

**Panhandle Public Health District
Board of Health Agenda**

Date: April 13, 2023			
Time: 8:00 am – 9:30 am			
Location: Platte River Room, Gering Civic Center, 1050 M Street, Gering, NE			
Topic	Exhibit – number indicates electronic copy	Who	Outcome
Call to Order, Open Meeting Act, & Introductions		M. Parker	
Consent Agenda <ul style="list-style-type: none"> • Approval of Agenda • February 2023 Meeting Minutes • Directors Report – April 2023 • Upcoming Training Opportunities • Upcoming Board Terms 	00 – White 01 – White 02 – Purple 03 – White 04 – White	M. Parker	Motion
Finance Committee Report January-February 2023 Financial Statements	05 – White 06-07 – Blue	K. Engel	Status Update
Salary Schedule 2023-2024	08 – White	K. Engel	Motion
Executive Committee Minutes – Architectural Design Contract	09 – White	K. Engel	Motion
Architectural Design Approval	10 – White	K. Engel	Motion
Employee Manual 2023	11 – White	S. Williamson	Motion
Director’s Retirement Planning Process		K. Engel	Status Update
Director’s Evaluation Process		K. Engel	Status Update
Jessica Davies Health Equity Champion Award	12 – White	K. Engel	Status Update
MAPP Next Steps		K. Engel	Status Update
Legislative Review		K. Engel	Status Update
Strategic Plan Update		S. Williamson	Status Update
Accreditation Update		S. Williamson	Status Update
Other Business		M. Parker	Status Update
Public Comment			
Meeting Adjourns		M. Parker	Motion

Next Meeting Date: June 29, 2023

Time: 8:00 am – 9:30 am

Place: Gering Civic Center, Gering, NE

See back for a glossary of program, process, and partner names

Program & Processes:	
BT – Bioterrorism	MRC – Medical Reserve Corps
CIA – Clean Indoor Air Act	PPC – Panhandle Prevention Coalition
COP – Children’s Outreach Program	PRMRS – Panhandle Regional Medical Response System
KFND – Kids Fitness and Nutrition Day	TFN – Tobacco Free Nebraska
HFA or HV – Healthy Families	WNV – West Nile Virus
Hub – Health Hub	PWWC – Panhandle Worksite Wellness Council
MAPP – Mobilizing for Action through Planning and Partnerships	

Partners & Public Health Organizations:	
CAP-WN – Community Action Partnership of Western Nebraska	PP – Panhandle Partnership aka “The Partnership”
PPC – Panhandle Prevention Coalition	DHHS – Nebraska Department of Health and Human Services
UNMC – University of Nebraska Medical Center	WCHR – Western Community Health Resources
NALBOH – National Association of Local Boards of Health	SALBOH – State Association of Local Boards of Health
NACCHO – National Association of City and County Health Officials	SACCHO – State Association of City and County Health Officials
NALHD – Nebraska Association of Local Health Directors	PHAN – Public Health Association of Nebraska

**Panhandle Public Health District
Board of Health Meeting Minutes
February 15, 2023
Virtual Meeting**

Members Present		Member Absent	
Bob Gifford	Banner County Commissioner	Brian Brennemann	Grant County Commissioner
Carl Stander	Kimball County Commissioner	Jon Werth	Grant County Spirited Citizen/ Board Veterinarian
Carolyn Jones	Box Butte County Spirited Citizen	David Cornutt	Board Physician
Dan Kling	Sheridan County Commissioner	Hal Downer	Sioux County Commissioner
Daria Faden	Kimball County Spirited Citizen		
Diana Lecher	Dawes County Spirited Citizen		
Dixann Krajewski	Garden County Commissioner		
Jackie Delatour	Sioux County Spirited Citizen		
Kay Anderson	Morrill County Spirited Citizen		
Ken Meyer	Scotts Bluff County Commissioner		
Kristin Wiebe	Scotts Bluff County Spirited Citizen		
Mandi Raffelson	Cheyenne County Spirited Citizen		
Marie Parker	Banner County Spirited Citizen		
Pat Wellnitz	Sheridan County Spirited Citizen		
Randy Miller	Cheyenne County Commissioner		
Steve Burke	Box Butte County Commissioner		
Steve Fischer	Deuel County Commissioner		
Susanna Batterman	Morrill County Commissioner		
Vic Rivera	Dawes County Commissioner	Vacant	Garden County Spirited Citizen
William Gray	Deuel County Spirited Citizen	Vacant	Board Dentist

Staff Present		Guests Present	
Kim Engel	PPHD Director		
Sara Williamson	PPHD CFO/Accreditation Coordinator		
Jessica Davies	PPHD Assistant Director		
Megan Barhafer	PPHD Community Health Planner		
Tabi Prochazka	PPHD Deputy Director of Health Promotion & Preparedness		

Key Actions Taken:
<ul style="list-style-type: none"> • Approved June 30, 2022 Audit Report • Ratified Executive Committee Minutes • Approved purchase of Hemingford Office Location for \$150,000 • Approved budget for ARPA funds • Approved revision to QI & PM Plan 2022-2023 • Approved cafeteria plan and resolution • Approved funding application to United Way for DHP

Call to Order/Introductions:

President Marie Parker called the meeting to order at 8:00 am. The meeting was conducted virtually in compliance with the Nebraska Open Meeting Act, with a copy available in the public location of the PPHD Director's office at the PPHD Scottsbluff office. The regular board meeting was publicized in the Star Herald on February 11 and the meeting notice, Open Meeting Act, and meeting packet were posted on the PPHD website on February 13 at www.pphd.org. A quorum was confirmed. Director Kim Engel welcomed Steve Burke as the newly appointed commissioner from Box Butte County.

Consent Agenda:

Gifford motioned to approve the consent agenda as presented and was seconded by Wellnitz. A voice vote was held with all in favor, none opposed or abstained. Raffelson, Meyer, and Krajewski were absent for the vote.

Audit Report:

Jim Gardner with Gardner, Loutzenhiser, and Ryan, P.C., presented the audit report for the fiscal year ending June 30, 2022. He reviewed the letter to the board of directors, noting that there is a new independent auditor's report this year, and the scope of the auditor's responsibilities for the audit. PPHD is in good financial position with a net positive position and there is no concern for PPHD's ongoing operations. Gardner note the State's pension plan is in good position and is overfunded. PPHD expenses over \$750,000 in federal funds and is subject to a single audit. Gardner reviewed the single audit report.

The only item of note is that GLR prepared the financial statements for PPHD, which is common for an entity of PPHD's size, and has been noted every year. There were no findings of noncompliance and no findings or questioned costs related to PPHD's federal programs. Gardner Reviewed SEFA and noted the federal funding tested for the single audit were the Immunization Grant and the Highway Safety Office Funding. The auditors presented an unmodified (clean) opinion, noting no material weaknesses, no issues of non-compliance, and no issues with federal programs.

PPHD is a low-risk auditee because PPHD has had single audits for at least the 3 prior years with no issues with PPHD's federal programs. Twenty percent of the federal expenditures are tested for entities with low-risk status. The audit has been uploaded to both the State Auditor's office and the Federal Audit Clearinghouse.

The floor opened for questions. There was no discussion. A motion to approve the audit report as presented was made by Wiebe and seconded by Meyer. A roll call vote was held with all in favor, none opposed or abstained. Gardner noted the merger between Gardner, Loutzenhiser, and Ryan, P.C. and Casey Peterson and Associates took effect January 1, 20223. Future audits will be under Casey Petersen. Gardner left at 8:27 am.

Finance Committee Report:

Engel presented on behalf of the finance committee that met virtually on Feb 6. The minutes and financial statements for November and December were included in the packets. There was no additional discussion.

Miller asked for clarification on the approval of the ARPA funds being approved by the state since the funds are federal. Engel explained that state approval is an extra step that PPHD has to take to get approval for the funds.

There was a motion from the committee to approve the financial statements and reports. A roll call vote was held with all in favor, none opposed or abstained.

Executive Committee Minutes:

Engel recapped the process to pursue purchasing the office in Hemingford. The executive committee met virtually on January 27 to discuss the purchase process with Realtor Henry Huber. Engel reviewed the meeting minutes. The committee approved continuing with negotiations and not proceed if the counteroffer was above the assessed value of \$142,000. Since the meeting, the sellers countered with a firm \$150,000 offer.

Subsequent email exchanges with the executive committee came to the consensus that \$150,000 was a reasonable price to make the sale happen.

Engel investigated the potential of constructing a new building, which would exceed \$500,000, far beyond the ability to purchase with ARPA funds.

Engel noted the appraisal was done by Rocking W Bar Appraisal and comps were done for a few locations in Hemingford and a few in Alliance due to the limited market. The appraised value is \$65,000. The appraisal document was sent to all members and presented for review. The board discussed the disparity between appraised, assessed, and asking price.

Before proceeding into discussion on the purchase, a motion by to ratify the executive committee minutes was made by Gifford and seconded by Jones. A roll call vote with all in favor, none opposed or abstained.

Real Estate Purchase:

The board continued discussion about the potential purchase. It was noted that the building is 3,450 square feet, bringing the cost per square foot at the asking price to \$43.47. The purchase would be in cash from PPHD’s budgeted ARPA funds. The related remodeling would then be solicited and would also be paid from ARPA funds. An initial estimate was for \$248,000.

Meyer asked who would be paying the closing costs and Engel noted it had not been discussed yet. The board again confirmed that all proposed costs – building purchase, closing costs, and remodeling costs – were all allowable under ARPA. Engel explained that these costs had all been approved by the state and said a few other health departments are doing something similar.

A motion to approve purchase of the Hemingford office for \$150,000 was made by Meyer and seconded by Kling. A roll call vote was held with all in favor, none opposed or abstained.

Meyer recommended continuing to use Henry Huber to complete the purchasing and listing agreement.

Procurement Process for Remodeling Work:

Engel explained that once the purchase of the building is complete, the next step is to obtain quotes from additional vendors for the remodeling work. PPHD must have all ARPA funds spent by December 31, 2024.

A motion to secure quotes for remodeling on the newly acquired building was made by Miller and seconded by Meyer. A roll call vote was held with all in favor, none opposed or abstained.

ARPA Budget:

Engel reviewed the ARPA budget that was submitted to the state on Feb 1 and approved Feb 2. PPHD has the ability to submit budget revisions if needed. Burke asked how funds were distributed and Engel noted it is cost reimbursement. Miller asked about obligation deadlines and Engel noted everything has to be spent by December 31, 2024.

A motion to approve the ARPA budget as presented was made by Miller and second by Gifford. A roll call vote was held with all in favor, none opposed or abstained.

Performance Management/Quality Improvement Plan:

Megan Barhafer, PPHD Community Health Planner, presented the updated Performance Management and Quality Improvement Plan for 2022-2023. Barhafer noted minor revisions to the plan more explicitly define PPHD’s process for selecting QI projects, soliciting and using customer feedback, assessing the effectiveness of the plan, and how QI activities are communicated.

A motion to approve the revisions to the plan as presented was made by Wiebe and seconded by Wellnitz. A voice vote was held with all in favor, none opposed or abstained.

Cafeteria Plan & Resolution:

Engel noted the cafeteria plan and resolution adoption are required annually to allow staff pre-tax contributions to employee benefits.

A motion to approve the cafeteria plan and adopt the resolution was made by Wellnitz and seconded by Batterman. A roll call vote was held with all in favor, none opposed or abstained.

DHP United Way Application:

Last year PPHD applied for and received funding from United Way for \$10,000 to support the Dental Health Program. The application process requires approval from the board of health.

A motion to approve applying for United Way funding was made by Batterman and seconded by Burke. A roll call vote was held with all in favor, none opposed or abstained.

MAPP Kickoff Update:

Engel and Barhafer reviewed the MAPP kickoff meeting held at the Gering Civic Center on February 8. Engel reviewed the socio-ecological model, Adverse Community Environments, consisting of Adverse Childhood Experiences and Adverse Community Environments. Experiencing a higher number of ACE as a child results in poorer health outcomes later in life as evidenced by a robust study done by Kaiser Permanente and the CDC. She also reviewed the updated Robert Wood Johnson Foundation (RWFJ) graphic explaining how equity and equality are not the same thing, and that by improving the conditions for the most vulnerable populations improves the conditions for all. She gave the example of improving a street crossing by providing inclined access from the curb to the street which benefits not only the person in the wheelchair, but also the person with a cane, a mother pushing a stroller or a child on a bike.

A new vision for the community health assessment process was developed based on the focus question “If we could align our resources, what would our vision for a safer and healthier Panhandle be?” Key elements of the vision are:

1. Incentivizing wellness and mental well being
2. Access to safe, decent, affordable housing
3. Increase social connectedness
4. Workforce development and sustainability
5. Optimizing health systems collaboration to serve the area
6. Robust system to address behavioral health
7. Community equity
8. Advocacy to address access for patients
9. Resource accessibility
10. Safe built environments
11. ACE prevention

The board was invited to participate in future steps in the process and will be updated as priorities are determined.

Legislative Review:

Engel gave a brief update on noted items currently working their way through committee hearings in the state legislature:

LB 114 – increase state funding for home visitation. The federal government increased funding for MIECHV, but states are required to match it. Nebraska is currently contributing 1.1 million toward existing funds received under MIECHV. The bill would increase the total to 2 million to match and maximize the newly available federal funds. The current 1.1 million does not count toward the match on the increased funds.

LB 115 – Adopt the Family Home Visitation Act before the HHS committee; to add a statutory definition related to home visitation. PPHD has been providing Health Families home visitation since 2011. Engel is also on NACCHO board and will be headed to Washington, D.C. in late February/early March to attend Hill Day and will be meeting with Representatives Smith and Flood and Senator Ricketts.

Strategic Plan Update:

Williamson noted that staff are updating progress on the October-December work on the strategic plan. The summary report is still being developed and will be reviewed at a later meeting. Reporting on the strategic plan work is included in each board report.

Accreditation Update:

Williamson provided an update on PPHD’s reaccreditation efforts and noted the deadline is March 5 to have documentation submitted on reopened measures. After the documentation is reviewed a site visit will be scheduled later this year.

Other Business:

Miller expressed appreciation for Engel, Williamson, and all the team involved in completing the successful audit.

Engel shared that PPHD’s 2022 annual report is being mailed out to all Panhandle residents over the next few days and encouraged board members to watch for it. Parker shared that she took the annual report with her when she presented at the NALBOH conference.

Public Comment:

There were no members of the public present to provide comment.

Adjourn/Next Meeting:

A motion to adjourn was made by Gifford and second by Wellnitz. A voice vote was held with all in favor, none opposed or abstained.

The next meeting was scheduled for March 9 at 8:00 am at the Gering Civic Center.

April 2023
Board of Health Report

From the Director

Hemingford Office and ARPA Funds

The purchase of the Hemingford office was completed on March 6. Quotes for architectural services were obtained and the Executive Committee chose to go with Lee Davies Architecture out of North Platte. Lee met with members of the Leadership team in Hemingford on March 29 and sent initial drawings for approval on the 31st. They are included in the packet.

Thresholds Transitions

In anticipation of retirement in January 2025, Kim is attending preparatory classes to assure that both she and PPHD are prepared when the transition to new leadership comes. The steps that have been taken through the accreditation process have positioned PPHD for success. A committee of the board will be asked to review the succession plan and make any updates necessary for full board approval.

Nebraska Public Health Conference

Ten staff members attended the conference in person and five attended virtually on April 4 and 5 in Lincoln. Tabi was very involved in the planning, logistics and facilitation of the conference.

During the awards ceremony, Jessica Davies was presented with the Health Equity Champion Award from the Public Health Association of Nebraska. Jessica was nominated by her staff member, Melissa Haas. The award letter is included in the packet.



NACCHO Leadership Week in DC

Kim attended the NACCHO Leadership week in DC on March 1-3 visiting with Senator Pete Ricketts and Deb Fischer and Representative Adrian Smith. She also attended the NACCHO Board meeting.

Staffing Updates

Vianey Zitterkopf, BSN, RN, and Janet Pruneda, LPN, have resigned and their positions are being advertised. This is a significant loss as both were bi-lingual. Vianey is going back to work in hospital care and Janet is staying home with her newborn. Emily Timm will step into the PRMRS role in addition to her other duties. We will be advertising for an Emergency Response Coordinator.

Community Health Assessment and Improvement Plan

CHA/CHIP Update

The MAPP Visioning and Forces of Change Kick off meeting was held on February 8th at the Gering Civic Center with 57 people attending. Megan reviewed the pertinent data with the group and her team facilitated the development of the Practical Vision and Waves of Change. See the vision below:

If we could align our resources, what would our vision for a safer and healthier Panhandle be?										
Incentivizing wellness & mental well being	Access to Safe, Decent, Affordable Housing	Increase Social Connectedness	Workforce development & sustainability	Optimizing Health Systems Collaboration to serve the area	Robust system to address Behavioral Health	Community Equity	Advocacy to address access for patients	Resource accessibility	Safe Built Environments	ACE Prevention
<ul style="list-style-type: none"> Incentivizing wellness & mental well being 	<ul style="list-style-type: none"> Affordable Housing Enforcing codes on rental properties Remove stigma 	<ul style="list-style-type: none"> Accessibility to activities Increased social (inclusive) connectedness Informal Social Gatherings & Supports 	<ul style="list-style-type: none"> Adult classes not part of college degree Workforce development increase people +\$ Access to affordable childcare to allow for greater workforce Alternate education 	<ul style="list-style-type: none"> Show casing wellness & mental well being Streamline referral process Affordable easy access including atypical setting (vaccinations & screenings) Healthcare systems - referrals and collaboration Collaborative data sharing Mco's, hospitals, PH. Access to Telehealth 	<ul style="list-style-type: none"> Mental health prevention Early peer detection/professional resources Access & investigation of Behavioral health resources Streamline referral process Mental Health Providers Substance misuse - accessibility, stigma, red tape/penalties Remove stigma Universal MH screening starting pre k- K Education on vaping, drugs & Alcohol (resources & outcomes) CCBHC Community BH Clinics Substance Abuse treatment Access to Telehealth 	<ul style="list-style-type: none"> Written translation resources Safe and Inclusive welcoming communities Culturally inclusive medical & Community Service Full employment and housing for minority families Healthcare Literacy Identify individual community needs 	<ul style="list-style-type: none"> Healthcare access (stay healthy) Cost associated with insurance Assistance for those that do not meet income guidelines Policy on dentists taking insurance Advocate for insurance co. to cover MH services Access to Telehealth 	<ul style="list-style-type: none"> Increased Food Security Widespread distribution of resources Resource access SHIPP, MCD, Economic Easy to understand resource guide/assistance 	<ul style="list-style-type: none"> Ensure safe walking accessibility Community recreation "safe space" Improved city infrastructure 	<ul style="list-style-type: none"> ACE Reduction Parental Education Collaboration

The prioritization meeting is scheduled for April 28, 2023. During this meeting we will review results from the survey data and from the community partner assessment. After the regional prioritization we will be working with hospitals to get their prioritizations done. We look forward to sharing the annual report for 2022 with you later this year!

Lead – Megan Koppenhafer & Leadership Team

Minority Health Initiative

A rough draft of the Diversity, Equity, and Inclusion Toolkit has been completed and recommended for use by the Health in Disproportionately Affected Communities Advisory Committee. We will take this toolkit to the Worksite Wellness Advisory Committee for its recommendation and then move forward with printing and distributing that resource.

The health equity coaching opportunity by Dr. Helen Fagan that was previously presented to all area hospitals has been extended with hopes of attracting more interest. As of now, Chadron Community Hospital is the only hospital to express interest with cost being the only barrier.

Due to a last-minute drop in participation numbers, the medical interpretation training presented by Regional West Medical Centers language access coordinator has been postponed until June. We offered and recipients accepted two of the three scholarships offered through PPHD. We now have funding available to offer three more scholarships for a total of five that will be offered and awarded to Panhandle residents wishing to expand their knowledge and increase the number of trained medical interpreters in the Panhandle Region. The 40-hour training provides bilingual individuals with basic interpreting skills to be an effective interpreter in a medical setting.

Lead – Kelsy Sasse

Performance Management and Quality Improvement

Performance management meetings took place in January. Metrics are available on the website here: http://www.pphd.org/performance_management.htm Performance management meetings for Q1 of 2023 are scheduled for mid-April.

Lead – Megan Koppenhafer

Strategic Plan

Strategic planning workgroups are meeting to develop action plans and monitor progress. We are developing a dashboard that will monitor progress in more detail under each strategic direction and provide a summary overview of progress. Updates on progress will be included in future board reports and at board meetings.

Lead – Sara Williamson

Vaccination

We are currently interviewing for Public Health Nurse positions. We have transitioned the monthly vaccine provider meetings to the Panhandle Immunization Coalition meetings and held our first one in March. We are continuing to determine what the ideal day of the week and time to be most conducive with so many key partners and their schedules.

Staffing - Jessica Davies

Fit Testing

We have sub-contracted with Regional West Community Health to conduct fit testing for area long-term care facilities and assisted living facilities until we have Public Health Nurses on staff. We were able to secure a NACCHO Infection Control Scholarship that will assist our nurse(s) with completing a certification process for Certified Infection Control (CIC).

Staffing - Jessica Davies

Worksite Wellness

PWWC

The Panhandle Worksite Wellness Council is continuing to bring education and training to the Panhandle. Below are a list of trainings & facilitations offered:

- Completed Living Well workshop, with 6 people completing
- Mental health initiatives and meetings with Chadron/Northern District and other Panhandle groups
- Worksite scorecard surveys sent, along with meeting requests
- Participating in the SpaceCAT grant
- Mental Health Matters presentation for 105 teachers and staff on February 20th
- Participating in Psychological First Aid for Schools

Trainings:

- Health Specialists Certification

Lead- Jessica Davies & Nicole Berosek

Governor's Wellness Award

Below are a few updates for the 2023 application:

- All documents were sent to DHHS for review
- DHHS is working with the new Governor's office regarding the subaward grant
- The advisory committee has finalized the scoring matrix for the 2023 application

Lead- Jessica Davies & Nicole Berosek

Preparedness

PRMRS – Panhandle Regional Medical Response System

PRMRS partners participated in the Risk Communication and Volunteer Management Workshop led by UNMC in March. The combined workshop provided public health departments and their partners the opportunity to apply

knowledge learned in volunteer management and risk communication in a discussion based, participant centered workshop.

We contracted with Blue Cell to facilitate the Radiological Response Tabletop Exercises and are inviting partners that would respond to a radiological emergency. The exercise will be held on May 11 in Bridgeport.

The PRMRS First Responder work group is looking into applying for a grant to support first responder Mental Health.

Lead - Tabi Prochazka

BT – Public Health Emergency Preparedness

We have revamped the Emergency Response Coordinator Job Description to align with the duties that will support the Preparedness program, including planning, volunteer management, and inventory management. We will be advertising in approximately three weeks.

The ERC workshop in early March included representatives from the Nebraska Blind and Visually Impaired, Nebraska Commission for the Deaf and Hard of Hearing, Nebraska Emergency Management Agency, National Alliance on Mental Illness, DHHS State Refugee Coordinator and State Refugee Health Coordinator, Mosaic, Legal Aid Society of Nebraska, Disability Rights Nebraska, Richard Young Hospital, UNK Director of Residence Life, Buffalo County Community Partners, Ayuda Nonprofit Organization and Brookestone Home Health and Hospice. TTX exercise with these individuals and attendees occurred the afternoon of March 8th.

PPHD is partnering again with the Nebraska Commission for the Deaf and Hard of Hearing in Partnership with Nebraska Vocational Rehabilitation, Nebraska Commission for the Blind and Visually Impaired, Independence Rising, and Region 22 Emergency Management to host the second Disability Disaster Preparedness Workshop in May to be held Scottsbluff with virtual participation available.

Free COVID test kits are available at community locations throughout the Panhandle. <https://tinyurl.com/4fkydcfe>

We continue to work with ICAP and Long-term care partners to assure they are receiving the most up-to-date guidance and have sufficient PPE and test kits when in outbreak status.

Lead - Tabi Prochazka

Disease Investigation

PPHD/SBCHD continue to review and/or investigate infectious disease cases. Reportable diseases in Nebraska are listed at:

<https://dhhs.ne.gov/epi%20docs/NPHL%20Reportable%20Disease%20Title%20173%20Chart%20%20Version%202023%2002%2020.pdf>

The state lab 24/7 number was successfully tested.

Emily completed the Applied Epidemiology course, a requirement of the PHEP Grant.

Lead – Kendra Lauruhn/ Emily Timm

STI (Sexually Transmitted Infections) tracking updates

Emily will continue to work HIV, syphilis, gonorrhea, and chlamydia STI cases daily as cases become available in the queue and our hope is to transition the case investigations to the Public Health Nurse(s) when they are on staff.

Lead -Emily Timm and Jessica Davies

Cancer Prevention

Colorectal Cancer Awareness and Screening Updates

We promoted Colon Cancer Awareness in March and are now distributing the new and improved one-sample FIT test kits. Panhandle residents between ages 45 - 74 are eligible to receive a free at-home test kit by calling or registering online.

Lead – Cheri Farris

Chronic Disease Prevention

NDPP

Cheri trained 15 lifestyle coaches across the state in January to offer the National Diabetes Prevention Program. We continue to work with the state to offer ongoing support and training for state-wide lifestyle coaches. t there.

Lead, Cheri Farris

Living Well

Nicole and Janelle are currently offering Living Well for worksites virtual workshops; they recently wrapped up this workshop. Currently our Scotts Bluff County Health Department partners are facilitating an in-person Living Well Workshop at Colson Manor in Minatare. There are plans in place to offer more workshops in the southern Panhandle this fall.

Lead – Cheri Farris, Janelle Visser, Nicole Berosek



The flyer for the Living Well Workshop features a teal header with the title. Below the title, it states 'Join Today at NO Cost!' and lists the duration as '2 hours', frequency as '1x per week', and total length as '6 weeks'. The goal is to 'Take Charge of Your Health'. The location is 'WestWay Christian Church, 1701 W 27th St, Scottsbluff'. The schedule is 'Mondays 9-11 a.m., September 26 - October 31'. It asks 'Do you have a chronic condition or care for someone who does?' and describes the workshop as an interactive 6-week program providing tools for health control. A list of learning objectives includes: manage symptoms, manage medications, communicate well, eat healthy, get physical activity, solve problems, and more! The contact information is 'To register Call: 308-630-1126'. The slogan is 'Be Empowered! Join Today!'. Logos for Scotts Bluff County, Living Well, and Panhandle Public Health District are at the bottom. Three photos on the right show people engaged in healthy activities: a group in a gym, a woman with a basket of produce, and a man and woman smiling.

Aging Office of Western Nebraska Partnership

The Area Office on Aging (AOWN) Title IIID funds help support PPHD in coordinating evidence-based programs including Living Well and National DPP. We continue to explore creative ways to meet the needs of this population and are currently exploring options to add more falls prevention programs which we hope to implement this year.

HALT Diabetes

The fully online DPP called HALT Diabetes, an application and/or website that offers short videos and lessons each week and a live coach accessible through the app is still going through April and July this year. Cheri is both coach and administrator for the Panhandle area. Recently DHHS implemented monthly HALT roundtable calls which Cheri is participating in. Cheri created and distributed a survey to gauge interest and explore retention strategies with mostly positive feedback. <https://preventdiabetesne.org/>

Health & Wellness Coaching

Cheri continues to provide health coaching to area residents and PWWC members. We continue to explore opportunities to implement healthy living programs for Panhandle residents.

Lead – Cheri Farris

Motivational Interviewing Trainings

Cheri recently facilitated a 2-day level one motivational interviewing training for 21 participants in partnership with PPI. The training went very well and future trainings have been requested. She also led a one-hour breakout session at the Public Health Conference on April 4.

Lead - Cheri Farris

Healthy Families - Nebraska Panhandle

We have been extra busy these past couple of months reaching out to referrals. Our referrals in the past couple of months have been fruitful – in February we received 10 referrals and in March we received 16! The team has been working diligently to connect with all the new referrals. One of our home visitors is on maternity leave bonding with her beautiful new baby girl. Her families were disbursed out evenly amongst the team, so everyone has been extremely busy, but everything has been working out just fine. We have a great team that pulls together and gets the work done.

Accreditation continues to be underway and approaching quickly. The self-study will be ready to submit by June 19, 2023, and the site visit will begin on July 30, 2023. Much work is being done on these efforts by all. It is amazing what we have learned through this process and will continue to learn about operating to fidelity of the model to ensure we are providing the most professional evidence-based services to our communities.

In March a video production team came to our site for a couple of days to conduct interviews of myself, Dez Brandt - Program Manager, Jennifer Buxbaum – Home Visitor, Kate Batt – DHHS Service Delivery Administrator, and a graduating family. There was further filming of the highlighted family showing some amazing parent child interaction and home visiting interaction along with our partnership with DHHS. The reason our site was asked to do this was because we had the first family to graduate from Child Welfare Protocol in the State of Nebraska. This family was referred to us by a Department Health and Human Services Case Manager and as the family had an open Child Protective Case. This family made leaps and bounds and have overcome many barriers and contributed much of their success to Healthy Families. Once we get the video, we will share this with the board. In the meantime, here are a couple of pictures of the professional interviews that took place.



Left to Right Pictured: Dez Brandt – Healthy Families Program Manager, Jennifer Buxbaum – Healthy Families Home Visitor, and Kate Batt – DHHS Service Administrator.

Lead - Dez Brandt

Panhandle Prevention Coalition

The months of February and March were busy and exciting for the Panhandle Prevention Coalition (PPC). February started off with Liz attending the national Community Anti-drug Coalitions of America (CADCA) conference in Washington DC where she had the opportunity to meet with Representative Adrian Smith on Capitol Hill to advocate for increased prevention and mental health resources. Other trainings Liz attended during this time included First Responder Peer Support training, an overdose prevention webinar, a harm reduction webinar, Real Colors personality training, Question Persuade Refer (QPR) suicide prevention refresher, vaping prevention

advertisements and their efficacy on young people's decisions to vape or not, and Nebraska Prevention Information System (NPIRS) reporting training.

Liz acted as the representative for the Panhandle Prevention Coalition at the Community Health Kick-off meeting. Additionally, Liz attended the planning meetings for May mental health awareness month with several exciting promotions in the works, the Panhandle Coalition for Housing and Homelessness meeting, Region 1 Community Organizer meetings, the Nebraska State Suicide Prevention Coalition meeting, and the planning committee meeting for the Multi-cultural Youth Leadership Conference for which PPHD has been asked to present a session on substance use in young people and mental health.

Several panhandle schools, including Alliance, Gordon-Rushville, and Hemingford, worked with Liz to receive training and to be set up to access the CATCH My Breath vaping prevention curriculum so that they can teach it in their classes. Along with other colleagues, Liz helped present the curriculum to PPHD staff over several staff meetings.

Our Suicide, Overdose, and Adverse Childhood Experiences Prevention Capacity Assessment Tool (SPACECAT) has experienced exciting progress during these two months with several meetings taking place and a SOAR (Strengths, Opportunities, Aspirations, Results) analysis taking place, segueing into a Practical Visioning session which took place during our bimonthly PPC meeting which had excellent attendance, participation, and engagement. The PPC presented at the monthly Western Nebraska Healthcare Network Alliance meeting to inform the members of the various trainings, services, and professional development offered by the PPC and, more broadly, PPHD.

During the last week of March, Liz had a table and represented the PPC at WNCC's week-long student health fair. Fresh fruits and nuts were provided at our booth along with information on the promotion of mental health, and prevention education related to substances, suicide, and STI's. Students seemed quite bashful about taking any brochures on STI's but the draw of food more substantial than candy drew them to our table with a total of 53 students, parents, and faculty stopping by. Two students expressed great interest and enthusiasm regarding the work the PPC does, with one stating they would very much like to be involved and Liz has already had one brainstorming session with them to come up with ideas on how to reach and connect with younger demographics, including the prospect of creating a youth advisory board or workgroup.



Lead - Liz MacDonald

Suicide Prevention

QPR - Question, Persuade, Refer Suicide Prevention Training

Suicide prevention continues to be a priority for the team at PPHD. The next QPR Webinar is scheduled for April 11. We are available to offer in-person or virtual QPR training to individual organizations as needed. We are always looking for new funding opportunities to enable us to continue this important work. Additionally, the team has been involved in other mental and behavioral health trainings that strengthen our suicide prevention efforts, including partnering with the Suicide Prevention Community Engagement and Partnership Coordinator (CEPC) for veterans across most of the Panhandle.

The team is currently working on another mini grant that will be submitted in mid-April.

Lead – Cheri Farris, Nicole Berosek, Janelle Visser

Mental Health Matters

Cheri and Nicole presented to over 100 educators on February 20th. This 5-hour training touched on topics from suicide prevention to stress management and resiliency.

Alliance Suicide Prevention Community Walk

The 14th annual walk will be held on Saturday, September 9, 2023. The walk will start at 8:00 am with registration available prior to the day of the walk.

Lead-Janelle Visser

Tobacco Free

PPHD is working on submitting the request for funding application for the next two years of funding for the Tobacco Free Nebraska Program. Janelle, Nicole, and Liz are currently presenting the CATCH My Breath training to PPHD staff on their Monday morning meetings. Information on vaping was provided at the ESU 13 all school staff development day on February 20.

Lead – Jessica Davies, Janelle Visser, Melissa Haas, and Nicole Berosek

Opioid Response

Opioid education and Narcan training continue to be promoted. Emily had the opportunity to educate over 45 Panhandle educators and school administrators during the ESU 13 all-school staff development and in-service day.

Over 50 lockboxes and Detera pouches were distributed in the past two months to area residents. We continue to research community events to participate in this distribution. Free Narcan availability via the stopodne.com website continues to be promoted.

Two Panhandle schools are interested in implementing an evidence-based opioid prevention program. Information has been provided regarding the State approved curriculum available and we look forward to partnering with these schools in the coming school year.

Our Panhandle Situation Table continues to be successful in connecting high-risk individuals and families to services. As of March 21, 2023, there have been 36 situations brought to the Table. Of those situations, 18 have been connected to services, 8 informed of services, 4 refused services, 3 open, pending connection, 2 deemed not elevated-risk, and 1 unable to locate. Attendance from various service sectors and organizations continues to grow. Partnerships strengthened by our introduction of the Panhandle Situation Table have allowed service providers to be directly contacted and involved outside of the Table, or for those individuals that may not meet the requirements “acutely elevated risk.”

Lead – Emily Timm, Tabi Prochazka

Highway Safety Office

The Highway Safety grant, which supports longer-term injury prevention strategies, is going well.

Below are a few updates:

- Monthly social media promotions
- Working with Teens in the Driver Seat to provide education and awareness to schools in the Panhandle
- Added the school assembly option in our school survey
- Working on the Spring HSO radio and billboard promotions
- Working to finalize school assemblies
- Janelle is continuing to work with her Activate groups to keep our communities active.

Lead – Janelle Visser, Nicole Berosek

Children's Health

Healthy Schools Program

PPHD has continued to provide support to Gordon-Rushville Public Schools with their health and safety plans. We are now entering the 5th and final year of this funding. Janelle worked with the school's committee to provide technical assistance on their action plan. She attended the Psychological First Aid training and is planning to attend the Healthy Schools Spring Institute at Ponca State Park on April 19-20, 2023.

Lead – Janelle Visser, Jessica Davies

Kids Fitness and Nutrition Day

Kids Fitness and Nutrition Day is an important way for kids to take part in a fun day of learning and hands-on activities that teach them about the importance of physical activity and good nutrition. The program is for area 3rd graders. This event will again take place in Alliance, Sidney, Scottsbluff, and Chadron

Planning is already underway for Fall 2023 Kids Fitness and Nutrition Day. Tentative dates and sites include:

- Alliance-Monday, September 18
- Scottsbluff-Tuesday, September 26
- Sidney-Thursday, September 28
- Chadron-TBD

Lead-Janelle Visser

Active Living

Community Walkability/Bikeability

The Kimball, Gordon, Alliance, Tri-City, and Bridgeport Active Living Advisory Committees have been meeting regularly in person and/or virtually. Activate Alliance was recently awarded the Community Improvement Project of the Year by the Alliance Chamber and the committee and their work was honored at their annual banquet.

Walk, Bike, or Roll to School Day will be promoted around the area with several schools participating on May 3.

Bridgeport and Kimball are in the process of designating streets as walking, biking and rolling (wheelchair and stroller) routes.

We were awarded additional funds through DHHS Cancer Prevention that will support active living.

Tri City Active Living Advisory Committee recently did walk audits at the Gering High School and Scottsbluff Longfellow Elementary. The findings and recommendations will be shared with the schools and discussed among the committees. The main goal for the walk audits are to assess the accessibility and safety of the walking, biking, rolling and vehicle traffic to increase safety in school zones and create ideal conditions for students and staff to actively get to and from school.

Lead – Jessica Davies & Janelle Visser

Environmental Health

Radon

Short-term radon kits are still available for Panhandle residents. Residents can request kits online or by contacting Melissa Haas. A request online can be filled out at www.pphd.org. As of March, 47 long term kits have been sent out and 416 short term kits have been distributed. Several posts on PPHD's Facebook page have been made and radon request slips were available at the Panhandle Planning Workshop in Gering on March 15. The biannual report was submitted on February 14.

Lead – Melissa Haas



West Nile Virus

Mosquito trapping for the West Nile virus season concluded the week of September 26 and will resume again the summer of 2023. PPHD will also be taking part in tick surveillance this summer.

Lead - Melissa Haas

Lead

PPHD continues to offer services to Panhandle residents for lead testing as well as conduct EBLL investigations as needed. Information on lead testing was available at the Panhandle Planning Conference in Gering on March 15. Postcards were sent out with lead information to all registered area contractors with the ability for them to scan a QR code to take them to a survey to get more information or materials.

We have assisted in expanding lead poisoning testing in children. WCHR will be testing children in their programs in Chadron and Gordon in May 2023. We will be able to identify more children that are being lead poisoned and help identify the source to prevent further exposure.

Lead – Melissa Haas, Kendra Lauruhn, and Megan Barhafer

Dental Health

Dental Health Program-Keeping Teeth Strong

February was Children’s Dental Health Month and we gave 66 dental health presentations reaching 1,379 people directly. The dental health presentations ranged from elementary students, preschool students, parents, and educators. We return to the schools in the spring to apply another fluoride treatment. These visits are currently being conducted and getting scheduled.

Lead – Kendra Lauruhn

Dental Day

Dental Day 2023 dates have been set for June 9-10. UNMC College of Dentistry and Dental Hygiene will be making their way out west to provide dental services to ages 3-21. Sites for Dental Days will be in Sidney (Life Smiles), Alliance (Horizon West) and Gordon (Gordon Memorial Health Services). Pre-screenings are currently being scheduled until May 19, 2023. Pre-screening sites include Alliance-Dr. Cannon, Bridgeport-Dr. Iske and Sidney-Dr. Dornbier.

Lead-Janelle Visser

Administrative

Human Resources

Notifications for upcoming Annual Performance Appraisals went out to all staff the beginning of March and will be conducted between March and the middle of May.

Bi-annual background checks were conducted for all staff, unless they have been hired within approximately the last 9 months since background checks are conducted for all new-hires.

A skills checklist survey was completed by all staff in March to identify potential training needs for a number of programs and platforms used by staff. Staff rated themselves as either “I Can Teach This”, “I Can Get By”, “Area of Growth”, or “N/A” for skills listed under each program/platform. The leadership team went over the results for all staff, and supervisors received results for those they oversee.

Work anniversaries for the first quarter of 2023:

- Kendra Lauruhn 8 years
- Ashleigh Rada 1 year
- Valerie VanWinkle 1 year

PPHD has 23 regular full-time employees, 1 school-to-work student, and 2 state employed staff. We are currently recruiting/conducting interviews for a new Emergency Preparedness Coordinator, and two new Public Health Nurses.

Lead – Erin Sorensen

Finance

No updates at this time.

Accreditation

Documentation to address the reopened measures was submitted to PHAB on March 3. The next step will be to schedule our site visit. We are excited to be moving to the next step in our reaccreditation journey!

Lead – Sara Williamson

National Association of Local Boards of Health (NALBOH)

Charting the Next Vision: Evolving to Advance our Community's Health

July 31 – August 2, 2023

Tacoma, WA

National Association of City and County Health Officials (NACCHO)

Elevating Public Health Practice for Today and Tomorrow

July 11-13, 2023

Denver, CO & virtual

COUNTY	NAME	TERM
Banner	Marie Parker	Expires June 30, 2025
Box Butte	Carolyn Jones	Expires June 30, 2024
Cheyenne	Mandi Raffelson	Expires June 30, 2023
Dawes	Diana Lecher	Expires June 30, 2023
Deuel	Bill Gray	Expires June 30, 2025
Garden	Vacant	Expired June 30, 2024
Grant	John Werth	Expires June 30, 2025
Kimball	Daria Faden	Expires June 30, 2024
Morrill	Kay Anderson	Expires June 30, 2025
Scotts Bluff	Kristin Wiebe	Expires June 30, 2025
Sheridan	Pat Wellnitz	Expires June 30, 2024
Sioux	Jackie Delatour	Expires June 30, 2024

PPHD Finance Committee
Conference Call Minutes
April 6, 2023 9:00 am

Present on the call were Susanna Batterman, Pat Wellnitz, Kim Engel, Jessica Davies, and Sara Williamson.

Kim reviewed program spreadsheets and noted programs with deviations from normally expenditures for the fiscal year.

- Admin – higher on audit costs than expected but all costs have been paid
- BT- changeover in personnel may result in being underspent for the year
- HV CWP Closed – state has changed reimbursement process for this and we are just starting to receive payments on these visits

Sara reviewed the accounts receivable and the financial statements and check details for January and February.

Motion to approve the program spreadsheets and financial statements by Pat and seconded by Susanna. Voice Vote with all in favor.

Discussed format of future committee packets so that that there is a better presentation of financial information that doesn't involve so many pages of documents.

Reviewed 2023-2024 draft salary schedule. PPHD compares to the other health departments in NE, the Nonprofit Association of the Midlands (NAM), and similar positions in the State of Nebraska annual report. Proposed salary schedule would adjust each wage category range by \$2,000, or about \$1.00/hour raise on all positions. Noted that inflation has had a huge impact on factors and that it is hard to match COLA adjustments given our fixed budgets because those do not automatically increase accordingly.

Motion to approve proposed salary schedule for 2023-2024 by Susanna and seconded by Pat. All were in favor.

The meeting was adjourned at 9:30 am.

PANHANDLE PUBLIC HEALTH DISTRICT

FINANCIAL STATEMENTS

JANUARY 31, 2023

Panhandle Public Health District Balance Sheet

As of January 31, 2023

Cash Basis

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Platte Valley National Bank	284,820.52
1005 · NPAIT (Nebraska Public Agency Investment Trust)	13,530.72
Total Checking/Savings	298,351.24
Total Current Assets	298,351.24
Fixed Assets	
1500 · Furniture and Equipment (Furniture and equipment with useful life exceeding one year)	
1501 · Security System	7,142.00
1500 · Furniture and Equipment (Furniture and equipment with useful life exceeding one year) - Other	57,257.23
Total 1500 · Furniture and Equipment (Furniture and equipment with useful life exceeding one year)	64,399.23
1510 · Van	
1511 · Accumulated Depreciation - Van	-104,672.16
1510 · Van - Other	121,033.00
Total 1510 · Van	16,360.84
1525 · SB Cars	
1526 · Accumulated Depreciation - Cars	-37,340.00
1525 · SB Cars - Other	37,340.00
Total 1525 · SB Cars	0.00
1600 · Scottsbluff Office	
1601 · Scottsbluff Office - Carpet	5,243.20
1610 · Accumulated Depr - SB Office	-25,705.42
1600 · Scottsbluff Office - Other	516,216.74
Total 1600 · Scottsbluff Office	495,754.52
1700 · Accumulated Depreciation (Accumulated depreciation on equipment, buildings and improvements)	-220,470.51
Total Fixed Assets	356,044.08
TOTAL ASSETS	654,395.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable (Unpaid or unapplied vendor bills or credits)	48,792.37
Total Accounts Payable	48,792.37
Other Current Liabilities	
2010 · State Withholding Payable	3,560.13
2015 · Retirement Payable	10.53
2020 · Health Insurance Payable	0.01
2021 · FSA Payable - Health	-4,245.20
2022 · FSA Payable - Dep Care	384.62
2025 · FICA Withholding Payable	13.63
2026 · Garnishment	184.68
2027 · State Unemployment Payable	347.00
Total Other Current Liabilities	255.40
Total Current Liabilities	49,047.77
Long Term Liabilities	
2500 · Scottsbluff Building Loan	176,346.56
Total Long Term Liabilities	176,346.56
Total Liabilities	225,394.33
Equity	
3000 · Opening Balance Equity	-39,764.62
3050 · Fund Balance	372,020.67
3060 · Board Designated Funds - Autos	33,525.52
3061 · Board Designated Funds - Copier	67,259.26
Net Income	-4,039.84
Total Equity	429,000.99
TOTAL LIABILITIES & EQUITY	654,395.32

Panhandle Public Health District
Profit & Loss
January 2023

	Jan 23
Ordinary Income/Expense	
Income	
4000 · General Funds	8,788.17
4010 · Infrastructure Funds	11,342.59
4015 · Per Capita Funds	11,505.05
4016 · LB1008 Funds	6,944.46
4017 · LB 585	12,287.33
4020 · Revenue	42,391.75
4021 · Revenue (Fed Pass-Through)	27,199.90
4050 · Interest Income	49.24
4055 · Travel Reimbursement	3,268.24
4072 · Program Fees (Fee for service revenues)	7,176.69
4075 · Copy Reimbursement	360.74
4080 · Office Expense Reimbursement	5,390.71
4081 · FTE Expense Reimbursement	1,216.25
Total Income	137,921.12
Gross Profit	137,921.12
Expense	
6010 · Advertising and PR	544.55
6075 · Communication	3,076.56
6080 · Contracts	40,213.06
6090 · Depreciation Expense	1,634.77
6091 · Depreciation Expense - Building	739.63
6095 · Dues and Subscriptions	2,103.00
6125 · Insurance	1,568.64
6126 · Insurance - General	1,466.50
6128 · Interest Expense	528.17
6145 · Meeting	41.01
6150 · Office Expense	5,390.71
6155 · Office Supplies	14,921.82
6157 · Printing Supplies	569.16
6158 · Payroll Expense	98.75
6160 · Payroll Tax Expense	7,931.40
6175 · Postage	61.27
6195 · Rent Expense	850.00
6200 · Repairs and Maintenance	4,222.98
6202 · Server Backup	483.00
6205 · Training/Education	6,876.73
6210 · Travel	6,776.60
6215 · Utilities	1,920.01
6220 · Wages	105,378.25
6225 · Retirement Expense	7,110.62
6230 · Health Insurance	39,791.25
6231 · Dental Insurance	1,546.35
6232 · Vision Insurance	440.94
6240 · Life Insurance	299.00
6245 · LT Disability	308.00
6246 · FSA Expense - Health	0.00
Total Expense	256,892.73
Net Ordinary Income	-118,971.61
Net Income	-118,971.61

PANHANDLE PUBLIC HEALTH DISTRICT

FINANCIAL STATEMENTS

FEBRUARY 28, 2023

**Panhandle Public Health District
Balance Sheet**

As of February 28, 2023

Cash Basis

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Platte Valley National Bank	335,463.97
1005 · NPAIT (Nebraska Public Agency Investment Trust)	13,530.72
Total Checking/Savings	348,994.69
Total Current Assets	348,994.69
Fixed Assets	
1500 · Furniture and Equipment (Furniture and equipment with useful life exceeding one year)	
1501 · Security System	7,142.00
1500 · Furniture and Equipment (Furniture and equipment with useful life exceeding one year) - Other	57,257.23
Total 1500 · Furniture and Equipment (Furniture and equipment with useful life exceeding one year)	64,399.23
1510 · Van	
1511 · Accumulated Depreciation - Van	-106,306.93
1510 · Van - Other	121,033.00
Total 1510 · Van	14,726.07
1525 · SB Cars	
1526 · Accumulated Depreciation - Cars	-37,340.00
1525 · SB Cars - Other	37,340.00
Total 1525 · SB Cars	0.00
1600 · Scottsbluff Office	
1601 · Scottsbluff Office - Carpet	5,243.20
1610 · Accumulated Depr - SB Office	-26,445.05
1600 · Scottsbluff Office - Other	516,216.74
Total 1600 · Scottsbluff Office	495,014.89
1700 · Accumulated Depreciation (Accumulated depreciation on equipment, buildings and improvements)	-220,470.51
Total Fixed Assets	353,669.68
TOTAL ASSETS	702,664.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable (Unpaid or unapplied vendor bills or credits)	48,792.37
Total Accounts Payable	48,792.37
Other Current Liabilities	
2010 · State Withholding Payable	3,708.12
2015 · Retirement Payable	10.53
2020 · Health Insurance Payable	0.01
2021 · FSA Payable - Health	-3,275.95
2022 · FSA Payable - Dep Care	769.24
2025 · FICA Withholding Payable	13.63
2026 · Garnishment	184.68
2027 · State Unemployment Payable	674.79
Total Other Current Liabilities	2,085.05
Total Current Liabilities	50,877.42
Long Term Liabilities	
2500 · Scottsbluff Building Loan	175,399.91
Total Long Term Liabilities	175,399.91
Total Liabilities	226,277.33
Equity	
3000 · Opening Balance Equity	-39,764.62
3050 · Fund Balance	372,020.67
3060 · Board Designated Funds - Autos	33,525.52
3061 · Board Designated Funds - Copier	67,259.26
Net Income	43,346.21
Total Equity	476,387.04
TOTAL LIABILITIES & EQUITY	702,664.37

Panhandle Public Health District

Profit & Loss

04/05/23

February 2023

Cash Basis

	<u>Feb 23</u>
Ordinary Income/Expense	
Income	
4000 · General Funds	8,788.17
4010 · Infrastructure Funds	11,342.59
4015 · Per Capita Funds	11,505.05
4016 · LB1008 Funds	6,944.46
4017 · LB 585	12,287.33
4020 · Revenue	20,592.96
4021 · Revenue (Fed Pass-Through)	183,537.55
4045 · Other Income	500.00
4055 · Travel Reimbursement	3,721.70
4070 · Program Donations	330.00
4072 · Program Fees (Fee for service revenues)	21,156.28
4075 · Copy Reimbursement	983.08
4080 · Office Expense Reimbursement	5,090.72
4081 · FTE Expense Reimbursement	1,216.21
4090 · Fall Conference Sponsorships	321.00
4093 · Conference Registration Fees	321.00
	<hr/>
Total Income	288,638.10
	<hr/>
Gross Profit	288,638.10
Expense	
6000 · Accounting	855.00
6010 · Advertising and PR	173.00
6020 · Auditing	13,287.82
6075 · Communication	2,826.56
6080 · Contracts	2,024.60
6090 · Depreciation Expense	1,634.77
6091 · Depreciation Expense - Building	739.63
6095 · Dues and Subscriptions	684.00
6110 · Equipment	7,950.13
6125 · Insurance	1,568.64
6126 · Insurance - General	1,466.42
6128 · Interest Expense	542.27
6145 · Meeting	1,447.85
6150 · Office Expense	5,090.72
6155 · Office Supplies	16,638.74
6156 · Medical Supplies	1,463.04
6157 · Printing Supplies	3,406.32
6158 · Payroll Expense	100.50
6160 · Payroll Tax Expense	8,105.60
6175 · Postage	745.25
6195 · Rent Expense	850.00
6200 · Repairs and Maintenance	2,501.25
6202 · Server Backup	483.00
6205 · Training/Education	3,540.42
6210 · Travel	6,136.39
6215 · Utilities	1,456.54
6220 · Wages	107,707.00
6225 · Retirement Expense	7,265.80
6230 · Health Insurance	37,893.16
6231 · Dental Insurance	1,619.79
6232 · Vision Insurance	424.34
6240 · Life Insurance	287.50
6245 · LT Disability	336.00
6246 · FSA Expense - Health	0.00
	<hr/>
Total Expense	241,252.05
	<hr/>
Net Ordinary Income	47,386.05
	<hr/>
Net Income	<u><u>47,386.05</u></u>

**Panhandle Public Health District
Salary Schedule
2023/2024**

Position	Entry Level	Mid-Level	High-Level	Comparisons				
	(little or no work experience in field of assignment, minimal education levels; will need additional on-the-job training)	(work experience and educational background appropriate for position; professional licensure/certification, or other required credentials)	(highly qualified and successful work experience and high level of educational attainment in field of assignment; professional licensure/certification, or other required credentials)	NE Assoc. of Local Health Directors (NALHD) Survey 2023 Survey Report (Based on 2022 Data)	Northwest Community Action Partnership NCAP (2020, annual assessment)	State of Nebraska Salary Survey (2020, annual survey)	Nonprofit Assoc. of the Midlands (NAM) (2022, annual survey)	
				75,000-100,000 Population	Budget \$3.25 m - 4.0 m	N/A	N/A	Overall
Health Director	N/A	N/A	\$97,000 - \$112,000 (\$46.63 - \$53.85) Previous: \$95,000 - \$110,000 (\$45.67 - \$52.88)	Range: \$90,000 - \$142,522 Median: \$116,261	Range: \$94,500 - \$142,522 Median: \$118,511			Comparable position: CEO Mean \$106,202 50%: \$97,000
Senior Management <i>Assistant Director, CFO, Deputy Director</i>	N/A	N/A	\$62,000 - \$77,000 (\$29.81 - \$37.02) Previous: \$60,000 - \$75,000 (\$28.84 - \$36.06)	Range: \$55,120 - \$90,000 Median: \$72,560	Range: \$55,120 - \$75,000 Median: \$65,060	Comparable positions:		Comparable positions: Chief Program Officer, CFO Mean range: \$94,180 - \$117,958 50%: \$89,619 - \$106,999
Supervisors <i>higher level of administrative responsibilities, grant reporting & compliance, oversees staff, staff development, and provides program oversight</i>	N/A	\$47,760 - \$62,760 (\$22.96 - \$30.17) Previous: \$45,760 - \$60,760 (\$22.00 - \$29.21)	\$54,000 - \$69,000 (\$25.96 - \$33.17) Previous: \$52,000 - \$67,000 (\$25.00 - \$32.21)	Range: \$50,501 - \$82,618 Median: \$66,559	Range: \$57,500 - \$82,618 Median: \$70,059			Comparable positions: Program Manager, Program Director Mean range: \$52,917 - \$65,441 50%: \$51,000 - \$65,000
Program Coordinators <i>programmatic responsibilities, including reporting, contracts, grant requirements, etc</i>	N/A	\$40,000 - \$55,000 (\$19.23 - \$26.44) Previous: \$38,000 - \$53,000 (\$18.27 - \$25.48)	\$47,000 - \$62,000 (\$22.60 - \$29.81) Previous: \$45,000 - \$60,000 (\$21.63 - \$28.84)	Range: \$41,205 - \$78,874 Median: \$60,039	Range: \$41,205 - \$78,874 Median: \$60,039	Comparable positions:		Comparable position: Program Coordinator Mean: \$42,692 50%: \$42,750
Licensed Professionals <i>LPN, RN, Dietician, LIMHP/LMHP, etc</i>	N/A	\$39,440 - \$54,440 (\$18.96 - \$26.17) Previous: \$37,440 - \$52,440 (\$18.00 - \$25.21)	\$52,000 - \$77,000 (\$25.00 - \$37.02) Previous: \$50,000 - \$75,000 (\$24.04 - \$36.06)	LPN Range: \$38,501 - \$78,000 BSNRN Range: \$47,070-\$75,500 RDH Range: \$66,560 - \$85,696 LPN Median: \$58,250 BSNRN Median: \$61,285 RDH Range: \$76,128	LPN Range: \$38,501 - \$78,800 BSNRN Range: \$47,070-\$75,500 RDH Range: \$66,560 - \$85,696 LPN Median: \$59,819 BSNRN Median: \$61,285 RDH Range \$76,128	Comparable Position LPN, RN (Greater NE Data)		Comparable Position: RN Mean: \$58,508 50%: \$59,280
Program Staff <i>under the supervision of a Coordinator or Supervisor, i.e., community health workers, home visitors, program assistants, etc</i>	\$33,200 - \$39,440 (15.96 - \$18.96) Previous: \$31,200 - \$37,440 (\$15.00 - \$18.00)	\$37,360 - \$49,840 (\$17.96 - \$23.96) Previous: \$35,360 - \$47,840 (\$17.00 - \$23.00)	N/A	Range: \$25,896 - \$55,162 Median: \$40,529	Range: \$25,896 - \$55,162 Median: \$40,529			Comparable positions: Case Management Associate, Executive Assistant Mean range: \$38,293 - \$48,124 50%: \$37,643 - \$48,037

Other sources used for comparison:

- Northwest Community Action Partnership (NCAP) 2020 Wage Comparability Survey, which also considers NAM Wage Survey and State of NE Survey data for certain positions <http://govdocs.nebraska.gov/does/pilot/pubs/SalarySurvey.pdf>
- NCAP - Sr. Management Comparable positions: CFO, ESU 13 HS Director; NCAP Licensed Professionals: Comparable positions: ESU 13 Coordinator, Community Services Coordinator

PPHD Executive Committee
Email Exchange
March 15, 2023

The executive committee was presented with two quotes via email for the design services and construction documents for the addition to the Hemingford office.

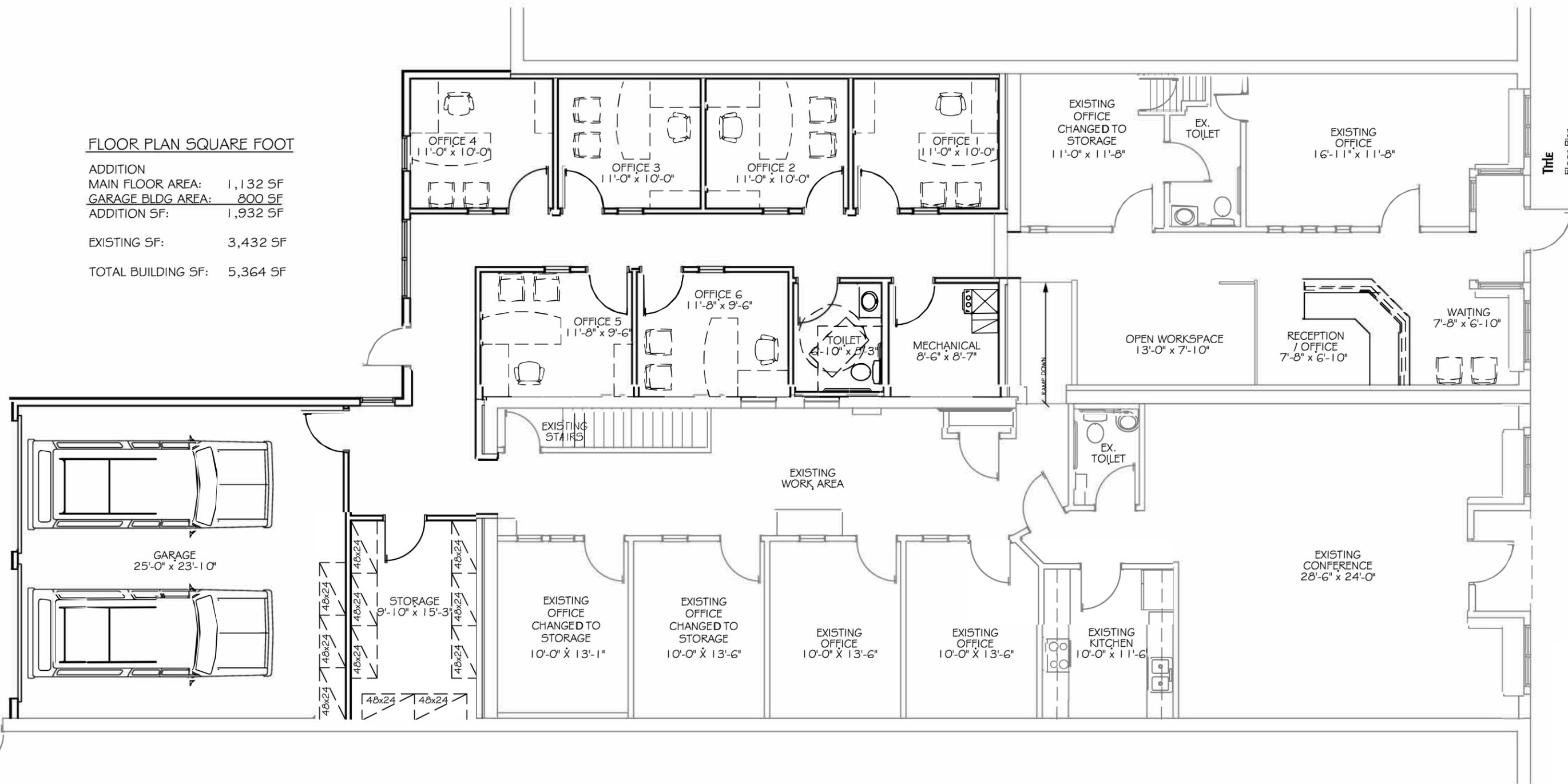
- Lee Davies Architecture is out of North Platte. He is a native of Hemingford and has done work with the Hemingford Schools. His bid was \$22,000.00 + \$3,000 for full-service construction administration.
- Baker and Associates are out of Scottsbluff - \$32,000 to \$37,000 for the office and \$11,000 to \$15,000 for the garage.

Kim recommended moving forward with Lee Davies Architecture because of the cost savings, and Baker and Associates were 3 to 4 months out from completing the work. In full transparency, Kim informed the executive committee that Lee Davies is Jessica Davies' brother-in-law. However, Kim did not consider this a conflict of interest as Jessica was unaware of the quoted amount and was not part of the decision process.

Those in favor were Marie Parker, Susanna Batterman, Pat Wellnitz, and Bob Gifford. The vote was done via email.

FLOOR PLAN SQUARE FOOT

ADDITION	
MAIN FLOOR AREA:	1,132 SF
GARAGE BLDG AREA:	800 SF
ADDITION SF:	1,932 SF
EXISTING SF:	3,432 SF
TOTAL BUILDING SF:	5,364 SF



PROJECT
 Panhandle Public Health District
 808 Box Buite
 Hemingford Nebraska

DATE: April 5, 2023
DRAWING: SP-1

Title
 Floor Plan
 Option # 2A

Floor Plan - Option #2A
 SCALE: 1/8" = 1'-0"

Date Approved: 04/13/2023

Next Review Date: 04/12/2024

PANHANDLE PUBLIC HEALTH DISTRICT PERSONNEL POLICIES AND PROCEDURES MANUAL



Updated April 2023

THIS PAGE INTENTIONALLY LEFT BLANK

Contents

1.0: WELCOME	1
Introduction from the Director	1
At Will Employment	1
2.0: About Panhandle Public Health District	2
Organization Information	2
Office Locations	2
Organization Chart	3
Mission	3
Vision	3
Guiding Principles	3
Cooperation with Other Agencies	4
Relationship with Scotts Bluff County Health Department	4
Constituent, Client, and Partner Relations	4
Professional Standards	5
Code of Ethics	5
Revisions to Manual	7
3.0: Hiring and Orientation Policies	8
Conflict of Interest	8
Employment of Relatives	8
Job Descriptions	8
Access to Personnel Files and Medical Records	8
Postings of Openings	8
Training Program	9
Affirmative Action	9

Disability Accommodation Policy9

Equal Employment Opportunity Commission Statement10

Employment Authorization Verification10

Religious Accommodation Policy.....11

4.0: Wage and Hour Policies.....12

Employee Orientation Period12

Attendance Policy12

Introduction to Wage and Hour Policies/Employee Compensation13

Employee Status14

Direct Deposit.....15

Pay Periods.....15

Time Sheets and Recording Time.....15

Overtime and Paid Time.....17

Flex Time17

Bad Weather.....17

Meal Periods and Breaks.....17

Paycheck Deductions18

Paid Time Off and Extended Illness Bank18

Travel Time Pay18

5.0: Performance, Discipline, Layoff, and Termination20

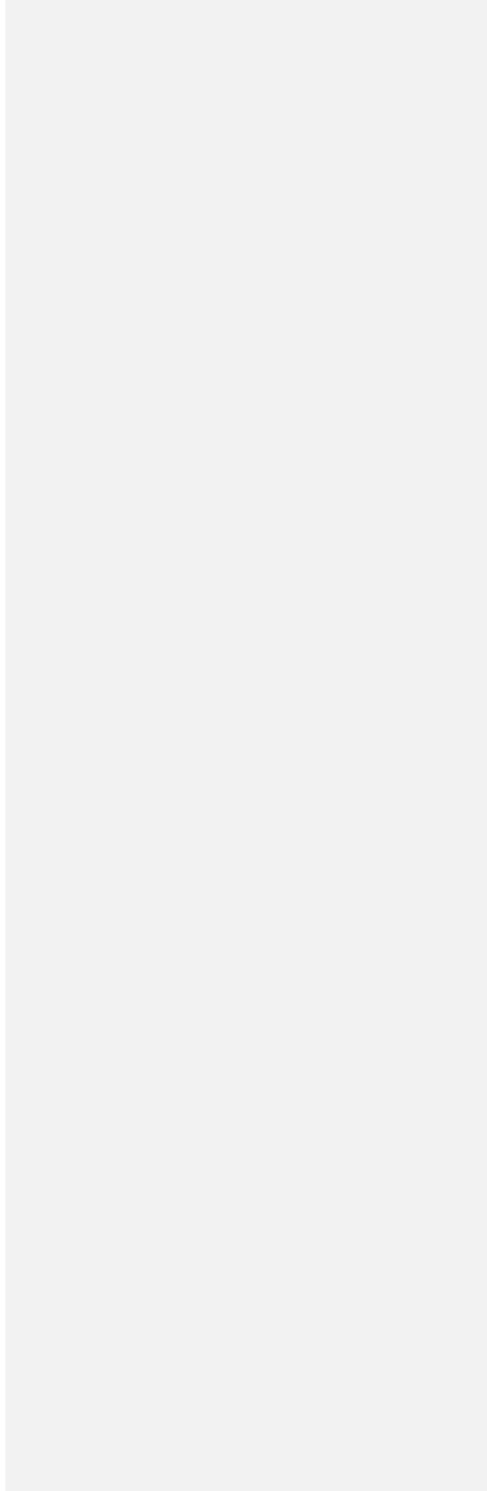
Criminal Activity/Arrests.....20

Misconduct.....20

Corrective Action Procedure Disciplinary Process21

Outside Employment22

Performance Appraisals22



Promotions22

Workforce Reductions (Layoffs)22

Problem-Solving Procedures23

External Complaints Against Employees23

Employment Termination23

Exit Interview.....24

Post-Employment Reference24

6.0: Grievance and Harassment.....25

Grievance Procedure.....25

Harassment and Discrimination in the Workplace25

7.0: Travel Expenses and Expense Reimbursements29

Business Expense Policy29

Advances29

Travel Expenses29

Office Supplies and Other Consumable Goods34

Training and Registration Fees34

Employee Credit Cards34

Unallowable Expenses36

8.0: General Policies37

Notice of Employment Laws and Policy Changes.....37

Confidentiality and HIPAA.....37

Computer Security and Copying of Software.....39

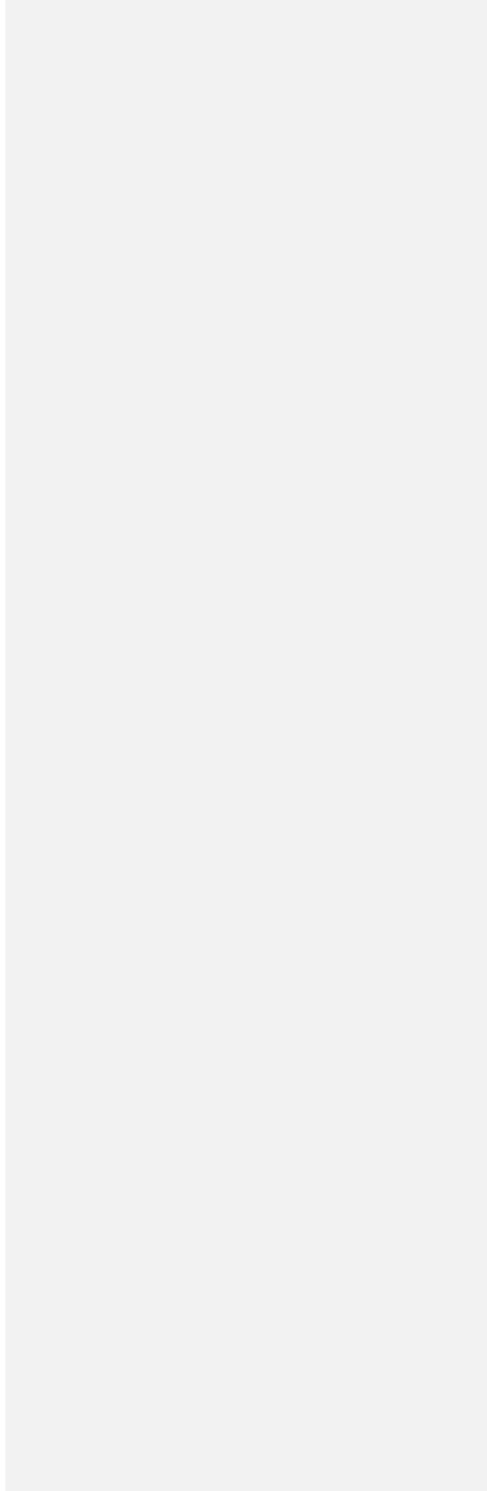
Employer-Provided Cell Phones and Other Mobile Devices39

Employer-Sponsored Social Events41

Incentive Programs41

Media and Third Party Information Request	41
Off-Duty Use of Employer Property or Premises	41
Open Door Policy	42
Personal Data Changes	42
Personal Appearance and Office Space.....	42
Social Media Policy	44
Remote Work	4645
Voicemail, Email, and Internet Use.....	4746
Workplace Privacy and Rights to Inspect	47
9.0: Safety and Loss Prevention.....	48
Drug and Alcohol Policy	48
Americans with Disabilities Act	49
Tobacco Free Campus (including e-cigarettes)	49
General Safety	50
Security	50
Violence Prevention.....	51
10.0: Employee Benefits.....	53
Employee Assistance Program (EAP).....	53
Bereavement Leave (Funeral).....	53
Jury Duty and Other Civil Leave	53
Continuing Education and Tuition Assistance.....	53
Paid Time Off, Sick Leave, and Vacation.....	54
Extended Illness Bank (EIB)	55
Maternity & Paternity Leave	56
Worker's Compensation.....	56

Health Insurance.....	57
Dental Insurance.....	57
Vision Insurance.....	58 ⁵⁷
Life Insurance.....	58 ⁵⁷
Long- Term Disability Insurance.....	58
Supplemental Insurance.....	58
Flexible Savings Account	58
COBRA	58
Retirement	59 ⁵⁸
Unemployment.....	59
11: Worksite Wellness.....	60
Breastfeeding Friendly Workplace Policy.....	60
Healthy Meeting Guidelines	61
Treadmills/Sit to Stand Desks.....	61
Safety and Wellness Committee	61
12: Compliance with Federal Regulations.....	62
Fair Labor Standards Act (FLSA)	62
Military Service /Military Leave USERRA	62
13: Closing Statement	63
Closing Statement from the Director	63
Employee Acknowledgement of Receipt and Review	63



Date Approved: 04/14/2022

Next Review Date: 04/14/2023

1.0: WELCOME

Introduction from the Director

Welcome to Panhandle Public Health District! You are now a team member of a local public health department dedicated to improving the public's health. PPHD is dedicated to fostering an environment where employees can realize their true potential. We strive to be a respectful and inclusive worksite that welcomes everyone.

We are pleased to provide you with this Personnel Policies and Procedures Manual. It is our intention to assure employees fair and equal treatment. Please feel free to discuss any questions you have regarding this handbook, or any policy, with your Supervisor, HR Coordinator or myself.

Sincerely,



Kim Engel
Director

At Will Employment

Our relationship as employer and employee is based on mutual respect and consent, and, therefore, will continue as long as both parties find the relationship to be satisfactory. As you review the personnel policies, keep in mind that your employment with Panhandle Public Health District is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause. The principle of "at-will" employment is Nebraska state law.

Nothing in this handbook or any other Organization document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. Only the Director of PPHD has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Director.

Date Approved: 04/14/2022

Next Review Date: 04/14/2023

2.0: About Panhandle Public Health District

Organization Information

Panhandle Public Health District is a local governmental entity formed through inter-local agreements with participating counties in 2002. The twelve counties have a total of 85,461 residents covering 14,963 square miles. The Board of Health is made up of a county commissioner and a community-spirited citizen appointed by the commissioners from each of the 12 counties. Also on the board is a physician, a dentist, and a veterinarian. PPHD's primarily receives federal and state funding through subawards, contracts and grants. Local property taxes are not part of the current funding equation. PPHD has office locations in Hemingford, Bridgeport Sidney, and Scottsbluff, with Hemingford as the central office. PPHD is PHAB Accreditation since 2016. Please visit our website at www.pphd.org for more information about the services we provide and the people that we serve.



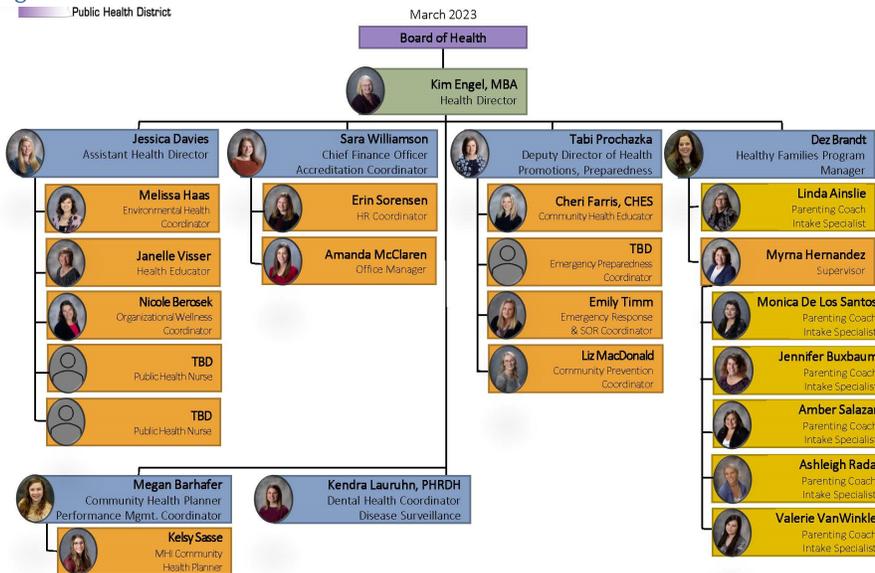
Office Locations

PPHD has two office locations.

Hemingford (main office)	Scottsbluff
808 Box Butte Ave P.O. Box 337 Hemingford, NE 69348 phone: 308-487-3600 toll free: 866-701-7173 fax: 308-487-3682 Site Coordinator: Jessica Davies	18 West 16th Scottsbluff, NE 69361 phone: 308-633-2866 toll free: 877-218-2490 fax: 308-633-2874 Site Coordinator: Kim Engel

website: www.pphd.org
 Facebook: <https://www.facebook.com/panhandlepublichealth/>
 Instagram: [@panhandlepublichealth](https://www.instagram.com/panhandlepublichealth)

Organization Chart



Mission

Working together to improve the health, safety, and quality of life for all who live, learn, work, and play in the Panhandle.

Vision

We are a healthier and safer Panhandle Community.

Guiding Principles

These are the principles that guide our work at PPHD:

- We make data driven decisions based on community assessments.
- We implement and encourage others to use evidence-based practices to assure that the needs of the community are met and done so in a manner that provides proven outcomes.

- We strive for integrity, honesty, and transparency to assure fairness and accountability to those we serve.
- We honor the work of the entire local public health system, as all partners play an important role in improving the quality of life and health status of the Panhandle Community.
- We participate in continuous evaluation and improvement to assure quality in the way we operate and that we are meeting community needs in the best way possible.
- We engage in collaboration, teamwork and partner development with an emphasis on the assets and resources that the collective impact of relationships can bring.
- We are good stewards of public funds to assure that we optimize available funding and meet the greatest need in the most cost-efficient, ethical manner.
- We model the strategies at an organizational level that we encourage others to adopt.
- We work to empower communities and individuals to take charge of their health through policy, system and environmental changes that help them make the healthy choice the easy choice.
- We believe in serving the Panhandle Communities in a nondiscriminatory, culturally competent manner, knowing that everyone has the right to quality of life and receiving information and services in a way that meets their needs.

Cooperation with Other Agencies

PPHD will cooperate with and provide agencies with requested information or assistance as long as it is within constraints of time, budget, and staff availability. PPHD is a member of the Panhandle Partnership and has signed a memorandum of agreement agreeing to the mission, vision, and guiding principles of the organization.

Relationship with Scotts Bluff County Health Department

Scotts Bluff County Health Department is a single county health department within Panhandle Public Health District's 12-county jurisdiction. Both are separate entities with separate boards of health. We work closely together through contractual relationships and shared goals.

Constituent, Client, and Partner Relations

PPHD strives to provide the best service possible to our constituents. You are expected to treat every constituent, visitor, or partner with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner toward a constituent, visitor, or partner during your working time. If you are having problems with a constituent, visitor, or partner, notify your Supervisor or the Site Coordinator immediately. If a constituent, visitor, or partner voices a suggestion, complaint, or concern, inform your Supervisor, the Assistant Director, or the Director immediately. Lastly, make every effort to

be prompt in following up on constituent, visitor, or partner requests or questions. Positive relations will go a long way to establishing our PPHD as a credible source of information in the community.

Professional Standards

PPHD employees will implement all roles, relationships and responsibilities of employment in a professional manner. All persons are entitled to expect PPHD employees to be honest, trustworthy and respectful, and to take responsibility for upholding these standards of behavior. PPHD employees measure their actions using these standards.

PPHD employees shall maintain professional standards:

- Employees demonstrate only proper and unbiased involvement with the public, other professionals and other staff. Inappropriate personal relationships with clients are prohibited.
- Employees personal appearances and workplaces portray professional standards.
- Employees maintain constructive oral and written communication with the public, other professionals, and other staff.
- Employees work to achieve and maintain professionalism at assigned duties.

PPHD employees shall uphold the highest level of integrity and impartiality:

- Employees ensure that personal relationships do not influence professional decisions, and avoid even the appearance of impropriety, bias, or conflict of interest.
- Employees immediately report to the Director any situation where a conflict of interest could be perceived.
- Employees abide by state and federal laws and by the rules and regulations which cover their employment.
- Employees immediately report any information which could impact any individual interaction or other PPHD business.
- Employees understand that all work products developed on work time belongs to PPHD and the employee will not accept any outside financial gain or benefit.

Code of Ethics

The effective operation of public institutions requires that public officials enjoy the trust and confidence of the individuals and businesses they serve. Accordingly, Panhandle Public Health District has adopted this code to:

- Encourage the highest standards of behavior by PPHD Board of Directors and staff;
- Promote and maintain the public's trust and confidence in PPHD; and
- Provide an ongoing source of guidance to PPHD Board of Directors and staff.

Integrity/Honesty

I am honest with elected officials, the public and others. I credit others' contributions to moving our jurisdiction's interests forward. I take responsibility for my actions, even when it is uncomfortable to do so. I am prepared to make unpopular decisions when my sense of the public's best interests requires it.

Respect for officials, staff and the public

I support a positive work environment for PPHD staff and others who serve PPHD. I respect others' time by coming to meetings prepared and offering observations only when I believe it will move the discussion forward. I treat public officials, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community. I work towards consensus building and gain value from diverse opinions.

Community service/pursuit of public's interests as opposed to personal interests

I do not use information that I acquire in my public capacity for personal advantage. I refrain from any action that might appear to compromise my independent judgment. I do not accept gifts, services or other special considerations because of my public position.

Vision

I promote intelligent and thoughtful innovation in order to forward PPHD's policy agenda and services. I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary. I consider the broader regional and statewide implications of PPHD's decisions and issues. I exhibit a proactive, innovative approach to setting goals and conducting PPHD's business.

Loyalty to PPHD

I respect the confidentiality of information concerning PPHD's property, personnel or affairs. I represent the official policies or positions of PPHD to the best of my ability when authorized to do so. I do not disclose confidential information without proper legal authorization. When presenting my individual opinions and positions, I explicitly state that my opinions do not represent the agency's position and I will not allow the inference that they do.

Proper efficient use of public resources

I recognize that the responsibility for making both large and small decisions about the use of public resources is a public trust. I actively promote the efficient and economical use of public resources. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability. I demonstrate concern for the proper use of the agency assets (such as personnel, time, property, equipment, funds) and follow established procedures.

Fairness

I treat all persons, claims and transactions in a fair and equitable manner. I will promote meaningful public involvement in decision-making processes. I recognize that I am an agent for the democratic process, not the owner of authority.

Compassion

I am sensitive to the fact that some people in the community are intimidated by public officials and public agencies and try to make their interactions with PPHD as stress-free as possible. I am attuned to, and care about, the needs and issues of citizens, public officials and PPHD workers. I convey PPHD's care for and commitment to its community members. I recognize government's responsibilities to society's less fortunate.

To this end, the PPHD Board of Directors has adopted this code of ethics for themselves and staff.

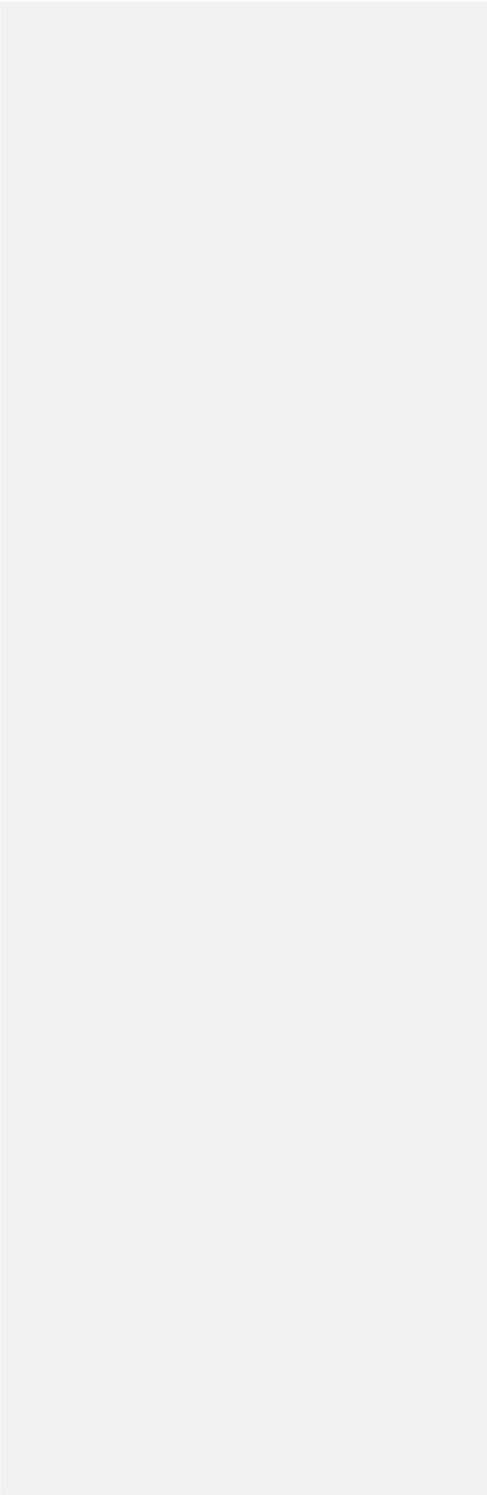
As part of my service to PPHD, I agree to understand how this code applies to me and practice the values in the code in my day-to-day service to PPHD.

Revisions to Manual

This handbook is our best effort to keep you informed of the terms and conditions of your employment, including PPHD policies and procedures. The handbook is not a contract. Personnel policies cannot describe every circumstance that might arise, and, therefore, should be considered summaries for your reference. PPHD reserves the right to exercise its discretion when interpreting and applying these policies. PPHD reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment.

When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically via email with a written copy of the change(s) to the handbook or as a discussion with staff at an all-staff meeting.

This handbook will be reviewed on an annual basis by PPHD Leadership to assure current information. Staff will also be required to review the handbook annually. Copies of the most current version of the handbook are available in the Employee Information folder on the server and via PolicyTech, PPHD's online policy management system.



3.0 : Hiring and Orientation Policies

Conflict of Interest

PPHD is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, interactions with the public, safety, security, and morale. If there is any actual or potential conflict of interest between you and a supplier, distributor, or contractor to the Organization, you must disclose it to your Supervisor or the Director. If an actual or potential conflict of interest is determined to exist, PPHD will take such steps as it deems necessary to reduce or eliminate this conflict.

Employment of Relatives

We will not employ relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at PPHD. It is your obligation to inform PPHD of any such potential conflict so the Director can determine how best to respond to the particular situation.

Job Descriptions

PPHD maintains a job description for each position. If you do not have a current copy of your job description, you should request one from your Supervisor or the HR Coordinator.

Job descriptions prepared by PPHD serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, PPHD may have to revise, add to, or delete from your job duties per business needs. Job descriptions are reviewed and updated during annual evaluations. On occasion, PPHD may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Supervisor, the HR Coordinator, or the Director.

Access to Personnel Files and Medical Records

PPHD maintains a personnel and medical file for all employees. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer, or layoff.

Postings of Openings

PPHD desires to promote qualified employees from within when possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted via email to all staff, as well as on our website and Facebook page, newspaper(s), and other online employment resources as needed. Prior to

any external posting, we will announce all new positions within the Organization for five working days.

Training Program

In most cases, and for most positions, training employees is done on an individual basis by the Supervisor. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Supervisor.

Affirmative Action

PPHD strives to determine under-represented groups and identify and eliminate employment practices that adversely affect those protected groups. Selection and recruitment practices are based on ability, merit, qualifications and competence, without regard to age, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, gender identity, physical or mental disability, genetic information, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Disability Accommodation Policy

PPHD complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities (including pregnancy-related disabilities). Consistent with this commitment, the Organization will provide a reasonable accommodation to disabled employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If you require an accommodation because of your disability, notify your Supervisor, the HR Coordinator, or the Director. When making your request for an accommodation, make sure to include relevant information, such as:

- Description of the proposed accommodation;
- The reason you need an accommodation; and
- How the accommodation will help you perform the essential functions of your job.

Disability accommodation request forms are available from the HR Coordinator.

After receiving your request, PPHD will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. PPHD encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job.

However, PPHD is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

PPHD will not discriminate or retaliate against any employee for requesting an accommodation.

Equal Employment Opportunity Commission Statement

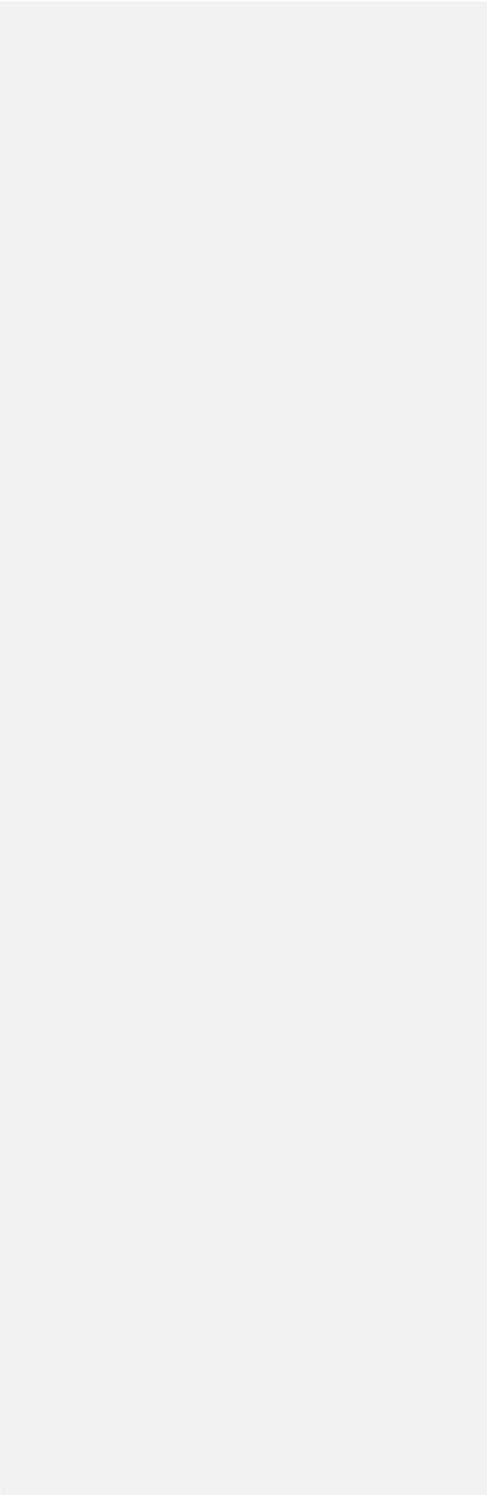
PPHD is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and over), race, color, national origin, ancestry, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), marital status, sexual orientation, gender identity, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, benefits, termination, and all other terms, conditions, and privileges of employment.

PPHD will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding the Equal Employment Opportunity Policy. Any claimed violations of this policy should be brought to the attention of the HR Coordinator or the Director.

Employment Authorization Verification

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment at PPHD. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, inform the HR Coordinator.



Religious Accommodation Policy

PPHD is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. You may request an accommodation when your religious beliefs cause a deviation from the Organization dress code or your schedule, basic job duties, or other aspects of employment. PPHD will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Organization question the validity of a person's belief.

Religious accommodation request forms are available from the HR Coordinator.

4.0: Wage and Hour Policies

Employee Orientation Period

The first three (3) months of employment is considered an orientation period. During this period, you will become familiar with PPHD and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities.

Your orientation period with the Organization can be shortened or lengthened as deemed appropriate by management and the HR Coordinator. Completion of this orientation period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

During the orientation period, you are eligible for those benefits that are required by law, such as workers compensation insurance and Social Security. You may also be eligible for other provided benefits. All benefits are subject to the terms and conditions of each benefit program. You should read the information for each specific benefits program for the details on eligibility requirements. Although you can accrue Extended Illness Bank (EIB) hours during the orientation period, you cannot use your EIB until after the orientation period is over unless pre-approved by the Director.

Attendance Policy

PPHD employs a flexible schedule policy, but it is your responsibility to inform your Supervisor of any changes to your schedule. If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Supervisor and the staff in your home office. You may be required to provide documentation of any medical or other excuse for being absent or late.

Time off requests for absences requested in excess of 4 hours, should be made at least two (2) weeks in advance whenever possible. Unexpected circumstances, such as personal illness, family emergency, car trouble, or adjusting hours to flex for overtime, do not require a time off request, but your Supervisor and the Office Manager should be notified.

PPHD reserves the right to apply unused Paid Time Off (PTO) to unauthorized absences.

If you are absent without authorization for three (3) days or more, you shall be considered to have resigned and the job position will be refilled without further notice.

Leave Without Pay

PPHD may allow eligible employees leave without pay provided that such leave has been pre-approved and scheduled with the Director.

Leave without pay is a procedure whereby you may handle prolonged absences from work without having to resign. If the leave is in excess of ten (10) working days, a temporary employee may be hired until you return to work. All accrued PTO must first be exhausted before requesting leave without pay.

Leave without pay may be extended upon approval from the Director. Employees taking leave without pay will not accrue PTO or EIB during their leave. Employees will have the option to continue their health benefits, if eligible. If the length of leave without pay expires and you fail to return to work, or otherwise communicate with the Director, you shall be considered to have resigned and the job position will be refilled without further notice.

Alternative Employment

While on leave without pay, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Organization. If you are on leave without pay and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Introduction to Wage and Hour Policies/Employee Compensation

Pay depends on a wide range of factors, including pay scale surveys, individual effort, funding availability, and employment market conditions. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, speak with your Supervisor.

Salary and Wage Determination

No employee shall be paid less than the prevailing federal minimum wage level, or the Nebraska minimum wage, whichever is most beneficial to the employee. It shall be the general practice of PPHD to establish wages and benefits for positions based on comparability of local prevailing practices of positions with similar job responsibilities. A salary schedule will serve as guidance for compensation above the minimum wage, based on educational attainment, seniority and/or commensurable experience, supervisory responsibilities, and level of project responsibility/coordination.

Wage Increases

PPHD employees shall not have automatic wage increases as a result of the cost of living index. Wage increases may be granted to coincide with the start of a new fiscal year each July, for merit, or due to a change of job duties. All wage increases are subject to

funding availability.

Employee Status

PPHD defines employment classifications so you understand your employment status and benefit eligibility.

You are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. Nonexempt (hourly) employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt (salaried) employees are excluded from specific provisions of federal and state wage and hour laws. Employee status (exempt or nonexempt) will be determined by the Director. The Director will advise you of your employee status. Your exempt or nonexempt classification may be changed only upon written notification by the Director.

In addition to the above categories, you will belong to one other employment category:

Regular Full-Time:

Regular full-time employees are those who are not in a temporary or orientation status and who are regularly scheduled to work a full-time schedule of an average of 30-40 hours per week or 60-80 hours per pay period. Generally, they are eligible for the benefits package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time:

Regular part-time employees are those who are not in a temporary or orientation status and who are regularly scheduled to work less than the full-time work schedule, that is, less than 30-40 hours per week or 60-80 hours per pay period. Regular part time employees are eligible for some benefits sponsored by PPHD. All benefits are subject to the terms, conditions, and limitations of each benefit program, and are prorated upon the part-time employee's average work week.

Temporary Full-Time:

Temporary full-time employees are those who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary full-time employees are not eligible for benefits under Section 10: Employee Benefits, other than the required Worker's Compensation coverage and required payroll taxes.

Temporary Part-Time:

Temporary part-time employees are those who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled

to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary full-time employees are not eligible for benefits under Section 10: Employee Benefits, other than the required Worker's Compensation coverage and required payroll taxes.

Employees in orientation status are those whose performance is being evaluated to determine whether further employment in a specific position with PPHD is appropriate. Employees who satisfactorily complete the orientation period will be notified of their new employment classification.

Direct Deposit

PPHD uses direct deposit as the only means of payment to you for your wages. You must fill out a direct deposit authorization form and provide a voided check or statement of account numbers provided by your bank as documentation for the account(s) to be used. These documents will be kept in a locked cabinet only accessible to the Director and the HR Coordinator.

You are not limited to the bank you can use for your direct deposit. You may identify up to two banks or accounts numbers to split your deposit.

Pay Periods

A workweek is a period of seven consecutive 24-hour periods. PPHD has established the workweek to begin at 12:01 AM Sunday and run through 12:00 midnight the following Saturday. The standard pay period is biweekly for all employees. Pay dates are every other Thursday. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your Supervisor if this type of situation arises.

Time Sheets and Recording Time

Federal and state laws require PPHD to keep accurate records of hours worked by all employees. You are required to enter your hours worked accurately, including all lunch periods and any breaks. You are required to notify the Organization of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntary missed meal or break periods.

Time sheets will record hours worked, PTO, EIB, and other approved time off. Time sheets will be maintained via an electronic timekeeping system and submitted to the Director or Assistant Director at the end of the pay period before being released for processing. You are responsible for clocking in and out throughout the day and coding your time to the appropriate program. The Office Manager should be emailed if any changes need to be made, including the addition of PTO, EIB, or other approved time off.

Do not complete the time sheet of any other employees or request that they do so for you. You will approve your time sheets (a checkbox for each segment of time, serving as your signature to approve your time) and your time sheets will be approved by your Supervisor before being released for processing.

Responsibilities for Time

Employee:

- Maintain an accurate daily record in TimeClock of hours worked and the correct cost code (program). Entries should be made throughout each working day.
- Obtain approval for any overtime or flex-time in the work week.
- Check off each segment of time by the end of each worked week, notifying the Office Manager daily of any changes to be made.
- Submit a PTO/EIB form to the Office Manager by 5:00 p.m. on the last Friday of the pay period. This includes any PTO that needs to be added to get you to a minimum number of hours to meet eligibility for any benefits you receive.
- Assure all time has been checked off, by noon on Monday following the end of the pay period.
- Check off any PTO/EIB added by 10:00 a.m. on Tuesday following the end of the pay period. The Office Manager may check off any added PTO as long as the completed paperwork has been received.

Supervisor:

- Ensure all employees they oversee maintain accurate time records, including hours worked and cost codes.
- Approve overtime for those they oversee.
- Check off each segment of the time record for each employee they oversee prior to timesheets being released for processing by 5:00 p.m. on the Monday following the end of the pay period.
- The Office Manager may check off any added PTO as long as the completed paperwork has been received.

Payroll:

- Ensure that all employees are paid earned wages/salaries on appropriate dates in accordance with federal and state regulations.
- Distribute pay stubs biweekly after payroll has been processed.
- Maintain all payroll and timekeeping records in accordance with federal and state regulations.

Enforcement

Violations of the above policies and procedures will follow PPHD's disciplinary processes

up to and including termination of employment.

Overtime and Paid Time

Nonexempt employees are allowed to work only 40 hours per week. Anyone working over 40 hours per week must be paid for the additional time at one and a half times their regular hourly wages. PTO and EIB hours do not count as time worked for computing overtime. On rare occasions it may be necessary for a nonexempt employee to stay beyond regular working hours. In those cases, if possible, you should take an equivalent amount of time off prior to the end of the workweek so that the total actual hours worked is no more than 40 in any given week. Overtime should be approved by your Supervisor or the Director prior to being earned. The Supervisor and the Assistant Director or the Director are responsible for reviewing time sheets for overtime. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination of employment.

Flex Time

Flex time is an established work schedule that varies from the normal shift required for full-time employees. Flex time is a privilege that may be granted where the conditions of work permit, but may be withdrawn for managerial reasons or when the privilege is abused.

Bad Weather

The Director will notify all employees if the office will be closed because of weather. It is up to you if you choose to use Paid Time Off (PTO) for that day, go without pay, or work from home, if appropriate, and submit your hours to the office Manager.

If the office is open and you cannot get to work, you should notify your Supervisor.

In the event of an extreme severe weather event, the Director, at their discretion, may decide to shut all offices and provide employees with administrative leave at their regular wages for the hours they would normally work on the day(s) of the event. Safety of all PPHD personnel is paramount and this allows employees to maintain safety without compromising employee incomes.

Meal Periods and Breaks

PPHD strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. You are encouraged to take at least a one-half hour (30 minute) and up to one-hour unpaid lunch break midway through your daily work schedule.

You are also encouraged to take a fifteen (15) minute paid break within each 4-hour work period. These periods cannot be combined. PPHD requests that you accurately observe and record meal and rest periods.

Paycheck Deductions

PPHD is required by federal, state, and local laws to withhold certain deductions from your paycheck. This includes income taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), retirement contributions, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, supplemental benefits, or other voluntary elections. Your deductions will be reflected in your wage statement.

Contact the Office Manager or CFO with any questions about your paycheck.

Paid Time Off and Extended Illness Bank

Paid Time Off (PTO) and Extended Illness Bank (EIB) are earned and accrued according to the PTO and EIB sections under the Employee Benefits section.

PTO, EIB, and other personal hours are not considered as hours worked and cannot be applied to the 40-hour accumulation for consideration in overtime payment.

Travel Time Pay

Some nonexempt positions within PPHD may require travel. PPHD pays nonexempt employees for travel time in accordance with federal and state law.

Travel from home to work and work to home is not considered time worked. Travel from home to work and from work to home in an emergency is not considered work time.

If an employee has a General Remote Work Agreement stating they will solely be a remote employee, the employee's home address will be considered their main office location. They will be paid their regular rate of pay and mileage at the federal mileage rate for personal vehicle use from their designated home office location to any PPHD office or other location required to perform the duties of their work.

Home to Work on Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that PPHD may deduct/not count that time you would normally spend commuting to the regular work site. This policy cannot account for all circumstances and you should consult with your Supervisor prior to the travel.

Ordinary Business Travel

Your time spent in travel as part of your principal activity, such as travel from your main office location to another office location, meeting, or training, and back to your main office

location during the workday, is work time and must be counted as hours worked.

Meal periods are not considered time worked unless the meal periods are working meals, such as speaking during a luncheon.

Overnight Travel

Travel out of town, for overnight stay is considered work time, whether by plane, train, boat, bus, or automobile.

Meal periods, free time, and sleeping time when not in travel status, are not considered work time unless the meal periods are working meals, such as speaking during a luncheon.

You are encouraged to arrange your travel schedules, primarily when traveling by automobile in state, and airplane out of state, to arrive at your destination as close to 5:00 p.m. as possible.

Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked and should be sent to the Office Manager, along with the appropriate cost code, to be included in your time sheet.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. You will be paid for the actual number of hours you are in travel status, from the time you depart your originating location until you arrive at your destination. Any stops for meals while utilizing vehicle transportation, will be considered an unpaid meal period.

A mobile version of the time keeping system is available for you to clock in and out throughout the day when you are out of the office. The app records the geolocation at the point the time clock transaction takes place and can be reviewed for audit purposes.

Travel time should be calculated to the exact minute whenever possible. Your hours of work will be reported in the time zone you start your day in.

5.0 : Performance, Discipline, Layoff, and Termination

Criminal Activity/Arrests

Involvement in criminal activity during employment, whether on or off PPHD property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of the attendance policy.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

Misconduct

PPHD wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, constituents, clients and partners. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on PPHD property (including PPHD vehicles), or on PPHD business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment related documents including, but not limited to, job applications, personnel files,

employment review documents, intra-organization communications, or expense records.

- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policies), any fellow employee, constituent, client, partner, or vendor.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policies) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to PPHD property to unauthorized persons.

Corrective Action Procedure Disciplinary Process

Violation of PPHD policies or procedures may result in disciplinary action including demotion, forced leave, or termination of employment. PPHD encourages a system of progressive discipline depending on the type of prohibited conduct. However, PPHD is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, your Supervisor will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, forced leave, or termination of employment. Your Supervisor and the Director will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while PPHD is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Outside Employment

Any outside employment opportunities by the Director must receive prior approval by the Board of Directors. Any outside employment opportunities for all other staff must have prior approval by the Director.

Performance Appraisals

For the purpose of this personnel evaluation policy, evaluation shall mean the appraisal of your work performance. Evaluation will include orientation evaluation and yearly performance evaluations.

Orientation Evaluation

You will be evaluated after your three (3) month orientation period. Your Supervisor will perform this evaluation.

Yearly Performance Evaluation

You will be evaluated yearly, within the first and second quarters of the calendar year. Employment retention will be subject to your job performance based on the position's job description. The job description must be met in order to retain your employment with PPHD. Your Supervisor will work with you to address training needs and any personal performance goals at each evaluation.

A positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance. PPHD may also make individual pay raises based on merit or due to a change of job position.

Promotions

To match you with the job for which you are best suited and to meet the business needs of PPHD, you may be assigned additional work not part of your current job assignment. It is our policy to promote from within when possible, consistent with the need to assure all positions are staffed by highly competent individuals. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

Workforce Reductions (Layoffs)

If necessary, based upon business needs or reduced funding levels, PPHD may need to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and PPHD will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

Problem-Solving Procedures

PPHD strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Supervisor and, if necessary, to the HR Coordinator, the Assistant Director, or the Director. To help manage conflict resolution we have instituted the following problem-solving procedure:

- If you believe there is inappropriate conduct or activity on the part of PPHD, management, its employees, vendors, constituents, clients, or any other persons or entities related to the Organization, bring your concerns to the attention of your Supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisor.
- If you have already brought this matter to the attention of your Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the HR Coordinator or the Assistant Director or the Director. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.
- If the problem remains unresolved, employees should follow the grievance procedure found in section 6.0.

External Complaints Against Employees

If a complaint is received by telephone, the call from the complainant will be directed to the Director. If the complaint involves the Director, the complainant shall be referred to the President of the Board of Health via the Assistant Director.

Pertinent information from the complainant will be recorded. All callers should be encouraged to provide a written statement to allow PPHD to take proper action.

After a written statement is collected, an investigation of the complaint will be completed, and all documentation will be placed in a file. Action will be taken only when it can be demonstrated that a policy or procedure of PPHD was violated.

Employment Termination

Payment for PTO not taken

Upon termination, you will be paid for all unused accrued PTO time. In the event of the death of a regular status employee, payment will be made to the employee's beneficiary or estate for all unused accrued PTO time.

The official date of termination will be the same as your last working day. Therefore, your final paycheck will include payment for the existing balance of PTO accrued to the end of the day of termination.

You will not accrue PTO time after the official date of termination.

Health Benefits

Health benefits will terminate on the last day of the month of the last day of employment.

Retirement Contributions

You are eligible to receive your contributions to your retirement account through Nebraska Public Employees Retirement System, and vested, or eligible, to receive contributions made by PPHD, if you have been employed for at least three (3) years prior to termination.

Employment of less than three (3) years will prevent you from receiving PPHD's contributions to retirement.

Notice of Resignation

All hourly employees are suggested to give a minimum of two (2) weeks' notice upon resignation to assure the possibility of a letter of recommendation and to be eligible for rehire. This is not a guarantee of continued employment during the resignation period.

All salaried employees are suggested to give a minimum of thirty (30) days or four (4) weeks' notice upon resignation to assure the possibility of a letter of recommendation and to be eligible for rehire. This is not a guarantee of continued employment during the resignation period.

Misconduct

Termination of employment for misconduct requires no notice.

Exit Interview

You may be asked to participate in an exit interview when you leave PPHD. The purpose of the exit interview is to provide management with greater insight into employees relations and to improve our processes. Your cooperation in the exit interview process is appreciated.

Post-Employment Reference

PPHD policy is to confirm dates of employment and job title only. With written authorization, the Organization will confirm compensation. Forward any requests for employment verification to the HR Coordinator.

Requests to your Supervisor or the Director for a written or verbal recommendation may be made, but all letters of recommendation require approval from the Director before being provided.

6.0: Grievance and Harassment

Grievance Procedure

In the event you would like to file a grievance, the following process will be used:

1. You should have an informal discussion with your Supervisor, the Assistant Director, or the Director to address any issue of concern.
2. If the situation cannot be resolved through the informal discussion, a written complaint should be filed with your Supervisor, the Assistant Director, or the Director.
3. If a satisfactory solution cannot be reached, a formal written grievance must be provided to the Director.
4. Once the formal written grievance is received by the Director, a thorough investigation will follow.
5. The investigation findings will guide the next steps and you will be notified of the results of the findings and any actions taken. Appropriate steps will be taken to assure confidentiality and to protect the privacy of all involved as appropriate.
6. All potential legal risk must be reported to the Board of Directors.

If the grievance involves the Director and a solution cannot be reached, the grievance shall be sent, in writing via the Assistant Director, to the Board of Health's Personnel Committee (Executive Committee) for resolution. The Personnel Committee will investigate the grievance and assist in resolving the issue. If the issue is still unresolved, the next step will be to include the full Board of Health.

Harassment and Discrimination in the Workplace

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against employees who provide information about, complain about misconduct, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

Policy Against Workplace Harassment

PPHD has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and over), race, creed, color, national origin, ancestry, religion, sex, pregnancy (including

childbirth, lactation, and related medical conditions), marital status, sexual orientation, gender identity, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, constituents, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
2. Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), marital status, sexual orientation, gender identity, physical or mental disability, genetic information (including testing and characteristics), veteran

status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, or if you have been informed by another employee of an incident, you must immediately notify your Supervisor, the HR Coordinator, the Assistant Director, or the Director. If the complaint involves the Director, the employee shall report the alleged act to the Assistant Director, who will report immediately to the Personnel Committee (the Executive Committee of the Board of Health). The Personnel Committee will conduct the investigation.

PPHD prohibits retaliation against employees who provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Complaints will be taken seriously and acted on in a professional manner. Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge.

When an employee reports a claim of workplace or sexual harassment, she/he can expect the investigation to take the following form:

The employee will be asked for:

1. A detailed, as objectively as possible, account of what happened, in writing;
2. Names of possible witnesses and permission to speak with them;
3. Permission to conduct a thorough investigation; and

4. Permission to involve the Director should the initial report be made to a person other than the Director.

The employee can expect:

1. All parties will be reminded to keep all information confidential;
2. All meetings will be documented and/or taped;
3. A thorough investigation;
4. A written report of the findings and any action(s) taken; and
5. Periodic follow-ups to see that the behavior has stopped (unless the investigation ended in a termination).

In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Once the investigation comes to closure, all documents will be placed in the appropriate personnel files. If any person does not agree with the resolution of the complaint, they shall have the right to submit a written grievance and said grievance will be handled according to the grievance policy.

Date Approved: 04/14/2022

Next Review Date: 04/14/2023

7.0: Travel Expenses and Expense Reimbursements

Business Expense Policy

PPHD will reimburse you for actual, allowable, and necessary expenses with the required supporting documentation and, if needed, prior approval from your Supervisor or the Director.

Advances

PPHD does not provide advances for travel, other than for properly documented per diem requests. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Reimbursement Form after the travel is complete. If the availability of personal funds will be an issue, please notify your Supervisor to discuss options for covering travel expenses.

Travel Expenses

Travel expenses for which reimbursement will be made are strictly confined to those essential to the transaction of official PPHD business. Expenses are allowed for travel by train, plane, bus, boat or automobile; ground transportation to and from terminals; meals according to per diem; lodging, parking; tolls; baggage handling; and taxi (including tip). All expenses claimed shall reflect only those amounts actually expended.

Original receipts must be submitted in support of the following expenses:

- Airline, train, or bus tickets
- Lodging
- Postage
- Toll fees exceeding one dollar
- Registration or conference fees
- Ground transportation
- Parking.

Approval must be obtained from your Supervisor prior to engaging in any travel at PPHD's expense.

Air Travel

You will be booked a basic economy airfare ticket for commercial airfare. This may include an upgrade to allow seating together for multiple staff, and arrangement of flights to avoid extremely early departures or late arrivals, and to minimize long layovers. You will be allowed one checked bag and/or carry-on (if fees apply) for personal items. Additional checked bag fees will be covered by PPHD if you are required to take additional items for the destination, such as presentation materials.

Ground Transportation

Organization Vehicles

Vehicles are provided by PPHD for you to use only on official PPHD business. You should use these vehicles whenever possible. A logbook is provided in each vehicle for employees to document your travel for cost allocation purposes. Vehicles are to be left in a clean manner with no less than three-fourths (3/4) of a tank of fuel when you are done with use. There are fuel charge accounts at Westco, Panhandle Coop, and Frenchman Valley COOP and charge cards located in each vehicle log book. These cards are to be used for fueling PPHD vehicles only. You should sign fuel charge account receipts and notate the vehicle used for the charge.

Receipts for charges will be kept in the logbook for reconciliation to the monthly statements. All receipts documenting personally paid fuel for Organization vehicles need to be submitted for reimbursement, which also need to notate which vehicle was in use at the time of the expense.

You should drive and behave while driving, in a manner representative of PPHD. Any tickets you receive for violations while driving an agency vehicle, unless caused by some defect or neglect on the part of PPHD, are your responsibility and will not be reimbursed by PPHD.

Valid Driver's License

If you are required to drive on the job, you must provide a photocopy of your valid driver's license within two (2) weeks of initial employment and thereafter on an annual basis. An exception to this is if you have just moved to the State of Nebraska. The State allows 30 days to obtain a Nebraska driver's license. Out of state residents must provide their valid driver's license and comply with that state's requirements for obtaining a license upon new residency.

Revocation of Driver's License

If your operator's license and/or right to operate a motor vehicle may be or has been suspended or revoked, you will, within five (5) days of the underlying charge, notify the Director of the proposed or actual suspension or revocation. Depending on the circumstances, appropriate action may include termination from employment, suspension, warning, probation, or any lesser sanction; referral for driving safety courses and other action depending on the employee's post class evaluation as a condition of continuing employment; reassignment, supervision, or limitation of responsibilities; or other action deemed to be commensurate with the violation.

Failure to notify the Director in accordance with this policy will result in termination.

Seat Belt Policy

All PPHD employees must use seat belts when riding in or driving a vehicle, Organization-owned or personal, while on official business. Failure to use seat belts is considered a misuse of a vehicle and may result in disciplinary actions, i.e., Defensive Driving course and employee counseling.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

Accident Policy

Call 911 to report the incident immediately. Make sure everyone is safely away from the wreckage and receiving any necessary medical care. Call the Director or your Supervisor. Provide insurance information to the other party and collect their insurance information. Do not claim responsibility for the accident. Follow up with the HR Coordinator to file a Workman's Compensation claim.

Distracted Driving Policy

PPHD promotes safe driving at all times to ensure the safety of employees and the general public. You will not use cell phones while operating as the driver in a PPHD agency vehicle, or any personal vehicle used while conducting Organization business. Cell phone use includes to make or receive phone calls, send or read text messages, check email, brows the internet or social media, play music, play games, or utilize GPS location services (unless GPS services are hands-free).

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

Rental Cars

Approval from the Director should be received prior to requesting arrangements for a rental vehicle.

- Rental vehicles require a credit card and should be secured using a PPHD credit card.
- Rental vehicles should be appropriate for the nature of the trip and should be either a compact or mid-size car, unless several employees are traveling together, in which case a van or SUV may be appropriate.
- Luxury vehicles are not allowed as rental vehicles, regardless of circumstances.
- Do not purchase additional insurance through the car rental agency.
- Accommodations should be made to return the vehicle as quickly as possible, and with a full tank of fuel, to limit expense.

Other Ground Transportation

Safety of staff while in travel status is a priority for PPHD. Staff may coordinate ground

transport on their own between airport terminals, hotels, meeting venues, and meals.

- Public transit (bus, MetroRail, shuttle) is always the most affordable option and should be used if available and at the employee's discretion for safety.
- Check with the hotel to see if a shuttle is available to the venue or airport.
- Alternatively, taxis and other for-hire services such as Uber and Lyft are acceptable options.
- All receipts for ground transportation should be retained and submitted for reimbursement.
- Tips should be no greater than 15% of the fare. Maps of routes for Uber and Lyft should be included with the reimbursement request.

Hotels

Hotel accommodations for overnight travel should be coordinated through the Travel and Per Diem Request Form link located on the Time Clock Dashboard, after receiving approval from your Supervisor for the travel. The Finance Assistant will have a list of hotels that are set up for direct billing.

Hotel reservations should be booked requesting the "state rate" or "government rate" especially when booking in Nebraska. PPHD is a tax-exempt entity and should not pay sales taxes on hotel rooms in Nebraska. Rooms should be booked and paid for with a PPHD credit card whenever possible if direct bill is not available. These cards are set up for tax-exempt billing.

Out of state rates should be booked at a rate closest to the maximum per diem rate for that location. Consideration will be given if a conference is being held at a hotel and it's more affordable to stay there, such as if there will be additional costs for ground transportation between the hotel and venue, or if a block of rooms is reserved specifically for attendees.

Each employee will have their own hotel room for overnight travel. If you are accompanied by another individual not on official PPHD business, you will be responsible for all charges in excess of the appropriate single occupancy rate.

After overnight travel, you should obtain a copy of the receipt from the hotel, checking for any sales tax or unallowable charges prior to leaving the hotel, and make your best effort to get these charges amended before departure.

Per Diem

Per Diem accommodations for overnight travel should be coordinated through the Travel and Per Diem Request Form link located on the Time Clock Dashboard, after receiving approval from your Supervisor for the travel. Meal reimbursements will be provided on a per diem rate, based on the appropriate GSA rate for the location of travel. The current rates are available at <https://www.gsa.gov/travel-resources>.

The Finance Assistant will calculate the correct reimbursement rate based on the following criteria:

- The allowable meal cost will be reduced for the number of meals provided as part of a conference/registration fee. The agenda must be submitted as supporting documentation for the per diem to be paid.
- If a continental breakfast is provided at the hotel, breakfast will not be included in the per diem.
- Meals will be included as follows:

Is the meal reimbursable during overnight travel?	
Breakfast	Yes, if you leave before 6:30 am; no continental breakfast at hotel
Lunch	Yes if you leave before 11:00 am or return after 2:00 pm
Dinner	Yes if you leave before 6:00 pm or return after 7:00 pm

- All time will be considered in the time zone you began your workday in.
- One-day travel meal expenses will not be paid by PPHD. The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to an employee, unless such reimbursements are deemed "occasional." If such reimbursements to an individual total \$100 or more in any one year, the total of all such reimbursements will be considered taxable income.
- Meal expenses cannot be paid if incurred in your residence city.
- PPHD will not reimburse entertainment or liquor expenses to any employee.

Personal Vehicles

When commercial air transportation is available, and an individual elects to travel by personal automobile, reimbursement will be limited to the appropriate airfare, or the mileage reimbursement, whichever is less.

Mileage to meetings, trainings, etc., by direct route, will be paid to and from your main office location. Staff will submit beginning and ending mileage for the trip, or an electronic map, such as Google Maps or MapQuest. Mileage will be paid at the rate established by the Internal Revenue Service (IRS).

If an Organization vehicle will be used by multiple staff for the same meeting, and you choose to use your personal vehicle to travel to the event for personal reasons, you will not be reimbursed for the mileage expense of using your personal vehicle. If the personal vehicle is taken to allow better time utilization of other staff or due to limited seating capacity in the Organization vehicle, the mileage expense of using the personal vehicle will be reimbursed.

If an Organization vehicle is available for use and you choose to use their personal vehicle instead, you will not be reimbursed for the mileage expense of using your personal vehicle. This policy cannot cover all scenarios, and you should check with your Supervisor if there are questions.

Insurance

You must provide documentation of insurance before you are permitted to operate your personal vehicle for PPHD business. Documented evidence of up-to-date insurance coverage shall be made available to the HR Coordinator within two (2) weeks of initial employment and thereafter submit evidence on an annual basis. This record will be kept in your personnel file. After a two (2) week grace period, failure to show proof of current insurance will result in your termination. You are responsible for notifying HR in the event of any changes to your insurance coverage or status.

Office Supplies and Other Consumable Goods

Office supplies and other consumable goods should be coordinated through the Office Manager for purchase whenever possible. PPHD has charge accounts for office supplies and consumable goods, and those items should be requested via email to the Office Manager.

In the event you need to make a purchase for supplies, you should first have approval from your Supervisor, retain the receipt for reimbursement, and document to what cost code the expense should be charged. An Expense Reimbursement Form is available in the Employee Information folder. All purchases should be necessary and allowable under funding requirements.

Training and Registration Fees

The fee for the mandatory education program(s) or required meeting(s) will be paid for by PPHD with approval from your Supervisor. You may request assistance paying for registration fees via credit card from your Supervisor or may register and request an invoice be sent to the Finance Assistant for processing.

Employee Credit Cards

At the discretion of the Director, employees may be assigned a PPHD credit card to facilitate purchasing processes, especially related to business travel and office supplies.

- Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
- Allowable purchases include:
 - Lodging, and transportation according to travel policies
 - Fuel
 - Supplies

- Meeting expenses
- Registration Fees
- Prohibited purchases include:
 - Alcoholic beverages/tobacco products
 - Capital equipment upgrades over \$5,000
 - Construction, renovation/installation
 - Controlled substances
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Purchases involving trade-in of PPHD property
 - Rentals (other than short-term autos)
 - Any other items deemed inconsistent with the values and policies of PPHD
- Cash advances on credit cards are not allowed.
- Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary actions.
- The maximum allowable balance for the master account will be set by the Board of Health. The Director has the discretion to split the balance between authorized users as needed.

Responsibilities:

- The authorized cardholder is responsible for all charges made to their PPHD credit card.
- Authorized cardholders can designate other PPHD staff to use their card to place an order or make a purchase under their direction and approval.
- If an unplanned or emergency situation arises, the Director may authorize the use of an existing credit card to a specific staff member for a one-time only purchase.
- Prior approval of purchases and charges should be obtained via an email or verbal permission stating the intended purchase, the description of need, the unit price and the total cost.
- Detailed receipts must be retained and submitted to the CFO for monthly statement reconciliation. In the case of meals, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations. (Event sign-in sheets may be used). Photocopies of paper receipts are acceptable documentation.
- Monthly statements with attached detailed receipts will be reconciled prior to the first check run of the following month.

- All receipts statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly shown. Individual monthly statements will be reconciled by the CFO, using documentation and account information (account number and program) submitted by the authorized cardholder.
- Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the PPHD office. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.

Unallowable Expenses

PPHD will not reimburse or pay for the following expenses:

- Alcohol of any kind is not allowable under any circumstances.
- Entertaining including tickets to any live performances, movies, admission fees.
- Dues or membership fees to social organizations.
- Gifts of any kind, other than a small memento (less than \$5) or a small certificate or plaque for performance or contribution recognition (less than \$25).
- Mileage expenses not for official Organization business, including mileage in personal vehicles incurred for meals on same-day travel.
- Supplies that are not necessary to support the functions of the organization or funding source.
- Other expenses unallowable under the Uniform Guidance or other funding requirements.

8.0: General Policies

Notice of Employment Laws and Policy Changes

PPHD maintains an official posting site in each office location to provide employees with federal and state required notices, including wage and hour laws and other employment-related notices. Only authorized personnel may add and remove notices from the posting site.

Changes to policies will be distributed to all employees via email to each employee's PPHD provided email address and at all-staff meetings where applicable.

You are responsible for being informed about this material by periodically reviewing the bulletin board and staying up-to date on your email.

Confidentiality and HIPAA

Due to the nature of our work, PPHD is a HIPAA compliant organization. Employees are responsible for signing and following all policies and procedures of the HIPAA Policy, available in PolicyTech and the Employee Information folder.

Employees Responsibility for Confidentiality

In addition to HIPAA compliance, employees are responsible for additional measures to assure confidentiality.

- It is your responsibility to assure the confidentiality and security of information and records within your control and to release information only to those agencies or individuals having an official need for the information. Questions regarding release of information shall be discussed with and approved by the Director.
- An employee revealing confidential information to unauthorized agencies or individuals shall be subject to disciplinary action up to and including termination, and, when in violation of applicable state and federal laws, may be subject to fine and/or imprisonment. An individual who terminates employment with the PPHD and reveals confidential information acquired as an employee shall be subject to legal action.

Confidentiality of Personnel Records

- Your personnel records are confidential and may be accessed only by your Supervisor, the HR Coordinator, the Assistant Director, or the Director, Board of Health member(s) with a legitimate need in the performance of their duties, or by others as required by law, subpoena, or court order.
- Your health records (including workers' compensation and physicals) will be maintained separate from the personnel file. Except as otherwise required by law, the Director, the person responsible for creating and/or maintaining employee

health records, or possible emergency conditions involving the employee's health condition, will have access to these records. These records will not be available to other PPHD staff.

- Records will be maintained for the length of time required by Nebraska and/or Federal law.

Change in Personnel Information

- In order to keep personnel, payroll and benefit records current, you should notify the HR Coordinator immediately whenever there is a change in your name, marital status, dependents, address, telephone numbers, tax withholding status, or insurance status.

Work Areas

- All printed information of a confidential nature shall be removed from public view (placed inside a desk or file) when you are away from your workstation if another authorized employee is not available to assure security of the information.
- All printed information of a confidential nature shall be placed in locked files or other secure places when offices or work units are closed.
- Printed information to be discarded, such as poor-quality copies or purged file materials, shall be shredded or otherwise destroyed to the extent that confidential information cannot be identified.

Information Exchange

- Informal printed records of telephone conversations containing information of a confidential nature shall be destroyed unless placed in official files.
- All printed documents containing information of a confidential nature shall be sealed inside an envelope addressed to a specific office or individual and marked "CONFIDENTIAL" when mailing or sending to other individuals, programs or agencies having an official need for the information.
- Conferences and informal conversations shall be held in a manner to avoid discussions of a confidential nature being overheard by others.
- Employees transmitting confidential information via email should use secure, encrypted email.

Computers and Electronic Devices

- Computer workstation screens will be positioned to limit visualization by other employees or visitors. You will protect your sign on and passwords to prevent use by anyone other than yourself. You will log out of the network when away from your desk for an extended period.

- Certain information relating to the PPHD employees is considered to be public information. Please refer questions of releasing personnel information to the Director.
- All employees using a cell phone for Organization email shall be required to use a minimum 4-digit PIN to unlock the screen. You will not share this PIN with anyone to prevent use by anyone other than yourself.
- All Organization laptops that leave the office require employee usernames and passwords to log on. You will not share this information with anyone to prevent use by anyone other than the yourself.
- All removable media (flash drives, jump drives, etc.) shall not be used to transport sensitive or confidential information.
- Certain folders on the server have permission requirements that limit the users that can access those files to only those on a need-to-know or access basis.

Computer Security and Copying of Software

Software programs purchased and provided by PPHD are to be used only for creating, researching, and processing materials for Organizational use, unless prior approval is received from the Director. By using PPHD hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Organization policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Organization, or developed by PPHD employees or contract personnel on behalf of the Organization, is and will be deemed PPHD property. It is the policy of PPHD to respect all computer software rights and to adhere to the terms of all software licenses to which the Organization is a party.

You may not illegally duplicate any licensed software or related documentation.

Unauthorized duplication of software may subject you and/or the Organization to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your Supervisor's approval. All software acquired by the Organization must be approved by the Director and purchased from a credible vendor.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by PPHD.

Employer-Provided Cell Phones and Other Mobile Devices

All full-time employees, working an average of 30 hours per week or more, are eligible to receive an agency-provided cell phone. The Director may also elect to provide a cell phone

for part-time employees if needed. Failure to comply with the Distracted Driving Policy may result in disciplinary action up to and including termination of employment.

PPHD owns and remains entitled to all cell phone/mobile devices, including all passwords controlling access to them. At the time of employment termination, all such equipment and passwords must be returned to the Organization in operable condition.

Employer-Provided Cell Phone

- All phones share minutes on the same plan. You are allowed to use your phone for personal use; however, if excessive personal use causes overages in allowed minutes, you may be required to reimburse the PPHD for the additional cost.
- The purchase of applications not related to agency business will be at your expense.
- The Director should be notified immediately of any lost or damaged phones so necessary arrangement can be made.

Personal Cell Phone

- If you choose to not have an agency-provided-cell phone and opt to use your personal phone, you will not be reimbursed for any expenses incurred while conducting agency business.
- As part of Emergency Response, all employees are required to have a cell phone number where they can be reached for emergencies, call downs, etc. Personal cell phone numbers will be provided by employees who opt to use their personal phones.

Personal Phone Use

- Personal phone call and texts during working hours distract you from your job responsibilities and may be disruptive to coworkers. You should therefore limit the placing or receiving of personal calls and texts during working hours.

Other Mobile Devices

Depending on the nature of work, PPHD may provide you with laptops, tablets, or other mobile devices to conduct PPHD business.

- You should not share access to these devices with anyone.
- Personal use of these devices should be limited.
- If there are issues with the devices performance or it becomes broken, notify the Director to discuss replacement needs and options.
- Devices should be returned in good working order upon termination.

Employer-Sponsored Social Events

PPHD holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by your Supervisor prior to the event.

Incentive Programs

PPHD does not participate in incentive programs, unless the program is to promote employee morale or health and wellness. Examples include paying registration fees in the Worksite Wellness Council's spring and winter challenges, and participation in National Walk at Lunch Day.

Media and Third Party Information Request

If you are not authorized to speak on behalf of PPHD, do not speak to the media on behalf of the Organization. All requests for information from the media shall be coordinated through the Director, or the responsible program coordinator. All newspaper releases are to be released only with the approval of the Director or Assistant Director. Per the PPHD Communication Plan the Director is the designated Public Information Officer for PPHD.

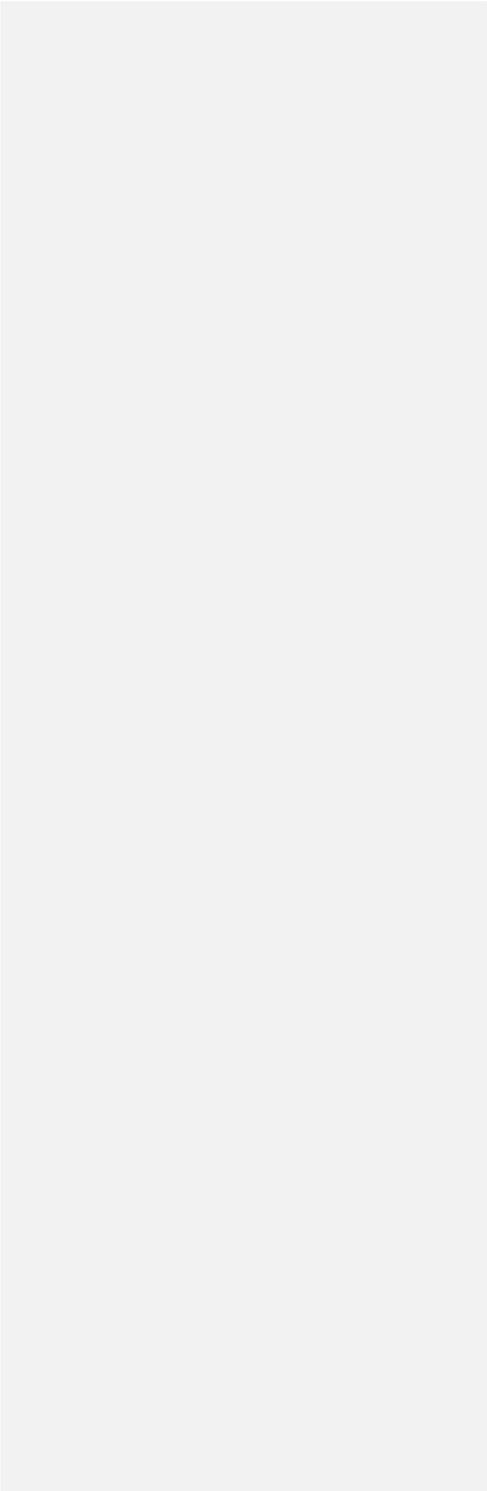
From time to time, PPHD may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of PPHD on a topic to the Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact your Supervisor or the Director.

Off-Duty Use of Employer Property or Premises

You may not use PPHD property for personal use during working time. This includes use of copy machines, computers, PPHD products, or office supplies for personal use without prior authorization. You are responsible for returning PPHD property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. Notify the Site Coordinator of any damaged or defective PPHD property.

It is Organization policy to control off duty and nonworking hour use of PPHD facilities either for business or personal reasons. You are prohibited from using PPHD facilities during off duty or nonworking hours without approval from your Supervisor and/or the Director, depending on the circumstances of use.



Personal Copies

Personal use of PPHD printers and copiers should be limited. If personal copies are made, please notify the CFO via email of the number of copies and type (color, black/white, etc). You will be billed for the copies at the agency established rate for all programmatic copies.

Open Door Policy

At PPHD, we welcome suggestions for continuous quality improvement and welcome your ideas for better ways to do your job, provide services of our Organization, or to better meet the public's needs. Discuss your ideas with your Supervisor, the Assistant Director, or the Director.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Organization.

Personal Data Changes

You are responsible for updating the HR Coordinator with any personal data changes including name, address, marital status, beneficiaries, dependents, tax withholdings, HSA contributions, or other items of a personal nature.

Personal Appearance and Office Space

The professionalism of the office is reflected by all employees who come into contact with the people the agency serves or with anyone who associates that employee with the agency. You should dress and groom yourself according to the requirements of your position and accepted social standards. Acceptable personal appearance, and proper maintenance of work areas, are ongoing requirements of employment with PPHD.

Dress Code

During business hours or when representing PPHD, you are expected to present a clean, neat, tasteful appearance. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Business Casual:

- You are expected to dress in a manner that is business casual, unless circumstances require otherwise. You should not wear suggestive attire, beachwear, athletic clothing, shorts, novelty T-shirts, or similar items of casual attire.
- You are not allowed to wear jeans during the course of normal agency business. An exception is made for staff providing home visits through Healthy Families Nebraska Panhandle. Home visitors are allowed to wear jeans only on days when providing home visits. Jeans must be presentable, and appearance of jeans will be subject to the approval of the Director or Supervisor.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt

hair is not permissible regardless of length.

- Sideburns, moustaches, and beards should be neatly trimmed.

Casual Fridays:

- Employees may wear jeans and/or Public Health T-Shirts they have been given by PPHD on Fridays, unless attending a face to face meeting, at which time the business casual dress code is required.

Activity Day Attire:

If your child/grandchild is participating in an extracurricular event (sports, theater, band, etc) and you have team apparel (t-shirt, sweatshirt), you may wear it for the day of the competition/performance., unless attending a face to face meeting, at which time the business casual dress code is required.

Formatted: Font: 12 pt

At PPHD's discretion, PPHD employees may be allowed to dress in a more casual fashion than is normally required. On these occasions, you are still expected to present a neat businesslike appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing. Final discretion resides with the Director.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Employees normally will not be compensated for any work time missed because of failure to comply with this policy.

Accommodations for Persons with Disabilities or Religious Beliefs

The Organization will make every effort to reasonably accommodate employees with disabilities or with religious beliefs that make it difficult for them to comply fully with the personal appearance policy. Contact your Supervisor to discuss your needs and request reasonable accommodations.

Fragrance Free Policys

PPHD strives to maintain a safe and healthy workplace environment. Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, PPHD is a fragrance-free workplace. This policy applies to both employees and non-employees of PPHD.

- PPHD expects that all offices and spaces used by the staff and their visitors remain free of scented products.
- Scented personal products (such as fragrances, colognes, lotions, and powders) are not to be worn in the facilities owned and operated by PPHD, including company owned vehicles.

- ~~Other scented products (candles, potpourri, and similar items) are prohibited from the facilities owned and operated by PPHD, including company owned vehicles.~~

~~Any employee with a concern about scents or odors should contact a manager or the HR department. Violations of this policy will be handled through the standard disciplinary procedure. Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for allergies and sensitivities of all who may visit the office.~~

~~You should also limit use of candles, air fresheners, and other scented items within your personal or shared office space out of concern for allergies and sensitivities of all who may visit the office.~~

Formatted: Right: 0.94", Space Before: 2.15 pt

Tattoos/Piercings/Other Body Modifications

You are permitted to have tattoos, piercings, or other body modifications while in the employ of PPHD. These items should not be of an offensive nature, including derogatory or inflammatory images, placement, or presentation. You are a representative of the high professional standards at PPHD and your personal appearance should be reflective of that standard. Discuss any concerns with tattoos, piercings, or body modifications with your Supervisor.

Social Media Policy

At PPHD, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the PPHD, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for PPHD.

Guidelines

For purposes of this policy, **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 website, web bulletin board or a chat room, whether associated or affiliated with the Organization, as well as any other form of electronic communication.

PPHD principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the Organization.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

PPHD cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Organization policy. Your personal posts and social media activity should not negatively reflect upon or refer to the Organization.

Maintain Accuracy and Confidentiality

When posting information:

- Do not create a link from your personal blog, website, or other social networking site to a PPHD website that identifies you as speaking on behalf of the PPHD.
- Never represent yourself as a spokesperson for the PPHD. If PPHD is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Organization. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and usesuch protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your supervisor or consistent with policies that cover equipment owned by PPHD.

Media Contacts

Media responses should never be coordinated through personal social media accounts.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who reports a possible deviation from this policy or cooperates in an investigation. Employees who retaliate against other employees for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent you from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have

the right to engage in or refrain from such activities.

Remote Work

Remote work is defined as an employee who works at home, on the road, or at an alternate location for all or part of the regularly scheduled work week.

Remote work may be appropriate for some employees and jobs but not for others and should not be considered an entitlement to the employee. Remote work, if applicable, is a privilege that must be earned.

The ability to work remotely does not alter the at-will employment status of an employee. PPHD may terminate this agreement at any time, without notice, for any reason at all.

General Remote Work:

General remote work is defined as an agreed upon situation for any employee to work remotely as part of the regular work arrangement. This arrangement will require approval before being granted.

Employees desiring a General Remote Work Agreement must first discuss with the immediate Supervisor/Program Manager if the position and scope of work are suitable for remote work.

If the Supervisor/Program Manager agrees the position would be suitable for remote work, the employee will complete a Request for Remote Work Form. The form will be reviewed by the PPHD Leadership Team to assure an equitable review and approval process for all requests.

All employees approved for a General Remote Work Arrangement will be subject to a 3 (three) month trial period. Upon completion of the trial period, PPHD will evaluate the success to determine whether it can be continued.

Employees granted a fully remote work arrangement will be paid time and mileage from their designated home office location to any PPHD office or other location required to perform the duties of their work.

Other Circumstances:

Temporary remote work arrangements must be approved by the employee's Supervisor/Program Manager before being granted for the following circumstances:

- Inclement weather
- Illness of a child
- School or childcare is unexpectedly ceased or interrupted for a temporary period
- Offsetting time due to atypical working hours (evening, weekends, or early mornings)

Prearranged circumstances:

- Virtual work from home because you live or are away from the area
- You have taken time off during the day, but still need to finish certain tasks

Voicemail, Email, and Internet Use

This Voicemail, Email, Internet Policy is intended to provide you with the guidelines associated with the use of the voicemail, email, internet system (the system). This policy applies to all employees and any others accessing and/or using the system through onsite or remote terminals.

General Provisions

- The system, and all data transmitted or received through the system, is the exclusive property of PPHD. You should not have any expectation of privacy in any communication over this system. If you are permitted to have access to the system, you will be given a voicemail, email, and/or Internet access and will have use of the system consistent with this policy.
- PPHD reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that PPHD will exercise this right periodically, without prior notice and without prior consent.
- The interests of PPHD in monitoring and intercepting data include, but are not limited, to managing the use of the computer system and/or assisting employees in the management of electronic data during periods of absence.
- You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the PPHD voicemail, email, Internet system.
- Any employees who violates this policy will be subject to corrective action, up to and including termination of employment. If necessary, PPHD will also advise law enforcement officials of any illegal conduct.

Workplace Privacy and Rights to Inspect

PPHD property, including but not limited to phones, computers, tablets, desks, workplace areas, and vehicles, remains under the control of the Organization and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on PPHD premises including that kept in personal areas and desks.

9.0 : Safety and Loss Prevention

Drug and Alcohol Policy

PPHD is concerned with the wellbeing of its employees, the successful accomplishment of its operations, and the need to maintain employee productivity. The abuse of alcohol and drugs is inconsistent with the law-abiding behavior expected of employees.

Policy

Congress passed the Drug-Free Workplace Act of 1988. PPHD prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the work environment.

The “work environment” is considered to be all PPHD facilities, any and all client facilities, job sites, and any location where an employee represents PPHD, including over-the-road travel in owned or rented vehicles and circumstances where the employee is being reimbursed for expenses.

Violation of any rules and regulations, procedures, or requirements of this policy will result in corrective action. Depending on the circumstances, appropriate action may include:

- termination from employment, suspension, warning, probation, or any lesser sanction;
- referral for chemical dependency evaluation and/or any treatment recommended as a result of the evaluation as a condition of continuing employment;
- reassignment, supervision, or limitation of responsibilities;
- or other action deemed to be commensurate with the violation.

Rules & Regulations

- Use or possession at work – The use or possession of alcoholic beverages or illegal drugs, and the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, while on PPHD’s property, on the job, or performing PPHD business, is prohibited.
- Intoxication/Impairment – Appearing for work or performing any job duties for PPHD business while intoxicated or impaired by alcohol or drugs is prohibited. Employees who are believed to be intoxicated or impaired on the job may, in addition to any other appropriate action, be suspended, sent home or reassigned for safety reasons while the situation is evaluated.
- Off-Duty Use – The use of alcohol off duty and off premises in any manner, which results in intoxication or impairment on the job, or which adversely affects attendance or job performance is prohibited. The use of illegal drugs by employees, whether on or off duty and whether on or off premises, is prohibited under all circumstances.

- **Legal Drugs Notification** – The use of legal drugs (over the counter or prescription medications) in accordance with doctor’s orders and manufacturer’s recommendations is not prohibited. Excessive use or abuse of such drugs shall be considered to be the same as use of illegal drugs under this policy. If use of legal drugs in accordance with doctor’s orders and manufacturer’s recommendations may impair the employee’s ability to safely and effectively perform his or her job, the employee must so notify her/his supervisor in advance, so that any necessary arrangement can be made to protect safety and productivity. Inform your Supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the Organization determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work.
- **Drug Convictions** – Any employee, who is convicted of any criminal drug or alcohol violation, must so notify her/his supervisor within five (5) days after the conviction. The Panhandle Public Health District may be required to report such information to governmental agencies. Individuals who have been convicted of any crime involving illegal drugs may be refused hire, discharged, or subject to other corrective action.
- **Job Applicants** – PPHD will not hire a job applicant who is believed to be currently abusing alcohol or legal drugs, or currently using illegal drugs.
- PPHD may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Organization may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. PPHD may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, PPHD must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Tobacco Free Campus (including e-cigarettes)

Tobacco use of any kind is prohibited on PPHD premises including offices, vehicles, and grounds directly in front of the office, including a radius of 15 feet from any entryway to a PPHD office. This policy includes not only staff, but others who visit the office or ride in

vehicles of the Organization. Space owned or occupied by PPHD shall be considered tobacco free. It is recognized that the Organization does not control the public walkway; however, agency staff will not use tobacco products directly in front of the office. It is the responsibility of all employees of the Organization to uphold and adhere to this policy.

New personnel shall be informed of the smoke-free/tobacco-free environment policy during orientation. The policy shall be posted on all doors and building entrances at the site of the Organization.

You are expected to honor this smoke-free/tobacco-free environment policy. Employees who violate this policy will be subject to the following disciplinary action(s):

- First Violation: Verbal warning
- Second Violation: Written warning with possible suspension
- Third Violation: Written warning with possible suspension and/or termination
- Fourth Violation: Immediate termination of employment It is the intent of the PPHD to create a healthy environment for its employees and visitors. Our employees are one of our most valuable resources, and in recognition of that, we promote the health, safety, and well-being of each individual.

General Safety

It is the responsibility of all PPHD employees to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your Supervisor or the Site Coordinator immediately and complete an occupational illness or injury form as needed (available in the Employee Information Folder or from the HR Coordinator). Failure to follow PPHD safety rules may result in disciplinary action, up to and including termination of employment.

Security

All employees are responsible for making PPHD a secure work environment. Upon leaving work, lock appropriate files and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Supervisor immediately. Refrain from discussing specifics regarding PPHD security systems, alarms, passwords, etc. with those outside of the Organization.

Immediately notify your Supervisor, the Assistant Director, or the Director of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Organization. Safety and security are the responsibility of all employees and we rely on you to help us keep our premises secure.

Violence Prevention

PPHD has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as constituents, clients, vendors, and partners.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Examples of workplace violence may include:

- Physically injuring another person;
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means;
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact;
- Possessing, brandishing, or using a firearm on PPHD property or while performing PPHD business except as permitted by state law; or
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Supervisor, the Assistant Director, or the Director any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

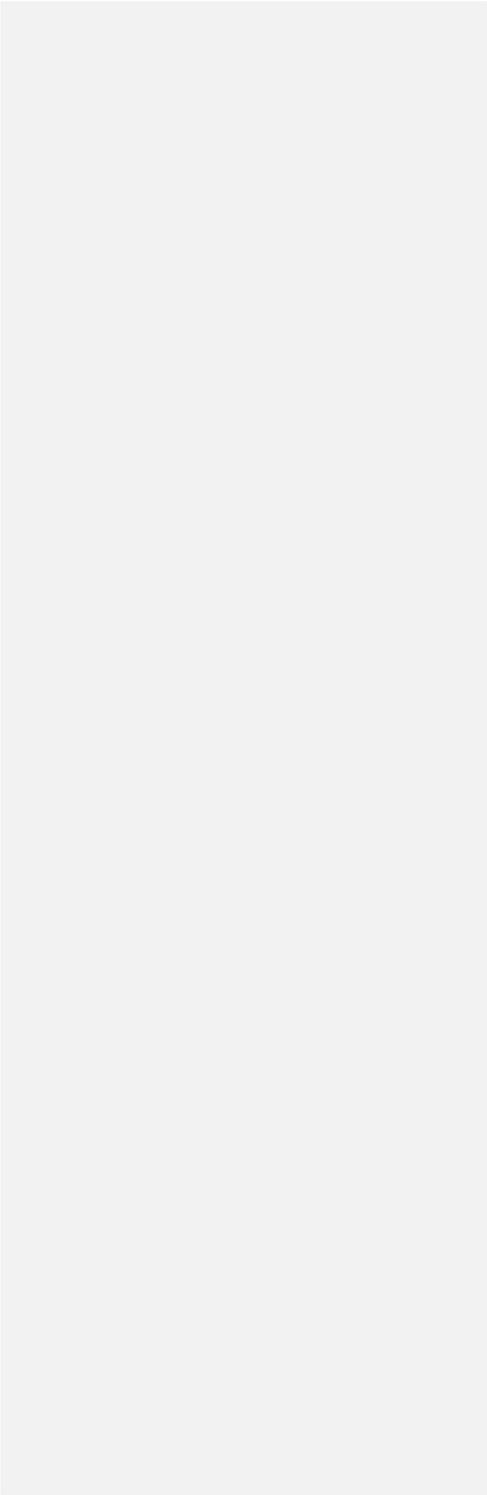
Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for reporting a threat, or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline, up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Assistant Director, the Director, or the HR Coordinator.



Date Approved: 04/14/2022

Next Review Date: 04/14/2023

10.0 : Employee Benefits

Employee Assistance Program (EAP)

PPHD will provide confidential and voluntary assistance through its employee assistance program (EAP) to all employees and their family members who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, etc. Up to six-50-minute sessions with a licensed mental health professional or substance abuse counselor is provided for each employee as well as each family member, per contract year.

For more information please visit your Supervisor or the HR Coordinator.

Bereavement Leave (Funeral)

Up to 3 days, to be approved by the Director, will be allowed for immediate family (spouse, children, parents, grandparents, siblings, step-children, grandchildren, etc.) and up to 1 full day for other relations including aunts, uncles, cousins, etc.

Jury Duty and Other Civil Leave

All employees, including temporary, are eligible for paid civil leave under the following conditions.

Jury Duty

If a you are called to serve as a juror, you shall receive your regular pay, and your jury duty pay will be paid back to PPHD. You will be granted time off with pay to the extent necessary to serve mandatory jury duty. You must provide reasonable notice of your absences when called for jury service. If released from duty during regular working hours, you must return to work.

Election Board Duty

If you are appointed as a clerk, judge or election inspector on an election or counting board, you may take PTO but will be allowed to retain your pay for this service.

Voting Leave

If your work schedule prevents you from voting on Election Day, PPHD will allow you reasonable time off to vote. The time when you can go to vote will be at the discretion of your Supervisor consistent with applicable legal requirements.

Continuing Education and Tuition Assistance

It is the policy of PPHD to enhance the development and continuing education of its employees. It shall be the obligation of the PPHD to develop avenues of career and educational enhancement to its employees. These avenues, dependent on availability of funds and approved by your Supervisor and the Director, shall include but are not limited to the following:

- In-service training, groups and individualized
- Training conferences and workshops

Tuition reimbursement is available if pertinent to job functions, and upon proof of a grade standard of “B”. Maximum annual tuition reimbursement are not to exceed \$500 per semester and not to exceed \$1,500 per year.

Paid Time Off, Sick Leave, and Vacation

Paid time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

It is up to you to allocate how you will use it — for vacation, illness, caring for children, school activities, medical/dental appointments, personal business, or emergencies. PPHD may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, when permissible according to state and federal law. The amount of PTO earned will depend on your length of service with the Organization.

If you have a fever, vomiting, or diarrhea symptoms, you should stay home for a minimum of 24 hours after the symptoms have ended.

Any unused PTO hours you have accrued up through your last working day will be paid out at termination.

Paid Time Off Calculation

Your anniversary date is used to determine the amount of Paid Time Off (PTO) earned. This is the date of hire.

This date will be adjusted for a leave of absence of more than 84 consecutive calendar days, any suspensions without pay, or for separations of less than three years.

PTO will combine traditional holidays, vacation, and sick time into one account. PTO may be used for vacation, holidays, and sick time as employees see fit. There are nine typically observed holidays: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Columbus Day/Indigenous People’s Day, Veteran’s Day, Thanksgiving, and Christmas Day. You have the flexibility to use your PTO to observe these holidays as it meets your needs.

You will accrue PTO based on the number of hours you work in a pay period. PTO will accrue until you reach a maximum of 240 hours available. Once the cap is reached accrual will not accumulate until hours are reduced through use. The following is an example of the PTO a full-time employee would accrue in a year:

- Level 1 - Yrs 1-5: 24 days Accumulation rate .09230
- Level 2 - Yrs 6-7: 27 days Accumulation rate .10385
- Level 3 - Yrs 8-9: 30 days Accumulation rate .11538
- Level 4 - Yrs 10-14: 33 days Accumulation rate .12692

- Level 5 – Yr 15+: 36 days Accumulation rate .13846.

Extended Illness Bank (EIB)

Your anniversary date is used to determine the amount of Extended Illness Bank (EIB) earned. This date is the date of hire. You will accrue EIB based on the number of hours you work in a pay period. EIB benefits are accrued at the rate of .04611 of actual hours paid up to a maximum of 240 hours (approximately 30 scheduled workdays). Although you can accrue EIB hours during the probation period, you cannot use your EIB until after the probation period is over, unless pre-approved by the Director EIB benefits may not be used to supplement Worker Compensation benefits in an amount which exceeds your regular earnings.

Initiation of EIB

Except for medically necessary hospitalization, EIB may be used only after 24 consecutively scheduled work hours have been missed and will commence on the 25th consecutively scheduled work hour. If the EIB account has been exhausted, you will take PTO hours unless those hours have been exhausted also. For extreme health situations when both PTO and EIB banks have accrued maximum amounts (240 hours each) and you will be requiring near to full use of all accrued hours, you may use a respective amount of PTO concurrent to EIB so as to allow for the continued accrual of the PTO benefits that would normally be earned if you were not capped out. -If all PTO/EIB hours have been exhausted, you will take leave without pay. EIB hours will be paid only for scheduled work hours. Any EIB hours you have accrued will not be paid at termination.

Communicable Diseases and Illnesses

There may be times when the contraction of a communicable disease or illness allows you to access your EIB hours prior to the 24 consecutively scheduled work hours missed.

Employees knowingly aware of having the following illnesses should contact the Director immediately to start the activation of EIB hours, and should visit with their doctor to get a confirmed diagnosis:

- Anthrax
- Botulism
- Chicken Pox
- Cholera
- Coccidioidomycosis
- Hepatitis A
- Influenza
- Measles
- Meningitis
- MRSA
- Mumps
- Pertussis
- Plague
- Pneumonia
- Polio
- Rubella
- SARS
- Shingles
- Smallpox
- Streptococcal - invasive
- Tuberculosis
- Viral hemorrhagic fever such as ebola, lassa fever, Marburg
- COVID-19 (SARS-CoV-2)

Other illness defined by the CDC may apply, check with the Director.

Return to Work

Any time EIB hours are used for illness or injury a physician's statement indicating when you may return to work is required before you will be allowed to resume scheduled duties. PPHD reserves the right to request periodic physician certification while you are using EIB hours. When your physician indicates you are able to return to work, payment of EIB hours will discontinue.

When a gradual resumption of duties is recommended by the physician, and the work performed can be arranged to accommodate part-time hours, you will be encouraged to reduce your draw upon EIB benefits by working part of your shift. During this period of phasing into full employment, payment for hours worked and payment for EIB benefit account can occur simultaneously up to an amount equal to your normal schedule.

Maternity & Paternity Leave

Extended Illness Bank (EIB) and /or Paid Time Off (PTO) may be used for maternity and paternity leave and then time without pay. EIB must be used first [according to the EIB policy](#). Up to three (3) months of leave may be granted upon request.

Paternity leave may be granted upon request at any point during the first year after the child's birth.

Worker's Compensation

Worker's Compensation will be provided to each employee by PPHD.

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at PPHD, no matter how slightly, you are to report the incident immediately to your Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Supervisor immediately of your claim. If your Supervisor is not available, you must notify the HR Coordinator, Assistant Director, or Director. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Your Supervisor will communicate with the Director and the HR Coordinator as necessary. PPHD will file a claim for you on the Worker's Compensation Plan and the Director, Assistant Director, or HR Coordinator will follow-up with the appropriate insurance company. You may be asked to provide a copy of the physician's report for the appropriate file.

A safety and wellness committee is made up of employees from each office location. The Safety and Wellness Committee is a requirement by law under Worker's Compensation.

Health Insurance

PPHD provides group health insurance through Blue Cross BlueShield of Nebraska subject to the current policy agreement. PPHD will pay 100% of the employee's health insurance premiums for single coverage, and 80% of the employee's premiums for family coverage. Contributions are made on a pre-tax basis. For more information please visit the HR Coordinator.

Exceptions may be made to pay COBRA benefits for incoming employees through the duration of the employee's COBRA eligibility period, if the premiums are at a financial advantage for PPHD. These premiums will follow the 100%/80% contribution rates and will be paid as an insurance contribution on each paycheck and will be considered taxable income. For more information please visit the HR Coordinator.

PPHD offers a traditional co-pay plan with a lower deductible and out of pocket maximum and a high deductible health plan (HDHP) with higher deductibles and out of pocket maximums. Employees may choose from either plan. Employees that elect the HDHP are eligible to receive contributions to a Health Reimbursement Account (HRA) provided solely by PPHD, subject to the current policy agreement. Annual contributions are determined by employee-only plans and employee plus dependent plans. For more information please visit the HR Coordinator.

Dental Insurance

Dental insurance is provided through Blue Cross Blue Shield. PPHD will pay 100% of the employee's dental insurance premiums for single coverage, and 80% of the employee's premiums for family coverage. To be eligible for health benefits you must be classified as an 80% full-time employee. Contributions are made on a pre-tax basis. For more information please visit the HR Coordinator.

Exceptions may be made to pay COBRA benefits for incoming employees through the duration of the employee's COBRA eligibility period, if the premiums are at a financial advantage for PPHD. These premiums will follow the 100%/80% contribution rates and

will be paid as an insurance contribution on each paycheck and will be considered taxable income. For more information please visit the HR Coordinator.

Vision Insurance

Vision insurance is provided through VSP. PPHD will pay 100% of the employee's vision insurance premiums for single coverage, and 80% of the employee's premiums for family coverage. Contributions are made on a pre-tax basis. For more information please visit the HR Coordinator.

Life Insurance

Life insurance is provided through USABLE Life. A \$40,000 life insurance policy is available to all full-time (30 hours/week) employees as a benefit. At age 65, the policy is reduced to \$26,000 and after age 70 the policy is reduced to \$20,000. This is offered at no charge to the employee. For more information please visit the HR Coordinator.

Long- Term Disability Insurance

Long term disability insurance is provided through USABLE Life to all full-time (30 hours/week) employees. In the event of a covered disability, the employee will receive a maximum monthly benefit of \$1,000 or 60% of covered earnings, whichever is less, after a 30-day waiting period, which means benefits will not be paid until the employee has been out of work for a full 30 days. For more information please visit the HR Coordinator. This is offered at no charge to the employee.

Supplemental Insurance

Supplemental Insurance is provided through Colonial Life. The cost of this benefit is paid fully by the employee. For more information please visit the HR Coordinator.

Flexible Savings Account

All PPHD employees that meet the eligibility criteria to receive PPHD provided insurance are eligible to contribute to a Flexible Savings Account for both medical expenses and dependent care subject to the annual IRS maximums. Employees do not have to elect PPHD provided insurance to be eligible for the FSA. These contributions are made on a pre-tax basis. For more information please visit the HR Coordinator.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Body Text, Right: 0.56", Space Before: 2.25 pt, Line spacing: Multiple 1.15 li

Formatted: Font color: Auto

COBRA

If PPHD has more than 20 employees for more than 6 months of the year, PPHD staff will be eligible to receive COBRA benefits. The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible PPHD employees and their beneficiaries to continue health insurance coverage under the Organization health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

For more information please visit the HR Coordinator.

Retirement

Employees will participate in the Nebraska Public Employees Retirement Systems (NPERS).

Both you and the Organization make pre-tax contributions to retirement. You will contribute 4.5% of gross salary and the Organization matches your contributions at 150%. This rate cannot be changed. Full-time employees are automatically enrolled in the retirement plan. Deductions will begin in the first payroll period in which the employee meets the minimum working requirement of one-half of the regularly scheduled hours for the pay period.

Mandatory Membership

All permanent full-time employees who work one half or more of the regularly scheduled hours during each pay period will be automatically enrolled in NPERS. For example, full-time employees must work a minimum of 60 hours per pay period to maintain eligible for Health, Dental and Vision coverage. Anybody that works 30 or more hours per pay period would be considered full-time for purposes of retirement and mandatory participation into the plan.

Participation is mandatory for permanent, part-time employees when, in a calendar year, an employee works 30 or more hours per pay period for at least 6 bi-weekly pay periods.

Once you qualify for mandatory membership, you cannot withdraw membership, even if your hours drop below full-time status. The only way to cease contribution is to terminate employment.

Voluntary Membership

All part-time employees working less than 30 hours during each pay period may elect voluntary membership in NPERS if they are 18 years old or older.

Temporary

Temporary employees are not permitted to join NPERS.

Unemployment

Unemployment compensation insurance is paid for by PPHD and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from PPHD.

Date Approved: 04/14/2022

Next Review Date: 04/14/2023

11: Worksite Wellness

PPHD believes in modeling good health and well-being to the residents we serve. PPHD is committed to providing an environment and culture that supports health through policies, promotion, and ongoing programming.

Elements of PPHD's worksite wellness program include: access to the Employee Assistance Program (EAP) for staff and immediate family members, access to health coaching and National Diabetes Prevention Program at no charge, paid breaks for physical activity, access to refrigeration and food preparation options at each office location, flex time, tobacco free campus and tobacco cessation supports, healthy meeting guidelines, walking workstations and sit-to-stand workstations, and much more. Visit with the Human Resource Coordinator or the Worksite Wellness Coordinator for more information.

Breastfeeding Friendly Workplace Policy

Because breastfeeding employees need ongoing support to continue breastfeeding after returning to work, PPHD has established the following policy to ensure support for employees to breastfeed after returning to work.

- It is the policy of PPHD to support mothers who choose to breastfeed their infants by enabling women to express and collect breastmilk during work hours.
 - Employees will be provided a private, warm, room to express breastmilk. This room will have a lock on the door, an electrical outlet, and nearby access to a sink.
 - Employees will have access to a refrigerator to store expressed breastmilk. Employees will be responsible for providing their own clearly labeled containers.
 - Employees will be provided with adequate time to breastfeed or express breastmilk. This time will be flexible but will not exceed time normally allowed for breaks and lunch. For additional time needed to breastfeed or express breastmilk employees may use leave time or extend their workday to adjust for extended break time.
- It is the policy of Panhandle Public Health District to provide a supportive atmosphere for breastfeeding employees.
 - Staff will provide an atmosphere of support for breastfeeding employees.
 - Breastfeeding employees will not be penalized or otherwise discriminated against for their decision to breastfeed after returning to work.
- It is the policy of Panhandle Public Health District to promote breastfeeding in the workplace.
 - Information on breastfeeding, including local resources, will be provided to all pregnant and breastfeeding employees.

- This policy will be made known to current staff and be included in new employee orientation training.

Healthy Meeting Guidelines

PPHD is committed to providing healthy and nutritious snacks and meals at any company-sponsored functions. We also provide kitchen equipment (refrigerator, microwave, sinks, etc.) and access to clean water sources.

Treadmills/Sit to Stand Desks

PPHD offers both treadmill and sit-to-stand desks options to employees as parole from the desk sentence. These options are provided in an effort to encourage frequent movement throughout the day and support a physically active lifestyle. All employees will be trained on proper safe use of the walking workstations to reduce the risk of injury prior to use. Visit with the Worksite Wellness Coordinator for more information.

Safety and Wellness Committee

A Safety and Wellness Committee meets quarterly. The Committee is made up of representative from each office location and the Wellness Coordinator. Each new employee of the PPHD receives an initial orientation to safety policies. A Worksite Wellness plan is developed with employee feedback and overseen by the Safety and Wellness Committee.

Safety is the function of every employee. You are responsible for implementing safe working practices while on the job. Anyone observing or witnessing a safety hazard shall report to their Supervisor or the Site Coordinator immediately.

The Safety and Wellness Committee will be responsible for correcting the hazard or safety problem and addressing employee wellness topics.

The Safety Committee is a requirement by law under Worker's Compensation.

Date Approved: 04/14/2022

Next Review Date: 04/14/2023

12: Compliance with Federal Regulations

Fair Labor Standards Act (FLSA)

PPHD is subject to the Fair Labor Standards Act and will ensure a consistent and equitable basis for determination of employee eligibility for wages and benefits and comply with the Federal Labor Standards Act that establishes minimum wage, overtime pay, record keeping, and child labor standards.

Military Service /Military Leave USERRA

Employees who perform and return from military service in the Armed Forces, the military reserves or the National Guard, will receive compensation, benefits, reinstatement and other rights as required by the laws of the United States and the State of Nebraska. Section 55-160 R.R.S., Nebraska 1943 or by federal regulation. When such training is performed pursuant to orders or authorization of competent authority, the employee shall be entitled to receive their full pay in addition to their military pay by using their Paid Time Off. Such orders shall be from the Adjutant General's office of the Nebraska National Guard or from a component that has specific authority to issue military orders. Employees who are members of the Reserve or National Guard and whose normal workweek includes the weekend must be allowed to attend weekend drills and the two-week summer training.

PPHD complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your Supervisor. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Supervisor or the HR Coordinator.

Date Approved: 04/14/2022

Next Review Date: 04/14/2023

13: Closing Statement

Closing Statement from the Director

PPHD values you as an employee. Our desire is to provide you with the opportunity for a meaningful employee experience while achieving our mission of “Working together to improve the health, safety, and quality of life for all who live, learn, work, and play in the Panhandle.”

Employee Acknowledgement of Receipt and Review

I have received a copy of and read the Personnel Policies and Procedures Manual of the Panhandle Public Health District. I understand that the policies are not a contract, that the Department’s management has the right to interpret and change these policies at its discretion, and that my employment is not under an employment contract or for any guaranteed period but is “at-will” as described in the personnel policies and procedures.

I understand all of the rules, policies, procedures, terms and conditions and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination; and that both PPHD and I remain free to choose to end our work relationship.

I also understand that nothing in these documents in any way creates an expressed or implied contract of employment between PPHD and me, but rather is intended to provide the fostering of a better working atmosphere while the employee/employer relationship exists.

An original, signed copy of this Form will be kept in your personnel file.

Employee signature

Date

Director or HR Coordinator Signature

Date

From: Roger Gonzales <rgonzales@cynchealth.org>
Sent: Friday, March 3, 2023 9:01 AM
To: Jessica Davies <jdavies@pphd.ne.gov>
Cc: Melissa Haas <mhaas@pphd.ne.gov>; Seberger, Jessica <Jessica.Seberger@nebraska.gov>; Scofield, Leslie <lscofield@unmc.edu>
Subject: Congrats! PHAN Award Winner: Health Equity Champion Award

Hello Jessica,

Congratulations! You have won the Health Equity Champion Award from the Public Health Association of Nebraska (PHAN)! PHAN presents this award to an individual who has distinguished themselves professionally by working toward social justice for underserved and disadvantaged populations.

Melissa Haas nominated you for this award and a committee from the PHAN Board of Directors selected you to be the winner. Your nominator had great things to say about your work and PHAN wants to thank you for your achievements and commitment to public health in Nebraska.

This text, from Melissa's nomination was powerful and compelling: "Jessica was integral in working with the meat packing facility located in the Panhandle during the COVID pandemic to ensure their employees had the resources they needed. Jessica also understood that people, regardless of where they lived, deserve access to walkable communities and has been detrimental in spurring the movement in local communities to create walkable, bikeable, and rollable communities. This includes making sure communities are accessible to those who have disabilities. This includes making sure curbs are cut out so wheelchairs can have easy access and crossing signs that use vocalization to help those who are visually impaired" and "Jessica is always striving to ensure health equity is achievable in the Panhandle region. She embodies the role of public health worker to its' fullest and inspires others around her to make sure that equity is a part of everyday life."

PHAN would like to present a plaque and a complimentary year-long membership to PHAN to you at the Nebraska Public Health Conference on April 5th, 2023. The Awards Breakfast is at 8am and we would like to invite you to join us in person.

Will you be able to join us at the Nebraska Public Health Conference on April 4th and/or April 5th? We will register you for free if you would like to attend. Also, could you send a photo for us to display with the award information?

Congratulations again!

Roger Gonzales, MPH
Program Coordinator for Public Health & Social Care
rgonzales@cynchealth.org
To schedule a meeting: <https://calendly.com/rogegonz/social>



www.cynchealth.org