out of town travel.

Mileage

Mileage begins and ends at your designated worksite or home – whichever is closer to your destination, less your regular commute mileage, which is not eligible for reimbursement. "Regular commute mileage" is the miles traveled from your home to your "designated worksite" (e.g. Bellingham or Mount Vernon Office). Regular commuting is your first-trip of the day from your home to primary worksite and the last-trip of the day from your primary worksite to your home. Non-business related travel is not reimbursable.

Example: You telework 3 days per week and work in office 2 days per week, as prearranged with your Supervisor and Alternative Work Agreement. If your primary worksite for an in office day is the Mount Vernon office, your mileage is non-reimbursable. If business needs, as approved by your supervisor, require you to drive to the Bellingham office that day, your mileage is reimbursable, less your regular commute miles from home to the Mount Vernon office.

Employees will be reimbursed for the actual mileage that occurs between the worksite and destination. If driving to a work-related event, the employee will be reimbursed for mileage from whichever is less – from the usual worksite or from home.

Travel Expense

~~Expenses for authorized travel to conferences, trainings or other business-related events will be reimbursed. Expenses incurred during extended stays at a conference site for an employee's personal reasons shall be at the employee's expense.~~

~~Authorized use of personal automobile will be reimbursed at the initial rate allowed by U.S. Internal Revenue at the point of announcement and forward for mileage reimbursement. Carpooling is encouraged. Actual costs of ferries, bridge tolls, parking, etc., will also be reimbursed. Receipts are required. Employees will be reimbursed for the actual mileage that occurs between the worksite and destination. If driving to a work-related event, the employee will be reimbursed for mileage from whichever is less – from the usual worksite or from home.~~

~~Actual cost of coach or economy fares for travel by public conveyance will be reimbursed.~~

~~Other methods of transportation (i.e., rental car, taxi, trains, planes, subway, etc.) may be authorized for out of town travel.~~

Food/Meal Costs

NWRC complies with Internal Revenue Service (IRS) rules regarding taxability of meal reimbursement.

NWRC employees, volunteers, members of the various Boards, members of the NWRC, and other authorized individuals will be reimbursed meals, based on the state approved per diem rate, related to the official business situations listed below, provided that such have been allocated in the appropriate budget:

Reimbursable Meals Non-taxable

- Costs of Board and Council members and related staff at official events and other NWRC business related meetings and activities.
- Cost of coffee and other refreshments at training sessions or staff meetings for NWRC employees, including employees of other jurisdictions.

- Cost of working lunches and/or light refreshments such as with citizen committees, government officials and the like.
- Cost of meals and/or refreshments at employee training events and/or meetings.
- Cost of meals when traveling away from home overnight.

Reimbursable Day Meals Taxable

NWRC employees may be reimbursed for a meal expense if they travel for NWRC business more than 50 miles from their home office and are away from the home office for 3 or more hours. In these instances, the meal is not an integral part of NWRC business and the employee receives a break for the meal. Meals reimbursed under these circumstances are considered day meals and taxable income per IRS Publication 463.

All employee reimbursement requests must be approved by the employee's supervisor or designee. Except in limited circumstances, meal cost must be incurred and paid by the claimant. (See documentation section.)

Lodging

Lodging will be reimbursed at a reasonable rate (actual cost for the employee only) for a single room. Room sharing is encouraged. Employees are required to ask for government rates.

Registration Fees

Registration fees for attendance at approved conferences, workshops, etc. are allowable expenses, including reasonable cost for CEU administrative fee.

Professional Liability Insurance

Nurse Case Managers may submit their professional liability insurance documentation to NWRC for payment or reimbursement.

Documentation

No expense claim for reimbursement shall be paid unless it includes specific documentation of the business purpose in the "Purpose of the Trip" column and is accompanied by the required receipts. Such receipts should show the date, a description of the purchase, vendor identification and amount paid. Receipts are required as follows:

- **Meals.** For **taxable/day** meal reimbursement for travel during the workday, include miles driven and hours away from home office in the “Purpose of Trip” column. Please refer to the Food/M meal costs section for details on allowable meal reimbursement and taxability.
- **Lodging.** Actual itemized hotel/motel bill must be submitted.
- **Transportation.** Reimbursement for taxi, bus, airplane, train, rental car, and gas purchases requires a receipt. Reimbursement for parking and bridge tolls, and ferry travel will be reimbursed at actual costs; receipts are required if they are available.
- **Registration fees.** These costs are normally paid directly to the vendor by the NWRC. In the event the employee pays the registration fee, a receipt from the event must be submitted to secure reimbursement. A copy of the cancelled check (front and back), made payable to the event, may be used to document payment in-lieu-of a receipt.

A vendor may bill the NWRC directly for certain travel expenses, such as air fare, lodging, and registration fees. A vendor may invoice the NWRC directly for group meals. These expenses must be authorized in advance by the Executive Director of the NWRC.

Expenses shared between two or more employees may be included on one bill. If such shared expenses are combined on one bill, the bill will be attached to one expense claim, with the names of all employees’ meals included listed on the bill, along with the circumstances of the event. A photocopy of the bill will be attached to each participant’s expense claim, identifying the name of the employee submitting the original receipt. Actual receipts are required in this instance.

Allowable Incidental Expenses

Employees may be reimbursed for the following incidental expenses:

- When other payment methods are not available (petty cash, NWRC account, purchase order), employees may be reimbursed for allowable costs incurred to purchase such items as copies, office supplies, shipping, etc. A receipt is required for reimbursement.
- If an employee makes NWRC-related calls on their personal cellular phone, the cost of the call may be reimbursed when it actually creates a charge for the call (not included in the “free” portion of the monthly charge). Employee must attach a copy of the telephone bill to their Expense Claim. Reimbursement will include tax at the rate identified on the telephone bill.
- When out of town on NWRC business, employees may be reimbursed for brief telephone calls to family members to notify them of a change in their return date/time.

Ineligible Expenses

Certain expenses are considered personal and not essential to the transaction of official NWRC business. Such non-reimbursable expenses include, but are not limited to:

- Liquor.
- Travel paid for by any other organization.
- Personal entertainment and transportation.
- Theft, loss or damage to personal property.
- Expense of spouse, family or other persons not authorized to receive reimbursement under this policy.
- Trip insurance.
- Personal telephone calls, except as noted under Allowable Incidental Expenses

Reimbursement Expense Submission Deadline

Expense claims must be submitted, with proper documentation, to an employee's supervisor at least once each calendar quarter. Due to funding period restrictions, expense claims not submitted by July 10th (for the period January 1st - June 30th) or January 10th (for the period July 1st -December 31st) cannot be reimbursed.

8.02 LIGHT REFRESHMENT AND MEALS FOR MEETINGS

Northwest Regional Council activities are supported by volunteer citizen advisory boards, committees and other public involvement. In addition, NWRC employees participate on intergovernmental and other public committees involving issues and matters important to the NWRC. It is sometimes necessary, healthy, and desirable to provide light refreshment or meals at meetings. Therefore, within reasonable limits established by the Executive Director, coffee, light refreshments, and meals may be provided for meetings, retreats, formal training sessions and community meetings involving NWRC employees, volunteers, advisory board members and NWRC members. Consultation with a member of the management team prior to purchase of light refreshments is required. Approval by the Executive Director is required prior to the provision of meals for meetings. A receipt is required for reimbursement of above expenses.

Definition: Light refreshment includes any nonalcoholic beverage such as coffee, tea, soft drinks, juice or milk, as well as edible items that may be served between meals. Examples of such items are donuts, muffins, cookies, sweet rolls, fruit, vegetables, cheese, etc. Items such as plates, cups, napkins, coffee creamer, sugar, etc. may also be purchased under this provision.

SECTION 9: PERFORMANCE REVIEWS

9.01 PERFORMANCE STANDARDS

To achieve the NWRC's goal to train, promote, and retain the best-qualified employee for every job, the NWRC provides a formal employee performance appraisal process. The appraisal is part of an employee's official personnel file and may be a factor in determining employee development, training needs, validating selection procedures, determining pay increases, promotions, demotions and transfers. The appraisal process may also be used in coordination with planning for layoffs or termination proceedings.

The Executive Director is responsible for developing and maintaining the performance evaluation program and assuring that all positions have written descriptions. Supervisors are responsible for completing performance reviews on time and requesting approval from the Executive Director for any change/additions to position descriptions.

9.02 TRIAL SERVICE PERIOD REVIEWS

Trial service employees shall be evaluated by their supervisor prior to the end of the 6-month probationary period. As with any NWRC employee, the Executive Director may terminate the employment of a trial service employee with or without cause at any time during the trial service period.

Reviews will evaluate the employee's adjustment to employment conditions, integration with the team, job learning progress, attendance, and any other feature of the employee's job that is significant to retention decision-making and prospects of job success. During this period, each employee may receive instruction, review of work, training and any other guidance that is supportive of the employee's opportunity for success on the job.

Circumstances may require additional observation and NWRC may extend the trial service period for a specified length of time.

9.03 ANNUAL PERFORMANCE REVIEWS

All employees will be evaluated on at least an annual basis. The Executive Director may be evaluated by the NWRC. A new step within the salary range schedule is considered at the anniversary date of employment for all employees following an evaluation of successful performance and recommendation by the supervisor with approval by the Executive Director. Employees must receive a "meets expectations" rating (or above) in order to receive the next available step increase.

During the evaluation process, the supervisor will meet with the employee to discuss the employee's performance which will be documented on the

performance review form. At the conclusion of the performance review meeting, the employee will sign to acknowledge the performance review meeting. The employee will receive a copy of the performance review and the original will be placed in the employee's personnel file. Employees may provide their own comments regarding their performance review which will be placed with their review in their personnel file upon request.

If an employee's overall performance is unsatisfactory, the supervisor, in consultation with the Executive Director, may withhold the step increase or may defer the step increase for a stipulated period of time or until the employee's job performance is satisfactory. Such performance reviews may be accompanied with a disciplinary notice which describes the required improvement and timeline.

9.04 DISCRETIONARY REVIEWS

When, in the opinion of the supervisor, a gradual or marked decline in the performance of an employee occurs, the supervisor may conduct a discretionary review. This review would be used as a discussion guide to review the performance changes and identify corrections needed. Discretionary reviews will be completed and reviewed with the employee, and placed in the employee's personnel file as a means of formally recognizing the need to correct significant declines in an employee's performance. Such performance review may also be accompanied with disciplinary notices.

This review process is entirely discretionary on the part of the NWRC.

SECTION 10: CONCERN RESOLUTION AND DISCIPLINE PROCEDURES

10.01 PROCEDURES FOR RESOLUTION OF CONCERNS

The NWRC recognizes that fostering a work environment which allows employees the opportunity to openly voice their concerns, suggestions, and problems can contribute significantly to improving the overall quality of work and conditions of employment. Toward that end, the agency will support an “open door” management style and encourages employees to share their concerns, suggestions, or problems before they escalate to a more severe situation.

Employees are encouraged to contact their supervisor to discuss any concern, problem, or suggestions. Those employees who do not wish to voice their concern, problem, or suggestion in an oral, face-to-face manner may submit their concerns in writing. While the NWRC encourages employees to resolve concerns on the most immediate level, in the event the employee’s concern relates directly to the employee’s supervisor, the employee should contact the next level (i.e., the supervisor’s supervisor). When attempts have been made to resolve the situation at the previous levels, employees may bring their concerns/issues directly to the Executive Director.

10.02 DISCIPLINE GUIDELINES

The disciplinary guidelines outlined below are simply guidelines which describe in general terms the options for discipline. Supervisors and managers have the full discretion and authority to determine disciplinary action most appropriate based on the circumstances of the particular situation.

When an employee fails to adequately perform the requirements of ~~his or her~~[their](#) job or to meet reasonable standards of conduct, the supervisor will notify the employee, according to the principle of progressive discipline.

In the event that discipline is necessary, any of the following types of disciplinary actions may be used:

1. **Verbal Warning.** A verbal warning is a counseling session on the subject of the employee’s conduct, performance, or ~~his/her~~[their](#) failure to observe a guideline, policy, regulation, or administrative instruction. During this session, the supervisor will discuss NWRC expectations and the change in behavior required by the employee. The manager/supervisor will document the discussion on a “Verbal Warning Form.”
2. **Written Warning.** A written warning is a formal written disciplinary action for inadequate performance, misconduct, or violations of NWRC policy. Written reprimands will be documented on a “Corrective Action Form” and discussed with the employee.

3. **Suspension/Last Warning.** A suspension is a temporary, unpaid absence from work, which may be imposed as a result of inadequate performance, misconduct, or violations of NWRC policy. A Last Warning is a message to the employee indicating that any further unsatisfactory conduct or performance will result in termination. Last warning disciplinary action may be given when the employee is being disciplined at this level but NWRC is not requiring unpaid leave. Suspension/Last Warning reprimands will be documented on a "Corrective Action Form" and discussed with the employee.
4. **Termination.** This level of disciplinary action ends the employment relationship. A termination is documented on a "Corrective Action Form" form and discussed with the employee.

The employee will receive a copy of the disciplinary notice and all originals will be maintained in the employee's personnel file. The level of disciplinary action is evaluated on a case-by-case basis. The NWRC recognizes the benefits, in some cases, of using progressive discipline, but retains the discretion and flexibility to use the discipline it considers appropriate to any particular situation, up to and including immediate termination. Nothing in this policy is intended to change the At-Will status of NWRC employees.

10.03 PRE-TERMINATION MEETING

The Executive Director will give the employee written notice that such action may be taken and state the reasons. The employee will be provided an opportunity to respond verbally or in writing prior to any action being taken.

SECTION 11: EMPLOYMENT SEPARATION

11.01 LAYOFFS

In the event of a position elimination due to an organizational restructure, lack of funds, or other reasons outside the employee's control, the employee concerned will receive a minimum of two (2) weeks written notice from the Executive Director. The NWRC reserves the right to provide two (2) weeks compensation in lieu of written notice at the discretion of the Executive Director.

11.02 VOLUNTARY RESIGNATIONS

In case of voluntary resignation, the employee will give a minimum of two (2) worked weeks written notice to the Executive Director, unless there are extenuating circumstances and other arrangements have been made. Failure to comply with this provision shall mean forfeiture of all or part of termination vacation benefits as described in the vacation leave policy.

An employee's last day worked, whether retirement or another type of separation, will be the date of termination. Payment of all eligible vacation will occur as outlined in the vacation policy.

On occasion, the NWRC may deem it in the best interest of the organization to end the employment relationship at the time the employee provides his/her/their written notice. In such cases, the NWRC reserves the right to accept the voluntary resignation at the time it is given and compensate the employee for the notice period (two weeks or less). In such cases, the date of termination will be at the conclusion of the paid notice.

11.03 RETIREMENT

The NWRC is a member of the federal Social Security System and the Washington Public Employees Retirement System (PERS). If an employee is contemplating retirement or has questions about the retirement system he or she/they should contact the appropriate agency.

11.04 BENEFITS & COMPENSATION AT SEPARATION

Accrual of vacation and sick leave shall cease on the date of termination. Eligibility for other benefits shall also cease on the date of termination, except where coverage under specific insurance programs automatically continues to the end of a month under terms of the contract or agreement governing such insurance and except as provided for under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Regular employees who are terminating active employment shall receive, in addition to their earned salary for the last month of employment, payment on the

same payroll for all vacation accrued, but not used, at the time of their separation. Trial service employees do not receive compensation for any accrued vacation.

(Cross Reference Section 6.02, SICK LEAVE AND FAMILY CARE)

Upon retiring under PERS, the monetary equivalent of fifty-two (52) percent of an employee's accrued sick leave will be contributed to the employee's Retirement Health Savings Plan Account.

Upon separation (termination, discharge, or layoff,) but not retiring, from NWRC after 20 years ~~(240 months)~~ or more longevity, [an employee with 80 hours or more of sick leave will receive](#) the monetary equivalent of fifty-two (52) percent of an employee's accrued sick leave will be contributed to the employee's Retirement Health Savings Plan Account.

[An employee who chooses not to enroll in a RHSA will forfeit accrued eligible sick leave.](#)

[In all other cases, sick leave is forfeited at the time of separation. When an employee leaves NWRC and is rehired within twelve months of separation, previously accrued and unused sick leave at the time of separation that has not been cashed out \(as referenced above\) will be reinstated and the previous period of employment will be counted for purposes of determining the employee's eligibility to use sick leave.](#)

11.05 EXIT INTERVIEW

At an employee's separation, NWRC will attempt to conduct an exit interview to gain insight into the reason for the employee's separation and to identify areas in which the agency can improve selection, training, or business operations.

SECTION 12: SAFETY AND ON THE JOB INJURIES

12.01 GENERAL SAFETY

NWRC strives to provide for a healthy and safe work environment. All employees are responsible to observe and practice the highest standard of safety at all times in performing their jobs. Employees who violate safety standards or who do not perform their duties in a safe manner will be subject to disciplinary action, up to and including termination of employment.

12.02 REPORTING ON-THE-JOB INJURIES OR NEAR MISSES

Employees who are injured on the job, or whose injuries are directly related to the performance of their job duties, are required to report such injuries to their supervisor immediately, regardless of how minor the injury may be. In addition, incidents in which an employee is almost injured or suffers a near miss should also be reported. Employees need to follow these steps when injured or there is a “near miss” on the job:

1. The employee must complete the “Employee Injury/Accident Report” and return it to their immediate supervisor for review and completion of the supervisory section.
2. The employees will cooperate to their fullest extent on all accident investigation and injury inquiries.
3. If medical treatment is necessary, the employee should notify the treating physician that the injury was work-related and that the NWRC is covered under the State Worker’s Compensation Fund program.
4. The employee shall contact [his/her/their](#) supervisor as soon as possible, following a physician’s visit, to provide an update on the employee’s status and ability to return to work.
5. If the employee is injured, a return to work release from the treating physician will be required from the employee prior to returning to work.