

# INFORMATION PACKET

Thursday, April 27, 2023



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C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

**The Grid**  
A working draft of Council Meeting Agendas

**May 2, 2023** Councilmembers Absent: Engebretsen, Pollock, Pacheco

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>Pre-Meeting Starts at 5:15</b>					
Pre-Meeting: Corporate Sponsorship & Naming Rights Agreement (15 min)					
Pre-Meeting: Snow Plowing (20 min)					
Pre-Meeting: Council Meetings During Project Safe Build (5 min)					
Pre-Meeting: Rescheduling the July 4th Meeting					
Proclamation National Tennis Month					
Approval of 4/4 Regular Meeting Minutes					C
Approval of 4/4 Executive Session Minutes					C
Approval of 4/18 Regular Meeting Minutes					C
Approval of 4/18 Executive Session Minutes					C
Establish Public Hearing Date for a New Restaurant Liquor Licenses No. 51 for Movie Palace Inc., d/b/a Studio City Stadium 10 Cinemas, Located at 5020 East 2nd Street.	C				
Establish Public Hearing for a new Winery Liquor License No. 1 for Gruner Brothers Brewing, d/b/a Gruner Brothers Brewing, Located at 1301 Wilkins Circle.	C				
Establish Public Hearing for Transfer of Ownership for Retail Liquor License No. 1 from Tin Shack, LLC d/b/a Poplar Wines & Spirits, Located at 1016 South Poplar Street to 1016 Poplar, LLC d/b/a Poplar Wines & Spirits, Located at 1016 Poplar, LLC.	C				
Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 from Charger Holdings, LLC d/b/a Charger Holdings, LLC, Located at 355 West Yellowstone to Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 355 West Yellowstone Hwy.		N			
2nd Reading to create Local Assessment District 159 – Westridge Improvements.			N		
2nd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain			N		
2nd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
2nd Reading Ordinance: Approving a plat and zone change for the proposed Lukasiewicz Subdivision			N		
3rd Reading Ordinance: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390.			N		
Electric Fleet Conversion - HDR				C	
Authorizing a Contract for Professional Services with Forterra Concrete Products, Inc., for Manufacturing Concrete Blocks to be Used at the Casper Compost Yard.				C	
Authorizing an Agreement with Caspar Building Systems, Inc., for the City Hall Project S.A.F.E. Building Remodel.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with WLC Engineering & Surveying, for Construction Administration Services for the Industrial Avenue Drainage & Surfacing Improvements (Elm to David)				C	

**The Grid**  
A working draft of Council Meeting Agendas

**May 2, 2023 (continued) Councilmembers Absent: Engebretsen,**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>Pre-Meeting Starts at 5:15</b>					
Authorizing an Agreement Between the City of Casper and the Natrona County Conservation District.				C	
Authorizing a Contract for Transportation Services between the City of Casper and the Town of Evansville for FY23 Transit Services.				C	
Amendment No. 1 to the Casper Area Transit Electric Fleet Conversion Study.				C	
Authorizing a Telephone Line Easement Agreement Between the City Of Casper, Wyoming and Natrona County, Wyoming.				C	
Submission of an Application to the WaterSMART Aquatic Ecosystem Restoration Projects Grant Program.				C	
Authorizing Amendment Two to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (for Purchase of Escape Packs & Custom Service Body)					
Authorizing Amendment Two to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (for Purchase of a Ford F550 Crew Cab Chassis)					
Authorizing Amendment Three to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (for Purchase of Hazmat Air Packs)					
Authorizing Acceptance of a Child Stabilization Grant from the Wyoming Department of Family Services in the Amount of One Hundred Fifty-Six Thousand Five Hundred Dollars.				C	
Sponsorship & Naming Rights Global Spectrum				C	
Authorizing an Agreement with LER, Inc., dba Renner Sports Surfaces, for the Highland Park Pickleball Court Resurfacing Project No. 23-013				C	
Rejecting Bids for the 2023 5-Year Solid Waste Baler Bag Procurement.					C
Appointing One (1) New Member to Casper's Council of People with Disabilities for a Term of Three (3) Years Beginning May 2, 2023.					C
Executive Session: Personnel					

**May 9, 2023 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Tentative Budget to Council	Information Only	4:35	5 min
Ordinance Regarding Feeding Turkeys	Direction Requested	4:40	60 min
Classification and Compensation Study Follow up	Information Only	5:40	20 min
Low Income Home Water Assistance Program	Direction Requested	6:00	20 min
Agenda Review		6:20	20 min
Legislative Review		6:40	20 min
Council Around the Table		7:00	20 min
Approximate Ending Time:			7:20

**The Grid**  
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**May 16, 2023** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Solid Waste Residential Passes					
Bright Spot: Sherrie's Place					
Approval of 5/2 Minutes					C
Approval of 5/2 Executive Session Minutes					
Bright Spot: International Museum Day					
Est Public Hearing - Adoption of 2023 National Electric Code	C				
3rd Reading to create Local Assessment District 159 – Westridge Improvements.			N		
3rd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition			N		
3rd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
3rd Reading Ordinance: Approving a plate and zone change for the proposed Lukasiewicz Subdivision			N		
Low Income Home Water Assistance Program (tentative)				C	
Authorizing a Contract for Transportation Services between the City of Casper and Natrona County for FY23 Transit Services				C	
Authorizing the Collective Bargaining Agreement with the Local 904				C	

**May 23, 2023** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

**May 24, 2023** Councilmembers Absent:

<b>Tentative: Special Budget Work Session</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	60 min
Second Sheet of Ice Discussion	Direction Requested	5:30	60 min
MRG Request Part 2	Direction Requested	6:30	30 min
Aquatic Center Roof	Move Forward for Approval	7:00	20 min
Ford Wyoming Center Subsidy	Direction Requested	7:20	20 min
Opioid Funding Discussion	Direction Requested	7:40	30 min
Meter Services Fees	Direction Requested	8:10	30 min
Approximate Ending Time:			8:40

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**June 6, 2023** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: Summary Proposed Budget to Council					
Approval of 5/16 Minutes					C
Est. PH - Adopt FY24 Budget	C				
Public Hearing - Adoption of 2023 National Electric Code		N			
Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3	C				
Approving the Senior Center Lease				C	

**June 13, 2023** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Electric Vehicle Feasibility Study – Final Report (MPO)	Information Only	4:35	40 min
Rec Enterprise Business Plans	Direction Requested	5:15	90 min
Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	6:45	20 min
Banner Health and Fire Agreement	Move Forward for Approval	7:05	20 min
I-25 Enhancement Updates	Direction Requested	7:25	20 min
Agenda Review		7:45	20 min
Legislative Review		8:05	20 min
Council Around the Table		8:25	20 min
Approximate Ending Time:			8:45

**June 20, 2023** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Impact Fee Final Report (30 min)					
Approval of 6/6 Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			

**The Grid**  
A working draft of Council Meeting Agendas

**June 27, 2023** Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Camping Ordinance & SOP Follow-up			
Homeless Coalition Presentation		40 min	
One Cent Funding Application Process Debrief			
General Businesses Licenses			

### Staff Items:

CBC Public Safety Design			July
Downtown Parking Kiosks			
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	June 6 September 5 December 5	15 minutes	Recurs Quarterly
Parks Master Plans MOU's			

### Potential Topics-- Council Thumbs to be Added:

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### Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
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### Retreat Items:

Economic Development and City Building Strategy
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## PROJECT SAFE MOVING AHEAD

The Project SAFE move has already begun! The City Manager's Office has already moved to the Casper Business Center at 123 W. 1<sup>st</sup> Street. Their office is located on the Mezzanine level in Suite 200.

The Leadership meetings which are held before Council meetings will still be in the City Manager's conference room at City Hall throughout May.

The other departments will be moving during the month roughly following this schedule:

May 1:	Human Resources, Risk Management, City Clerk City Attorney	Suite 555 Suite 640
May 8:	Engineering	Suite 570
May 15:	Community Development	Suite 710
May 22:	Budget & Accounting, Customer Service	Suite 120

The moves are being facilitated by Buildings and Structures and Information Technology who are moving the physical items and getting the technology set up for each workgroup.

It is challenging to get everything packed and moved, while still providing the services our citizens need. But if anyone can do it – it will be the City of Casper employees! However, we do ask for your patience during this time.

**PLEASE NOTE:** The parking lot at the corner of 1<sup>st</sup> and Center is not available for parking. It is operated by Republic Parking. Please park in the parking garage, the entrance is on David Street or utilize available on-street parking.

If you are close by and have a minute, please stop by for a tour of the City Manager's new office.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <u>4:00 p.m.</u> - Municipal Court Coor. Committee (Bond, Haskins) <u>5:00 p.m.</u> - CNFR (Knell, Cathey)	2 <u>6:00p</u> -Council Meeting	3 <u>11:30a</u> -Drug Court (Engelbrechtsen) <u>1:00 p</u> -Civil Ser- vice Commission (None) <u>3:00 p</u> - Municipal Band Coor. Com- mittee (Bond, Jen- sen)	4  <u>7:00p</u> -Youth Empowerment (Pacheco)	5 	6
7 <u>4:30 p.m.</u> - Casper Youth Council (Gamroth, Pacheco)	8 <u>8:30a</u> -Historic Preservation (None)	9 <u>4:30p</u> -Council Work Session	10 <u>11:30a</u> -DDA (Gamroth) <u>6:00p</u> -Amoco Re- use JPB (Pollock)	11 <u>4:30p</u> -Parks & Rec Advisory Board (Engelbrechtsen) <u>6:00p</u> - Planning & Zoning (Cathey) <u>7:00p</u> -Youth Empowerment (Pacheco)	12 <u>11:30a</u> -Chamber Coordination/ Infoshare (None)	13
14  Mother's Day	15	16 <u>9:30a</u> - EDJPB meeting (Pacheco, Pol- lock) <u>11:30a</u> -Regional Water JPB (Cathey, Knell, Pollock, Berto- glio) <u>4:00p</u> -Chamber of Commerce (Cathey) <u>6:00p</u> -Council Meeting	17	18 <u>7:00a</u> -Mayors/ Commissioners <u>11:00a</u> -Housing Authority (Gamroth) <u>11:00a</u> - MPO Poli- cy (Pollock, Enge- lbrechtsen - alt.) <u>4:00p</u> -Contractors' Licensing Board (Engelbrechtsen) <u>5:30p</u> - City County Board of Health (Haskins) <u>7:00p</u> - Youth Em- powerment (Pacheco)	19 <u>3:30p</u> -LGBTQ Advisory Committee (Pacheco, Pollock)	20
21	22 <u>12:00p</u> - Disabil- ity Council (Pacheco) <u>12:30p</u> -Senior Services (Bond) <u>4:00p</u> -OYD Advi- sory Committee (Jensen, Gam- roth)	23 <u>11:30a</u> -Travel & Tourism (Engelbrechtsen, Knell - alt.) <u>4:30p</u> -Council Budget Work Session	24 <u>7:00a</u> -CPU Advisory Board (Cathey) <u>11:30p</u> -NIC (None) <u>5:15p</u> -CAP (None) <u>4:30p</u> -Council Budget Work Session	25 <u>7:00p</u> -Youth Empowerment (Pacheco)	26	27
28  Memorial Day City Offices Closed	29	30 5th Tuesday NO Council Meeting!	31			

Check out the latest addition to the Casper Area Transit fleet!!!

Councilors Gamroth, Engebretsen, and Jensen enjoyed an inaugural cruise in it on Tuesday before the work session.

A “christening event” for the new bus is being planned for the second week of May, per a request from our loyal riders.

Be on the look-out for that invitation late next week.





**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**  
**BOARD OF HEALTH MEETING**

**MARCH 16TH, 2023**  
**(FEBRUARY MEETING CANCELLED)**

Virtual by Zoom or **in person in the ELKHORN Conference Room**

**ZOOM LINK:** <https://us02web.zoom.us/j/83313616416>

**Phone: 1 253 215 8782 Passcode: 83313616416**

**5:30 PM**

**I. AGENDA/MINUTES**

**a. Previous Meeting Minutes/Notes**

- i. JANUARY meeting minutes\*

**II. BUDGET/FINANCIAL**

**a. FINANCIALS**

- i. JANUARY Financials\*
- ii. FEBRUARY Financials\*
- iii. WYOSTAR Transfer\*
- iv. Clarified WYOSTAR Transfer Procedure\*
- v. Procurement Policy\*
- vi. Board Signatures for checks\*

**III. BOARD**

**a. Next Meeting Date**

- i. **Proposed Meeting Date April 20th, 2023\***
- ii. Board Bylaws- Review, approve next month
- iii. Board vacancies
- iv. Personnel Handbook- Review, approve next month

**IV. HEALTH OFFICER**

- i. Health Officer Report

**V. DIVISION REPORTS**

**a. ADMINISTRATION-Anna**

**i. General Administration**

1. Reporting grid-updated, please review
2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
3. Adaptive Leadership Training-NACCHO
4. Building update
5. Employee Market Study
  - a. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation
6. Wyoming Department of Health Education opportunity
7. Job announcements
  - a. Proposing Nurse/HIV Case Management

**b. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U
- v. Wyoming AIDS Education and Training Center

**c. ENVIRONMENTAL HEALTH-Ruth**

- i. Voluntary National Retail Food Regulatory Program Standards-continued

**d. NURSING PROGRAMS**

- i. DISEASE PREVENTION CLINIC-Kendall
- ii. ADULT HEALTH PROGRAM-Mary Ann
  1. Expedition
  2. HIV Case Management
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya
  1. Funding concerns

**e. PUBLIC HEALTH PREPAREDNESS- Tammy**

**f. City of Casper/City of Mills/County Liaison**

**g. Board Member Reports**

**h. Adjourn**



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**  
**BOARD OF HEALTH MEETING**

**JANUARY 19TH, 2023**

Virtual by Zoom or **in person in the ELKHORN Conference Room**

**ZOOM LINK:** <https://us02web.zoom.us/j/84805911594>

**Phone:** 1 253 215 8782 **Passcode:** 84805911594

**5:30 PM**

**Present in person or by Zoom:** Anna Kinder, Tia Hansuld, Dr. Nelson, Eric Nelson, Dr Wold, Dr. Dowell, Dr. Jimada, Mike Cometto, Hailey Bloom, Tonya Nolan, Ruth Heald, Tammy Smith, Kendall Coursen, Mary Ann Lembke and City Councilwomen Brandy Harkins.

**I. AGENDA/MINUTES**

**a. Board Elections**

**Ms. Hansuld nominated Dr. Nelson for the Board of Health Chair. Mr. Cometto seconded the motion, motion passed. Dr. Nelson nominated Ms. Hansuld for the Board of Health Vice Char position. Mr. Cometto seconded, motion passed.**

**b. Previous Meeting Minutes/Notes**

**i. November meeting minutes\***

**Mr. Cometto motioned to approve the November 17, 2022 board meeting minutes. Ms. Hansuld seconded, motion passed.**

**II. BUDGET/FINANCIAL**

**a. FINANCIALS**

**i. October Financials\***

**ii. November Financials\***

**iii. December Financials\***

**Ms. Hansuld motioned to approve the October, November and December 2022 financials. Dr. Jimada seconded, motion passed.**

**iv. WYOSTAR Transfer\***

Ms. Smith reported that 500,000 dollars have been transferred from the department checking account in the WYOSTAR investment account.

**Mr. Cometto motioned to ratify the 500,000-dollar transfer from the department checking account to the WYOSTAR investment account. Ms. Hansuld seconded, motion passed.**

v. Checking Account Transfer\*

Ms. Smith reported that 175,000 dollars has been transferred from a not interest-bearing checking account to the departments interest bearing checking account. Ms. Smith reported that many of the grants prefunded dollars to the department for the grant work. This is not the normal practice and currently we have approximately 5,000 dollars of grant funds that can not earn interest. Ms. Smith stated that moving these dollars allows us to earn interest on her funds. Ms. Smith reported that there is no need for the 175,000 dollars to be in the non-interest-bearing account.

**Mr. Cometto motioned to ratify the transfer of 175,000 dollars to the interest-bearing checking account. Ms. Hansuld seconded, motion passed.**

**III. BOARD**

**a. Next Meeting Date**

**i. Proposed Meeting Date FEBRUARY 16th, 2023\***

Mr. Cometto motioned to approve the next meeting date of February 16<sup>th</sup>, 2023. Ms. Hansuld seconded, motion passed.

**IV. HEALTH OFFICER**

**i. Health Officer Report**

Dr. Dowell reported that hospital is seeing some COVID but as a secondary condition with most people being admitted for some other condition first. Dr. Dowell reported that COVID infections are grossly underreported in the county at this point. Dr. Dowell reported that FLU and RSV have dropped significantly and that this has been an interesting FLU year. Dr. Dowell reported that Evusheld and Antibody treatment doesn't work for the new strain of COVID. Dr. Dowell reported that Paxlovid and Remdesivir what we are using to treat COVID.

**V. DIVISION REPORTS**

**a. ADMINISTRATION-Anna**

**i. General Administration**

**1. Reporting grid-updated, please review**

Ms. Kinder reported that the staff are entering the data. Ms. Kinder will give access to Councilwoman Harkins.

2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
3. Adaptive Leadership Training-NACCHO

Ms. Kinder reported that the training has a lot of community partners, city partners and county partners attend. Ms. Kinder reported that the training went really well. General discussion followed.

#### 4. Building update

Ms. Kinder reported that after a hard battle and uphill work the State Land and Investment Board awarded the department 4.5 million dollars for the new building. Mr. Nelson reported that this process was all political since the application has the second highest score. Mr. Nelson reported that 1.5 million has been earmarked at the federal level for the building with the help of Representative Cheney. Mr. Nelson stated that the RFP should be ready soon and that another member of his department will be working on the finalizing the land donation due to his conflict of moving to the City of Casper as council.

#### 5. Employee Market Study

Ms. Kinder reported that she worked with the county HR to follow the same methodology that the county used to complete the market study of salaries. Ms. Kinder and Mr. Cometto have extensively worked on the market study. Mr. Cometto would like to consolidate some areas more. Ms. Kinder reported that she found an old salary Matrix for reference. Ms. Kinder reported working on job descriptions, employee handbook and employee evaluations. Ms. Hansuld asked if we could get to the minimum easily. Ms. Kinder reported that with the grants she believes it can be completed. Ms. Hansuld reported that some of the salaries seemed low but people need to remember that we have good benefits. Mr. Nelson suggested that Ms. Kinder present how the mythology was used to come up with the levels and present it to the board. Ms. Kinder reported that she will narrow things down for the board to approve at the next meeting.

6. Job announcements
  - a. Proposing Nurse/HIV Case Management

Ms. Kinder reported that she is evaluating this possible position.

#### 7. CNCHD By-Laws

Ms. Kinder stated that we have been working on the By-Laws for a long time. Ms. Kinder stated that we need to get these completed, signed and filed with the state. Ms. Kinder stated that state statute says they only need to meet quarterly but feel that the monthly meeting is best since we have a lot of things at different times. Mr. Nelson suggested that these be tabled until some verbiage can be corrected and adding in the City of Mills. General discussion followed.

#### 8. Board Goals

Ms. Kinder asked the Board of Health what goals they would like the department and herself to begin working on. General discussion followed. The board believes the new building, salary matrix and MAPP process will take up most of Ms. Kinder's time.

9. Holidays approval

**Ms. Hansuld motioned to approve the county holiday schedule. Mr. Cometto seconded, motion passed.**

10. Meeting schedule

Ms. Kinder stated that this was discussed during the By-Laws section.

11. Next month Standard Operating Procedures, Employee Personnel Handbook

Ms. Kinder reported that she has been revision these items and will be working with the mangers to review and then present them to the Board for approval.

12. Farewell-County Attorney

Ms. Kinder thanked Mr. Nelson for all the hard work he has given to the department and stated that we will miss his help but look forward to working with him at the city level.

**b. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U
- v. Wyoming AIDS Education and Training Center

Ms. Bloom stated the only addition she had to the report was that a Healthy Heart and a Healthy U class are scheduled for February.

**c. ENVIRONMENTAL HEALTH-Ruth**

- i. Voluntary National Retail Food Regulatory Program Standards

Ms. Heald asked the board to look at the Retail Food Regulatory Program Standards she has created. Ms. Heald stated that these are standard that would be additions to the state standards. Ms. Heald stated there are not a lot of changed and both Teton and Laramie counties have passed additional standard. Ms. Heald stated that there would be a 45 day pubic comment period before the board would be able to implement. Ms. Heald would like to reach out to business for their input. Ms. Heald reported that this work was funded by NACCHO grants. General discussion followed. Ms. Heald will report the proposed additions/changes at the next board meeting.

**d. NURSING PROGRAMS**



i. DISEASE PREVENTION CLINIC-Kendall

Ms. Coursen reported that she has offered the Medical Assistant position and waiting to hear if she will accept. Ms. Coursen reported that due to the inability to hire a nurse this was an option that would work with the providers and complete other job duties that other staff members have been completing in the building.

ii. ADULT HEALTH PROGRAM-Mary Ann

1. Expedition
2. HIV Case Management

Ms. Lempke reported that December was a busy month for LT101's. Ms. Lempke reported that she is learning the new programs she is supervising and currently have 39 Ryan White clients.

iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

Ms. Nolen reported that they will begin offering a breastfeeding support group and a preparing for breast feeding class on a monthly basis.

e. **PUBLIC HEALTH PREPAREDNESS-** Tammy

Ms. Smith reported we will be completing a girl scout cookie distribution drill in March. This drill will help the department practice for a strategic national stockpile distribution from the Centers for Disease Control. Ms. Smith reported that the plan is for the staff to receive all the cookie shipment for the county, they will separate for the different troops and send them out. This is what would happen if we were distribution stockpile in an emergency for the surrounding counties. Ms. Smith reported that the preparedness staff will also be deploying and setting up the portable shelter that was purchased last year in February with emergency management to better understand how it works. Ms. Smith reported that the department is once again providing CPR classes to the community. Classes are full thru February.

f. **City of Casper/City of Mills/County Liaison**

\*Welcome Brandy Haskins for City Liaison

Councilwomen Haskins reported nothing to share but would like to take information back to the council when we have things.

g. **Board Member Reports**

No reports from the Board Members.

h. **Adjourn**

**Ms. Hansuld motioned for the Board of Health to adjourn at 6:27 pm. Ms. Cometto seconded, motion passed.**

# CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget  
For the Seven Months Ending January 31, 2023

	January				YTD				Annual
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	55833.37	55754.84	78.53	55833.33	390833.59	390283.88	549.71	390833.31	669058.00
TAX REVENUE (CASPER)	47914.43	47916.67	(2.24)	47916.87	335401.01	335416.69	(15.68)	335417.09	575000.00
TAX REVENUE (MILLS)	3750.00	0.00	3750.00	(30000.00)	7500.00	0.00	7500.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
GRANT REVENUE	140270.62	188178.56	(47907.94)	145574.85	1258693.00	1317249.92	(58556.92)	2351417.56	2258142.84
GENERATED REVENUE	73003.96	59509.69	13494.27	167296.43	660160.90	416567.83	243593.07	734237.96	714116.72
STATE NURSING REVENUE	0.00	38602.76	(38602.76)	0.00	231616.50	270219.32	(38602.82)	231616.50	463233.00
INTEREST AND INVESTMENT INCOME	10038.79	666.67	9372.12	12.23	20614.03	4666.69	15947.34	2770.81	8000.00
<b>Total Revenue</b>	<b>330811.17</b>	<b>390629.19</b>	<b>(59818.02)</b>	<b>386633.71</b>	<b>2904819.03</b>	<b>2734404.33</b>	<b>170414.70</b>	<b>4071293.23</b>	<b>4687550.56</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	(6956.86)	0.00	6956.86	25082.18	1434.19	0.00	(1434.19)	32353.54	0.00
REGULAR SALARIES	168867.28	190770.11	21902.83	183896.37	1216239.23	1335390.77	119151.54	1412645.18	2289241.30
BENEFITS-EMPLOYMENT TAXES	17830.19	19400.08	1569.89	18211.40	112448.45	135800.56	23352.11	129816.12	232800.23
BENEFITS-WY RETIREMENT	31367.40	34451.27	3083.87	29347.76	214311.78	241158.89	26847.11	198317.61	413415.00
BENEFITS-MEDICAL INSURANCE	43115.22	52032.94	8917.72	39053.98	299242.72	364230.58	64987.86	260156.07	624395.32
CONTRACT LABOR	11701.63	15566.68	3865.05	14122.35	89433.62	108966.76	19533.14	152145.44	186800.00
HEALTH OFFICER	0.00	2466.67	2466.67	0.00	14799.78	17266.69	2466.91	12333.15	29600.00
ADVERTISING	0.00	575.00	575.00	0.00	1154.70	4025.00	2870.30	0.00	6900.00
AUTO EXPENSES	1577.67	1761.06	183.39	1414.65	2823.71	12327.42	9503.71	10635.88	21132.58
ED PUBLIC	744.85	4880.80	4135.95	4700.00	5588.80	34165.60	28576.80	103589.23	58569.43
ED EMPLOYEE CONFERENCE/TUITION	(375.54)	5550.00	5925.54	2045.02	16905.04	38850.00	21944.96	20594.40	66599.86
EMPLOYEE MEDICAL TESTING	0.00	43.33	43.33	95.00	368.00	303.31	(64.69)	666.00	520.00
EQUIPMENT MAINTENANCE	0.00	692.91	692.91	790.00	5214.25	4850.37	(363.88)	6126.44	8315.00
EQUIPMENT PURCHASE	4372.00	2695.83	(1676.17)	9023.00	7020.01	18870.81	11850.80	225044.74	32350.00
EQUIP COPY EXPENSE	2499.18	1610.24	(888.94)	1409.51	10660.79	11271.68	610.89	11969.16	19323.01
INSURANCE	0.00	1666.67	1666.67	0.00	0.00	11666.69	11666.69	5000.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	145.81	145.81	0.00	250.00
MARKETING	12402.06	12883.93	481.87	35328.84	73660.50	90187.51	16527.01	151426.17	154607.17
MEETING EXPENSE	240.08	1636.85	1396.77	5452.49	16048.65	11457.95	(4590.70)	9497.84	19642.25
MILEAGE	0.00	72.90	72.90	0.00	667.90	510.30	(157.60)	0.00	875.00
MISC EXPENSE	1775.38	199.98	(1575.40)	0.00	311.01	1399.86	1088.85	5837.78	2400.00
PERIODICAL/BOOKS	0.00	140.01	140.01	18.99	765.97	980.07	214.10	233.09	1680.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	58.31	58.31	0.00	100.00
POSTAGE	678.35	702.09	23.74	240.42	3295.76	4914.63	1618.87	2829.83	8425.00
RENT EXPENSE	2939.32	1541.66	(1397.66)	454.85	19225.84	10791.62	(8434.22)	4883.88	18500.00
REIMBURSEMENT	6809.64	7497.66	688.02	3972.78	74201.07	52483.62	(21717.45)	522587.75	89971.86
RETURNED CHECKS AND BAD DEBTS	16.35	6.25	(10.10)	0.00	99.50	43.75	(55.75)	236.15	75.00
SOFTWARE	3882.30	4074.99	192.69	5145.72	13188.71	28524.93	15336.22	31752.59	48900.00
SUPPLIES	12788.57	19332.14	6543.57	17919.35	215926.01	135324.98	(80601.03)	180766.54	231985.36
TELEPHONE	3952.87	3395.02	(557.85)	6492.20	25411.55	23765.14	(1646.41)	24345.10	40740.15
TESTS	2163.18	2375.01	211.83	752.95	20932.12	16625.07	(4307.05)	16130.75	28500.00
UTILITIES	3482.31	1583.33	(1898.98)	1142.63	16512.05	11083.31	(5428.74)	12138.52	19000.00
NON GRANT EXPENSE	3064.51	0.00	(3064.51)	0.00	17162.57	0.00	(17162.57)	10029.81	0.00
<b>Total Expenditures</b>	<b>328937.94</b>	<b>389634.57</b>	<b>60696.63</b>	<b>406112.44</b>	<b>2495054.28</b>	<b>2727441.99</b>	<b>232387.71</b>	<b>3554088.76</b>	<b>4675613.52</b>
<b>Revenue Over(Under) Expenditures</b>	<b>1873.23</b>	<b>994.62</b>	<b>878.61</b>	<b>(19478.73)</b>	<b>409764.75</b>	<b>6962.34</b>	<b>402802.41</b>	<b>517204.47</b>	<b>11937.04</b>

## CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget

For the Eight Months Ending February 28, 2023

	February				YTD				
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Annual Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	55833.37	55754.84	78.53	55833.33	446666.96	446038.72	628.24	446666.64	669058.00
TAX REVENUE (CASPER)	47914.43	47916.67	(2.24)	47916.87	383315.44	383333.36	(17.92)	383333.96	575000.00
TAX REVENUE (MILLS)	0.00	0.00	0.00	0.00	7500.00	0.00	7500.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
GRANT REVENUE	123821.34	188178.56	(64357.22)	123744.02	1382514.34	1505428.48	(122914.14)	2475161.58	2258142.84
GENERATED REVENUE	58712.69	59509.69	(797.00)	128398.14	718873.59	476077.52	242796.07	862636.10	714116.72
STATE NURSING REVENUE	0.00	38602.76	(38602.76)	0.00	231616.50	308822.08	(77205.58)	231616.50	463233.00
INTEREST AND INVESTMENT INCOME	6296.94	666.67	5630.27	395.28	26910.97	5333.36	21577.61	3166.09	8000.00
<b>Total Revenue</b>	<b>292578.77</b>	<b>390629.19</b>	<b>(98050.42)</b>	<b>356287.64</b>	<b>3197397.80</b>	<b>3125033.52</b>	<b>72364.28</b>	<b>4427580.87</b>	<b>4687550.56</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	958.71	0.00	(958.71)	(91919.22)	2392.90	0.00	(2392.90)	(59565.68)	0.00
REGULAR SALARIES	174147.07	190770.11	16623.04	168858.36	1390386.30	1526160.88	135774.58	1581503.54	2289241.30
BENEFITS-EMPLOYMENT TAXES	16693.06	19400.08	2707.02	16139.32	129141.51	155200.64	26059.13	145955.44	232800.23
BENEFITS-WY RETIREMENT	31478.78	34451.27	2972.49	30863.60	245790.56	275610.16	29819.60	229181.21	413415.00
BENEFITS-MEDICAL INSURANCE	44936.34	52032.94	7096.60	43528.60	344179.06	416263.52	72084.46	303684.67	624395.32
CONTRACT LABOR	12587.08	15566.68	2979.60	24308.43	102020.70	124533.44	22512.74	176453.87	186800.00
HEALTH OFFICER	0.00	2466.67	2466.67	0.00	14799.78	19733.36	4933.58	12333.15	29600.00
ADVERTISING	0.00	575.00	575.00	0.00	1154.70	4600.00	3445.30	0.00	6900.00
AUTO EXPENSES	38.37	1761.06	1722.69	185.74	2862.08	14088.48	11226.40	10821.62	21132.58
ED PUBLIC	16918.52	4880.80	(12037.72)	0.00	22507.32	39046.40	16539.08	103589.23	58569.43
ED EMPLOYEE CONFERENCE/TUITION	2459.38	5550.00	3090.62	3259.40	19364.42	44400.00	25035.58	23853.80	66599.86
EMPLOYEE MEDICAL TESTING	15.00	43.33	28.33	65.00	383.00	346.64	(36.36)	731.00	520.00
EQUIPMENT MAINTENANCE	0.00	692.91	692.91	0.00	5214.25	5543.28	329.03	6126.44	8315.00
EQUIPMENT PURCHASE	0.00	2695.83	2695.83	0.00	7020.01	21566.64	14546.63	225044.74	32350.00
EQUIP COPY EXPENSE	904.36	1610.24	705.88	550.00	11565.15	12881.92	1316.77	12519.16	19323.01
INSURANCE	0.00	1666.67	1666.67	0.00	0.00	13333.36	13333.36	5000.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	166.64	166.64	0.00	250.00
MARKETING	20815.21	12883.93	(7931.28)	14927.77	94475.71	103071.44	8595.73	166353.94	154607.17
MEETING EXPENSE	1409.72	1636.85	227.13	635.42	17458.37	13094.80	(4363.57)	10133.26	19642.25
MILEAGE	0.00	72.90	72.90	0.00	667.90	583.20	(84.70)	0.00	875.00
MISC EXPENSE	260.40	199.98	(60.42)	113.29	571.41	1599.84	1028.43	5951.07	2400.00
PERIODICAL/BOOKS	0.00	140.01	140.01	60.00	765.97	1120.08	354.11	293.09	1680.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	66.64	66.64	0.00	100.00
POSTAGE	607.05	702.09	95.04	310.76	3902.81	5616.72	1713.91	3140.59	8425.00
RENT EXPENSE	2829.37	1541.66	(1287.71)	9345.94	22055.21	12333.28	(9721.93)	14229.82	18500.00
REIMBURSEMENT	7043.24	7497.66	454.42	3236.41	81244.31	59981.28	(21263.03)	525824.16	89971.86
RETURNED CHECKS AND BAD DEBTS	12.58	6.25	(6.33)	0.00	112.08	50.00	(62.08)	236.15	75.00
SOFTWARE	16304.65	4074.99	(12229.66)	3388.22	29493.36	32599.92	3106.56	35140.81	48900.00
SUPPLIES	15321.79	19332.14	4010.35	15362.37	231247.80	154657.12	(76590.68)	196128.91	231985.36
TELEPHONE	3747.25	3395.02	(352.23)	4179.90	29158.80	27160.16	(1998.64)	28525.00	40740.15
TESTS	1828.83	2375.01	546.18	3763.24	22760.95	19000.08	(3760.87)	19893.99	28500.00
UTILITIES	3074.43	1583.33	(1491.10)	2382.12	19586.48	12666.64	(6919.84)	14520.64	19000.00
NON GRANT EXPENSE	0.00	0.00	0.00	8582.57	17162.57	0.00	(17162.57)	18612.38	0.00
<b>Total Expenditure</b>	<b>374391.19</b>	<b>389634.57</b>	<b>15243.38</b>	<b>262127.24</b>	<b>2869445.47</b>	<b>3117076.56</b>	<b>247631.09</b>	<b>3816216.00</b>	<b>4675613.52</b>
<b>Revenue Over(Under) Expenditures</b>	<b>(81812.42)</b>	<b>994.62</b>	<b>(82807.04)</b>	<b>94160.40</b>	<b>327952.33</b>	<b>7956.96</b>	<b>319995.37</b>	<b>611364.87</b>	<b>11937.04</b>



## **CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

### **BOARD OF HEALTH MEETING**

**MARCH 16TH, 2023**

**5:30 PM**

**Present in person or by Zoom:** Anna Kinder, Tia Hansuld, Dr. Nelson, Hailey Bloom, Tonya Nolen, Tammy Smith, Dr. Wold, Dr. Jimada, County Attorney Jared Holbrook, Commissioner Nicolaysen, Councilwomen Harkins and Sabrina Kemper.

#### **I. AGENDA/MINUTES**

##### **a. Previous Meeting Minutes/Notes**

###### **i. JANUARY meeting minutes\***

Ms. Hansuld motioned to approve the January 2023 Board of Health meeting minutes. Dr. Wold seconded, motion passed.

#### **II. BUDGET/FINANCIAL**

##### **a. FINANCIALS**

###### **i. JANUARY Financials\***

Ms. Hansuld motioned to approve the January 2023 Financials. Dr. Wold seconded, motion passed.

###### **ii. FEBRUARY Financials\***

Ms. Hansuld motioned to approve the February 2023 financials. Dr. Wold seconded, motion passed

###### **iii. WYOSTAR Transfer\***

Ms. Hansuld motioned to transfer 587,800 dollars to the WYOSTAR account. Dr. Jimada seconded, motion passed.

###### **iv. Clarified WYOSTAR Transfer Procedure\***

Finance will continue to present the amount to be transferred at each Board meeting.

###### **v. Procurement Policy\***

Ms. Kinder reported that small changes need to be made to bring the policy to current standards. Ms. Kinder reported the audit found that we didn't keep documentation of the DUNS verification of vendors in good standing. General discussion followed. Ms. Hansuld motioned to approve the revised Procurement Policy. Dr. Jimada seconded, and motion passed.

###### **vi. Board Signatures for checks\***

Ms. Smith reported that currently it is required of all checks over 1500.00 dollars to be signed by two different board members. Ms. Smith reported that at times this is creating a delay in payments with prohibits the department from taking advantage of the early pay discounts or creating late fees.

General discussion followed.

Ms. Hansuld motioned to increase the requirement for two Board of Health member signatures to 3,000 dollars. Dr. Wold seconded, motion passed.

Ms. Hansuld motioned that all check related to payroll and benefits will only need one Board of Health member signature. Dr. Jimada seconded, motion passed.

### **III. BOARD**

#### **a. Next Meeting Date**

##### **i. Proposed Meeting Date April 20th, 2023\***

Ms. Hansuld motioned to have the next Board of Health meeting April, 20<sup>th</sup> 2023 at 5:30 pm. Dr. Jimada seconded, motion passed.

##### **ii. Board Bylaws- Review, approve next month**

Ms. Kinder reported that the By-Laws will be reviewed by county attorney, Mr. Holbrook and presented to the board for approval at the next meeting.

##### **iii. Board vacancies**

Ms. Kinder reported that there will be two board vacancies on June 30, 2023.

Ms. Kinder reported that one of the new positions must be a physician per state statute. General discussion followed.

##### **iv. Personnel Handbook- Review, approve next month**

Ms. Kinder reported that the board has received the updated handbook and the items in red are the areas that have been changed. Ms. Kinder is asking the board to review the handbook and possibly approve it at the next meeting. General discussion followed.

### **IV. HEALTH OFFICER**

#### **i. Health Officer Report**

Dr. Dowell reported that the statistics are not accurate for the amount of Covid in the county. With many home tests it is nearly impossible to really know how much Covid is in the county. Dr. Dowell believes the numbers are low and that those who do have it are having mild symptoms. Dr. Dowell reported that he has had some patients with some very drug resistant E.coli. Dr. Dowell reported that this have been very interesting work.

Dr. Dowell would like the Board to consider creating a Clearinghouse Navigator position. Dr. Dowell reported that many patients are having difficulty finding the resources they need when looking for health services. Dr. Dowell would like the department to be the clearinghouse to find anything the people of Natrona county would need. Dr. Dowell strongly recommends the City of Casper and Natrona County get behind this position. General discussion followed.

## **V. DIVISION REPORTS**

### **a. ADMINISTRATION-Anna**

#### **i. General Administration**

1. Reporting grid-updated, please review  
Ms. Kinder reported that the staff continue to upload data in the grid.
2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED  
Ms. Kinder reported that contacts and small pieces are moving forward but nothing formal is currently in place.
3. Adaptive Leadership Training-NACCHO  
Ms. Kinder reported that a follow up meeting on March 24 has been scheduled.
4. Building update  
Ms. Kinder reported that we are moving forward with the City in the process of donating the land. This will take three readings at the city council meetings.
5. Employee Market Study
  - a. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation

Dr. Nelson reported that Ms. Kinder and Ms. Kruckeck worked and completed the market study. Ms. Kinder reported that Ms. Kruckeck gave information on how to complete it but Ms. Kinder did all the work on completing the Market study. Ms. Kinder reported that she is completing the updated job descriptions. Ms. Kinder reported that she would like to get all the staff to minimum salary level based on their positions. General discussion followed.

Ms. Hansuld motioned to move all staff members to the minimum salary level based on the new market study. Dr. Jimada seconded, motion passed.

6. Wyoming Department of Health Education opportunity  
Ms. Kinde will be reviewing this new state opportunity and bring the information to the board at the next meeting.
7. Job announcements
  - a. Proposing Nurse/HIV Case Management  
  
Ms. Kinder reported that with the new market study rates in place this position will be posted and hopefully filled soon.

### **b. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention  
Ms. Bloom reported that she is continuing to work on deliverables.
- ii. Wyoming Cancer Resource Services (WCRS)  
Ms. Bloom reported that Ms. Quick will be working on many spring projects
- iii. Wyoming Cancer Coalition (WYCC)

iv. Healthy Heart/Healthy U

Ms. Kinder reported that the current class is taking place in Mills.

v. Wyoming AIDS Education and Training Center

Ms. Bloom reported that a new grant cycle begins in July and they are working on the new work plan.

**c. ENVIRONMENTAL HEALTH-Ruth**

i. Voluntary National Retail Food Regulatory Program Standards-continued

Ms. Heald will be presenting the new information at the next meeting.

**d. NURSING PROGRAMS**

i. DISEASE PREVENTION CLINIC-Kendall

Ms. Kinder reported that Ms. Coursen is currently on maternity leave and the clinic is working well.

ii. ADULT HEALTH PROGRAM-Mary Ann

1. Expedition

2. HIV Case Management

Ms. Kinder reported that Ms. Lempke is out and that the programs are busy with lots of activities and assessments.

iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

1. Funding concerns

Ms. Nolen reported that all the nurses have full caseloads. Mom to Mom walks are strongly attended and the Breast-Feeding support group is just beginning.

Ms. Nolen reported that Ms. Huber will be retiring June 30, 2023. Ms. Nolen reported with the reduction in funding we will not be replacing Ms. Huber. General discussion followed.

**e. PUBLIC HEALTH PREPAREDNESS- Tammy**

Ms. Smith reported that the staff are working with the Natrona county emergency management and first responders to get all the Access and Functional Needs citizen on the county GIS site. This is strictly voluntary and will help when emergency personnel get a call to their location.

Ms. Smith reported that a Girl Scout Cookie exercise will be completed on March 17, 2023 and this will test our ability to receive a strategic national stockpile supply. Ms. Smith reported that team has worked hard on getting this exercise ready.

**f. City of Casper/City of Mills/County Liaison**

Councilwomen Harkins reported that the meeting has been really informative.

Ms. Kemper reported the L is missing from the sign on the building that the Health Department is using. Ms. Kinder stated that they noted this as well and will look in the building for the L.

Commissioner Nicolaysen stated that hiring the architect for creating the building proposal has been a great idea and hope things begin to move along. Commissioner Nicolaysen appreciated the clearinghouse navigator idea by Dr. Dowell. Commissioner Nicolaysen would like to hear more about it at the collective health trust to get support and possible funding. Commissioner Nicolaysen stated that Banner should have an obligation to get this moving forward. General discussion followed on the clearinghouse navigator idea followed.

**g. Board Member Reports**

There were no reports from the board members.

**h. Adjourn**

Dr. Jimada motioned to adjourn the board meeting 6:32 pm. Dr. Wold seconded, motion passed.



# CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget

For the Nine Months Ending March 31, 2023

	March				YTD				
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Annual Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	55833.37	55754.84	78.53	55833.33	502500.33	501793.56	706.77	502499.97	669058.00
TAX REVENUE (CASPER)	47914.33	47916.67	(2.34)	47916.87	431229.77	431250.03	(20.26)	431250.83	575000.00
TAX REVENUE (MILLS)	3750.00	0.00	3750.00	0.00	11250.00	0.00	11250.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
GRANT REVENUE	190449.20	188178.56	2270.64	516941.32	1572963.54	1693607.04	(120643.50)	2992102.90	2258142.84
GENERATED REVENUE	54236.25	59509.69	(5273.44)	229816.56	773109.84	535587.21	237522.63	1092452.66	714116.72
STATE NURSING REVENUE	115808.25	38602.76	77205.49	115808.25	347424.75	347424.84	(0.09)	347424.75	463233.00
INTEREST AND INVESTMENT INCOME	4495.50	666.67	3828.83	745.36	31406.47	6000.03	25406.44	3911.45	8000.00
<b>Total Revenue</b>	<b>472486.90</b>	<b>390629.19</b>	<b>81857.71</b>	<b>967061.69</b>	<b>3669884.70</b>	<b>3515662.71</b>	<b>154221.99</b>	<b>5394642.56</b>	<b>4687550.56</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	31065.78	0.00	(31065.78)	82488.40	33458.68	0.00	(33458.68)	22922.72	0.00
REGULAR SALARIES	172372.80	190770.11	18397.31	173144.76	1562759.10	1716930.99	154171.89	1754648.30	2289241.30
BENEFITS-EMPLOYMENT TAXES	17201.49	19400.08	2198.59	16279.58	146343.00	174600.72	28257.72	162235.02	232800.23
BENEFITS-WY RETIREMENT	31586.53	34451.27	2864.74	32326.60	277377.09	310061.43	32684.34	261507.81	413415.00
BENEFITS-MEDICAL INSURANCE	45266.14	52032.94	6766.80	45050.05	389445.20	468296.46	78851.26	348734.72	624395.32
CONTRACT LABOR	5400.00	15566.68	10166.68	22844.21	107420.70	140100.12	32679.42	199298.08	186800.00
HEALTH OFFICER	7399.89	2466.67	(4933.22)	9866.52	22199.67	22200.03	0.36	22199.67	29600.00
ADVERTISING	0.00	575.00	575.00	0.00	1154.70	5175.00	4020.30	0.00	6900.00
AUTO EXPENSES	337.80	1761.06	1423.26	1514.02	3199.88	15849.54	12649.66	12335.64	21132.58
ED PUBLIC	18393.60	4880.80	(13512.80)	3411.37	40900.92	43927.20	3026.28	107000.60	58569.43
ED EMPLOYEE CONFERENCE/TUITION	4517.13	5550.00	1032.87	11640.46	23881.55	49950.00	26068.45	35494.26	66599.86
EMPLOYEE MEDICAL TESTING	0.00	43.33	43.33	66.00	383.00	389.97	6.97	797.00	520.00
EQUIPMENT MAINTENANCE	0.00	692.91	692.91	0.00	5214.25	6236.19	1021.94	6126.44	8315.00
EQUIPMENT PURCHASE	5645.00	2695.83	(2949.17)	0.00	12665.01	24262.47	11597.46	225044.74	32350.00
EQUIP COPY EXPENSE	822.16	1610.24	788.08	3494.67	12387.31	14492.16	2104.85	16013.83	19323.01
INSURANCE	0.00	1666.67	1666.67	20351.00	0.00	15000.03	15000.03	25351.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	187.47	187.47	0.00	250.00
MARKETING	14396.25	12883.93	(1512.32)	21840.62	108871.96	115955.37	7083.41	188194.56	154607.17
MEETING EXPENSE	385.00	1636.85	1251.85	4273.27	17843.37	14731.65	(3111.72)	14406.53	19642.25
MILEAGE	0.00	72.90	72.90	14.56	667.90	656.10	(11.80)	14.56	875.00
MISC EXPENSE	6075.00	199.98	(5875.02)	234.28	6646.41	1799.82	(4846.59)	6185.35	2400.00
PERIODICAL/BOOKS	0.00	140.01	140.01	190.69	765.97	1260.09	494.12	483.78	1680.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	74.97	74.97	0.00	100.00
POSTAGE	1098.77	702.09	(396.68)	1460.52	5001.58	6318.81	1317.23	4601.11	8425.00
RENT EXPENSE	2609.47	1541.66	(1067.81)	3379.37	24664.68	13874.94	(10789.74)	17609.19	18500.00
REIMBURSEMENT	6975.20	7497.66	522.46	16305.78	88219.51	67478.94	(20740.57)	542129.94	89971.86
RETURNED CHECKS AND BAD DEBTS	14.20	6.25	(7.95)	20.75	126.28	56.25	(70.03)	256.90	75.00
SOFTWARE	1516.50	4074.99	2558.49	14799.12	31009.86	36674.91	5665.05	49939.93	48900.00
SUPPLIES	13517.21	19332.14	5814.93	27306.03	244765.01	173989.26	(70775.75)	223434.94	231985.36
TELEPHONE	3769.05	3395.02	(374.03)	3477.79	32927.85	30555.18	(2372.67)	32002.79	40740.15
TESTS	2091.32	2375.01	283.69	1900.72	24852.27	21375.09	(3477.18)	21794.71	28500.00
UTILITIES	2921.16	1583.33	(1337.83)	3458.03	22507.64	14249.97	(8257.67)	17978.67	19000.00
NON GRANT EXPENSE	107.64	0.00	(107.64)	31669.43	17270.21	0.00	(17270.21)	50281.81	0.00
<b>Total Expenditures</b>	<b>395485.09</b>	<b>389634.57</b>	<b>(5850.52)</b>	<b>552808.60</b>	<b>3264930.56</b>	<b>3506711.13</b>	<b>241780.57</b>	<b>4369024.60</b>	<b>4675613.52</b>
<b>Revenue Over(Under) Expenditures</b>	<b>77001.81</b>	<b>994.62</b>	<b>76007.19</b>	<b>414253.09</b>	<b>404954.14</b>	<b>8951.58</b>	<b>396002.56</b>	<b>1025617.96</b>	<b>11937.04</b>

STANDARD OPERATING PROCEDURE TITLE:	Procurement Procedure
PURPOSE:	Establish purchase procedure for the Department
EFFECTIVE DATE:	December 2022
REVISION DATE:	June 2018
APPROVAL:	

Whereas: The Accounting Policies of the City of Casper-Natrona County Health Department that require multiple signature approvals on Purchase Orders are followed; and,

Whereas: The Accounting Policies of the Department that require two signature approvals on Department Warrants are followed;

#### **Standards of Conduct:**

- No CNCHD employee will engage in any procurement when there is a conflict of interest, real or perceived, and CNCHD employees will not solicit or accept any gratuities, favors or anything of monetary value from prospective vendors
- No CNCHD employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
  - The employee
  - Any member of his/her immediate family
  - Any person with whom there is an affectionate personal relationship
  - An organization which employs or is about to employ any of the above
- CNCHD requires all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

- Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand recorded to their personnel file, a suspension with or without pay, or termination.

#### **Documentation:**

- CNCHD shall retain all required records for at least three years after final payments and all pending matters have been closed and completed. CNCHD will adhere to all 2 CFR 200.333 record retention requirements.
- Documentation to be retained will include all solicitation documents, responses, evaluation records, and contracts. These records should detail the history of any procurements and should also include, but are not limited to, the following:
  - Rationale for the method of procurement
  - Selection of contract type
  - Contractor selection or rejection
  - Basis for the contract price.
  - For purchases under a Federal grant -Review and documentation of by SAM.GOV to ensure the vendor is not suspended, debarred or not certified.

#### **Procurement policies:**

- CNCHD Department will avoid purchasing unnecessary items.
- Where appropriate, an analysis will be made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
  - Leases must comply with state law and governmental accounting standards.
- Solicitations for goods and services must provide for all of the following:

- A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, the description shall not contain wording which unduly restricts competition
- Requirements which must be fulfilled and all other factors to be used in evaluating proposals submitted in response to solicitations
- When relevant, a description of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards
- When relevant, the specific features of "brand name or equal" descriptions that are to be included in responses submitted to solicitation
- When practical and economically feasible, preference for products and services that conserve natural resources and protect the environment and are energy efficient
- CNCHD will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and area labor surplus firms are used when possible and practical.
- All contracts in excess of \$10,000 must address termination for cause and convenience and include the manner by which it will be affected and the basis for settlement.
- For all contracts to be paid with Federal assistance:
  - No Geographic Preference will be allowed
  - CNCHD will obtain verification and documentation regarding debarment, suspension, ineligibility, and voluntary exclusion by Sam.gov.

- Contracts will contain all applicable provisions described in Appendix II to Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards
- For all contracts to be paid outside of Federal assistance:
  - Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

### Purchases:

- Purchases equal to or less than 10,000 dollars:
  - Any purchase below the Federal threshold which is currently ten thousand dollars (\$10,000.00) is considered a **micro-purchase**. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent practical, however, CNCHD must distribute micro-purchases equitably among qualified suppliers. The micro-purchase threshold will periodically be adjusted for inflation, therefore CNCHD shall follow the most current threshold as defined at 2 CFR 200.67.
- Purchases greater than 10,000.00 and less than 250,000.00 dollars:
  - Any purchase over ten thousand dollars (\$10,000.00) but less than two hundred fifty thousand dollars (\$250,000.00) is considered a **small purchase** and is not required to be let for bid, however, the small purchase shall be made on a competitive basis.
  - A form has been established (following procedure) that will be initiated by Finance and shared with Executive Director that will include:
    - Verification and documentation from SAM.GOV

- Documented proof of solicitation from three sources for proof of competitive pricing.
- Purchases greater than 250,000.00 dollars:
  - If the amount exceeds two hundred fifty thousand dollars (\$250,000.00) this is considered a **formal purchase**, and contract must be awarded through sealed bids (construction projects) or competitive proposals.
  - Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, **is the lowest in price or evaluated to be most appropriate or adequate.**

The sealed bid method is the preferred method for procuring construction if the following conditions are present:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively and for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- A time-and-materials contract can be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract mean a contract whose cost is the sum of:

- The actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses and profit.

If sealed bids are used, the following requirements apply:

- The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
- The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
- Identical bid specifications will be provided to all potential vendors.
- All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- Any or all bids may be rejected, including the lowest price bid, if there is a sound documented reason.
- CNCHD contracts will not be awarded to any potential vendor who writes any of the bid specifications, the solicitation documents, or any of the contract language.

○ Procurement by competitive proposals.

- The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or small purchase procedures. If this method is used, the following requirements apply:
- Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
- Proposals will be solicited from an adequate number of qualified sources;
- Identical requests for proposals will be provided to all potential vendors;
- Contracts will not be awarded to any potential vendor who writes any of the bid specifications, the solicitation documents, or any of the contract language;
- CNCHD shall evaluate responses to its solicitations and select awardees. The method for conducting such evaluations and selecting awardees will be written. The method used will not unreasonably limit free and open competition;
- Awards will be made to the responsible firm whose proposal is most advantageous to the CNCHD with price and other factors considered; and
- CNCHD may use the competitive proposal procedures for qualifications-based procurement of professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of



fair and reasonable compensation. A procurement process where price is not to be used as a stated selection factor can only be used in procurement of professional services.

- Sole Source Purchases:
  - A “sole source” procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements, or in the event of a public emergency. Although the CNCHD generally do not permit non-competitive procurements, exceptions are allowed where competition is not feasible.

Examples of acceptable exceptions from the competitive procurement process may include:

- only one known source exists for supplies or services as determined by documented research;
- no other reasonable alternative source exists that meets the agency requirements;
- only one source meets the business needs of the agency/state (e.g., compatibility, unique feature to meet state’s business need, etc.)
- Procurement of public utility services
- An emergency where the procurement is necessary for immediate public safety or continuation of operations and time is of the essence

AP Check Requirments:

Board to consider either moving to one signature with AP monthly history report or Increase in the two-board member approval signature requirement.

As time has passed we are writing more and more checks for over 1500.00 dollars which is the current limit requiring two board approvals. This has gotten harder to accomplish with the Board of Health Members working busy schedules. We are at times waiting for approval and creating late fees or unable to utilize the discounts for paying early. The last tow months the health insurance checks have been late to the county due to waiting for Board approval.

We can either increase the amount or have one signature with Board receiving a list of all AP payments each month for all board members to review. I have supplies three different reports that can be sent to all board members each month.

I am trying to make sure we are paying our bills on time or early for early payment discount.



# City of Casper-Natrona County Board of Health By-Laws

## ARTICLE I

Section 1. Organization. The Casper-Natrona County Board of Health hereinafter referred to as the Board, is organized as the governing body of the Casper-Natrona County Health Department (CNCHD) as provided for by Wyoming Statute 35-1-302.

## ARTICLE II

Section 1. Membership. The Board shall consist of five (5) persons. All members shall be qualified electors of Natrona County. The Board must have one (1) medical doctor and one (1) doctor of dental surgery as members. Two members shall be appointed by Natrona County, two members by the City of Casper and one joint member by County and City. Ex-officio members shall include one Natrona County Commissioner, one member of the Casper City Council, **one appointed member from the City of Mills** and such other members at the board shall deem appropriate, not to exceed a total of five ex-officio members.

## ARTICLE III

Section 1. Term of Office. The term of office of member of the Board shall be for five (5) years. Terms of members are to be staggered. **The members of the board shall not serve more than two consecutive 5-year terms.** Members who fill an unexpired term of a previous Board member are eligible to serve two 5-year terms.

Section 2. Election of Officers. The Board shall elect from its members a Board Chair, Vice-Chair, and such other officers as it shall determine to serve for one (1) year. Election of officers shall take place at the January meeting each year, and as required to fill officer vacancies.

## ARTICLE IV

Section 1. Meetings. Regular meetings of the board shall be held each month on the third Thursday. Special meetings may be called by the Board Chair, Executive Director, or by a majority of the members of the Board.



- A. Notice of regular, special, emergency meetings. Notice of regular meetings shall be sent to each member of the Board and local newspaper by electronic means or mail. The notice shall be accompanied by the proposed agenda. In the case of special meetings, such notice shall include a statement of business to come before the Board. In case of emergency meetings, notification may be by telephone or electronic means.
- B. A record shall be kept of all Board meetings. Such records shall consist of minutes of all Board deliberations and decisions. The Administrative Assistant to the Executive Director or another appointed person will prepare and distribute minutes to the Executive Director of Board meetings. Executive Session meeting minutes shall be taken by the Executive Director, unless the Director is absent shall be done by member of the Board.
- C. A majority of the Board shall constitute a quorum. Regular attendance at all Board meetings is necessary. In the event of unavoidable absence, the Board member is expected to notify to the meeting the Chair, Vice- Chair or designee, of the Board. After two (2) unexcused absences during a calendar year, **the Chair** may request in writing to the County Commissioners or Mayor of the City of Casper, an appropriate replacement to fill the unexpired term of the absent member.
- D. Voting Requirements. In order for a vote to take place a quorum must be present or on a conference call. Of the five (5) Board members, three (3) constitute a quorum.
- E. Compensation. Members shall serve without compensation. As deemed appropriate, transportation and meal expenses may be paid.
- F. Conflict of Interest. If a Board member has a conflicting interest about an issue pending before the Board, that member shall declare a conflict of interest and shall not vote as to that issue, and his or her presence at a meeting shall be disregarded for a quorum and voting purposes.

## **ARTICLE V**

Section 1. Powers and Duties. In addition to the powers and duties conferred upon the Board by virtue of resolution, regulation, contract or amendment of applicable Wyoming State Statutes, the board shall have the following powers and duties:

- A. To Act as the governing body responsible for the operation and maintenance of the CNCHD.



- B. To consult with the Executive Director or the Health Officer on all matters pertaining to public health in Natrona County.
- C. To determine general policy to be followed by the Executive Director and the Health Officer in administering and enforcing the Public Health Laws, the orders, rules and regulations and standards of the State Department of Health.
- D. To adopt such rules and regulations, consistent with the Public Health Laws of the State of Wyoming, or with the orders, rules and regulations of the Wyoming Board of Health, as the Board may deem necessary for the prevention of disease and the promotion of public health in Natrona County.
- E. To establish and to prescribe, by rule and regulation, the conditions under which fees for public health services rendered by the CNCHD may be accepted and administered.

## **ARTICLE VI**

Section 1. Amendments. These by-laws may be altered and amended at any time by the Vote of a majority of the membership of the Board at any meeting held for that purpose. Ten (10) days written/electronic notice of such meeting and the nature of the proposed amendments must be provided to each Board member.

ADOPTED this       day of

\_\_\_\_\_  
Chair, Casper-Natrona County Board of Health

Attest:

\_\_\_\_\_  
County Attorney

Filed with the Natrona County Clerk on the       day of

Filed with the Clerk of the City of Casper on the       day of



**RESOLUTION ADOPTIONG CHANGES TO THE CASPER-NATRONA COUNTY BOARD OF HEALTH  
BY-LAWS PURSUANT TO THE WYOMING ADMINISTRATIVE PROCEDURE ACT**

**WHEREAS**, W.S. § 35-1-303, authorizes the Casper-Natrona County Board of Health to modify the current By-Laws;

**WHEREAS**, the Casper-Natrona County Board of Health has compiled with the requirements of W.S. § 16-3-101 *et seq.*;

**NOW THEREFORE BE IT RESOLVED BY THE CASPER-NATRONA COUNTY BOARD OF HEALTH**, that the Casper-Natrona County Board of Health enacts, effective \_\_\_\_\_, 2023, changes to the Board of Health By-Laws.

CASPER-NATRONA COUNTY BOARD OF HEALTH

\_\_\_\_\_, Chair, Board of Health

ATTEST:

\_\_\_\_\_, Clerk to the Board

Reviewed and approved as to form:

\_\_\_\_\_, Natrona County Attorney

# **Casper Natrona County Health Department Personnel Handbook**



## **CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

### Legal disclaimer to users of this form policy manual:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Manual to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that Casper Natrona County Health Department (CNCHD) is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

This manual developed and approved **June 2016** replaces all previous manuals and supersedes all earlier oral or written materials about CNCHD policies and procedures.

## ***WELCOME***

On behalf of the Casper Natrona County Health Department (CNCHD) Board of Health and Management Team we would like to extend a warm and sincere welcome. Every employee plays a key role in supporting the CNCHD Mission to support the citizens of Casper and Natrona County. We provide this support by providing superior customer service responsive to the needs of the community in an efficient manner. We value all employees whether newly hired or highly experienced. We expect all employees to contribute and bring their creativity to the team to conduct business in a professional respectful manner. We are confident that you will find CNCHD a safe, enjoyable, and rewarding place to work.

We are giving you this handbook to serve as a guide for your employment with CNCHD. It provides valuable information about the benefits, expectations and operational processes. We expect you take the time to become familiar with its contents.

We understand that it is our employees who provide the services that Casper and Natrona County citizens rely upon and who will grow and enable us to create new opportunities in the years to come.

***Best wishes for your success and welcome to the team!***



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## **Mission**

The City of Casper-Natrona County Health Department is committed to protecting and enhancing the public health and well-being in Casper and Natrona County.

### **Essential Public Health Functions:**

- Monitor health status to identify community health problems.
- Diagnose and investigate health problems and health hazards in the community.
- Inform, educate, and empower people about health issues.
- Mobilize community partnerships to identify and solve health problems.
- Develop policies and plans that support individual and community health efforts.
- Enforce laws and regulations that protect health and ensure safety.
- Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
- Assure a competent public health and personal health care workforce.
- Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
- Research for new insights and innovative solutions to health problems.

# **Anti-Discrimination & Harassment**

## **Equal Opportunity Policy**

CNCHD 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, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), 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. CNCHD 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, termination, and all other terms, conditions, and privileges of employment.

CNCHD is also committed to complying with the laws protecting qualified individuals with disabilities this includes pregnancy under the Pregnancy Disability Act. CNCHD will provide a reasonable accommodation for any known physical or mental disability including disabilities related to pregnancy, childbirth and related conditions of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for CNCHD and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If an employee requires an accommodation to perform the essential functions of their job, they must notify their manager. Once CNCHD is aware of the need for an accommodation, CNCHD will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

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

## **EMPLOYEE RESPONSIBILITIES**

1. An employee should report any perceived violations of this policy to their immediate manager. If the immediate manager is unavailable or is involved in some manner with the perceived violation, the employee should report perceived violations to the Human Resources or the appointed designee or the appointed designee. The report should include a detailed account of the facts and any documents to support the alleged violation(s).

2. Employees with disabilities that are not immediately discernible, but who feel they are in need of a reasonable accommodation should speak with their Manager or Human Resources or the appointed designee.

## MANAGER RESPONSIBILITIES

1. All related employment activities must follow CNCHD's Equal Employment Opportunity policy.
2. Managers who receive a complaint of discrimination or harassment should report the complaint to Human Resources or the appointed designee.
3. Managers who receive any request for an accommodation, should contact the HR Department.
4. CNCHD prohibits retaliation of any type against a person who reports a violation of this or any other Company policy.

## Harassment and Discrimination

CNCHD strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment. CNCHD does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. CNCHD prohibits discriminatory conduct or conduct characterized as harassment.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military service, or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating hostile work environment.

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, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), 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.

Sexually harassing behavior in particular includes unwelcome conduct such as:

- Sexual advances,
- Request for sexual favors.

- Offensive touching, or other verbal or physical conduct of a sexual nature.
- Sexual behaviors are made an explicit or implicit condition of employment or basis for employment decisions.
- Sexual behaviors create an intimidating, hostile or offensive working environment.

## **Harassment by Non-employees**

CNCHD will also attempt to protect employees, to the extent possible, from harassment by non-employees in the workplace, including customers, clients and suppliers. If an employee feels harassed or **perceived harassment**, they should follow the complaint procedure below.

## **Harassment/Discrimination Complaint Procedure and Investigation**

Employees who wish to report a possible incident of harassment or discrimination need to document, in writing, the incident. If possible, the employee should notify the harasser that the conduct is inappropriate. Employees need to complete the Discrimination/Harassment Complaint Form and give it to the manager or Human Resources or the appointed designee. The manager or Human Resources or the appointed designee need to document all complaints. If your manager is the harasser contact Human Resources or the appointed designee or the Executive Director.

CNCHD will conduct a prompt investigation, as confidentially as possible, under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal. Employees have an obligation to cooperate with CNCHD in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of any harassment or other illegal discrimination against others should promptly notify management.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Employees engaging in harassment will be subject to appropriate discipline which may include termination.

## **Retaliation**

Any employee who files a complaint of harassment or discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, CNCHD will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Employees who engage in such retaliatory behavior will be subject to appropriate discipline up to and including termination.

## **Whistleblower Policy**

The CNCHD Whistleblower Protection Policy applies to all of the CNCHD staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to the board members on the Casper Natrona County Board of Health, each of whom shall be entitled to protection.

A person shall be encouraged to report information relating to illegal practices or violations of policies of the organization (a “violation”) that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the Human Resources or the appointed designee (the “compliance officer”), unless the report relates to the compliance officer, in which case the report shall be made to Executive Director. The Human Resources or the appointed designee Professional or Executive Director shall report all violations to the CNCHD Board of Health.

Anyone reporting a violation must act in good faith, and have reasonable grounds for believing that the information shared in the report indicates that a violation of law, policy, or ethics has occurred.

The compliance officer shall promptly investigate each such report and prepare a written report to the Board of Health monthly until the investigation is closed. In connection with such investigation all persons entitled to protection shall provide the compliance officer with credible information. All actions of the compliance officer in receiving and investigating the report and additional information shall endeavor to protect the confidentiality of all persons entitled to protection. The organization shall make the employees available for interview. The compliance officer may direct the investigation to an auditor or county attorney for further investigation and action.

The organization encourages anyone reporting a violation to identify themselves when making a report in order to facilitate the investigation of the violation. However, reports may be submitted anonymously by filling out a “Whistleblower Report Form” and mailing it to the Executive Director at 475 S. Spruce, Casper WY 82601. Individuals can fill out the “Whistleblower Report Form” on the CNCHD website. **It is located at [www.casperpublichealth.org](http://www.casperpublichealth.org). This anonymous report will be sent to the inbox of the Executive Director.**

## **Religious Accommodation**

CNCHD is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the employee’s dress code or the individual’s schedule, basic job duties, or other aspects of employment. CNCHD 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 CNCHD question the validity of a person's belief. If you require a religious accommodation, speak with your Manager or Human Resources or the appointed designee.

## **Open Door Policy**

The CNCHD Executive Director has an Open-Door Policy. If an employee has a recommendation, question, concern or complaint, the employee may discuss the topic directly with the Executive Director.

## **Political Activity**

CNCHD encourages employees to exercise their political rights, however, employees may not use their position, or title, or otherwise be identified as a CNCHD employee in the exercise of those political rights. Political activity shall not interfere with CNCHD work, nor shall any political activity occur on CNCHD property, or at any CNCHD job site, nor shall employees exercise political activity during paid working hours. In addition, the Hatch Act prohibits certain federally funded employees from participating in certain political activities. These restrictions do not apply to employees providing official, professional public health consultation and advice to legislative bodies.

## **Conduct Standards**

### **Appearance (updated)**

CNCHD's image is directly related to the way in which CNCHD employees conduct and present themselves. CNCHD employees should be clean, well groomed, and dressed appropriately for work. **CNCHD is business casual. Employees should speak to their manager for further clarification.** Employees should be professional and cooperative creating a pleasant environment for the public and co-workers.

**If an employee reports to work dressed or groomed inappropriately, the employee may be prevented from working until they return to work well-groomed and wearing the proper attire.**

**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 others with sensitivities or allergies.**

#### **Addressing workplace attire and hygiene problems**

**Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work.**

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the manager should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, managers should follow the normal corrective action process.

CNCHD, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on CNCHD. Contact your manager or Human Resources or the appointed designee to request a reasonable accommodation.

## **Attendance & Punctuality**

CNCHD expects every employee to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, contact your manager as far in advance as possible. If you do not contact your manager in advance, CNCHD may consider the absence unexcused or require the use of vacation leave.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including the termination of employment.

Employees who are absent for three (3) workdays without properly notifying CNCHD are subject to termination as a voluntary quit.

## **Attitude – Have a Professional one!**

Each employee's job is to serve the citizens of Casper and Natrona County in a friendly, efficient, and competent manner. A "service oriented" attitude is of the utmost importance in assisting the public. This includes the following:

- Greet the public in a friendly and professional manner.
- Be completely attentive to the question or transaction at hand.
- Provide clear instructions, ask appropriate questions, and give correct answers.

In order to promote morale and a positive working environment for all of the employees CNCHD expects each employee to exercise tact and diplomacy not only with the public but also with co-workers. Cooperation and consideration are a part of each employee's job requirements. An employee's attitude toward co-workers may impact job performance in either a positive or a negative way.

## **Breastfeeding/Pumping**

Breastfeeding or pumping is an important and basic act of nurture which will be allowed in the interests of maternal and child health. A woman has a right to breastfeed at the

CNCHD facility. CNCHD will make reasonable accommodations for employees and clients to conduct these activities.

## **Ethics and Expectations**

An important responsibility of CNCHD employees is to conduct all CNCHD business consistently in a manner that merits public trust and confidence. CNCHD achieves a reputation of integrity through the collective and individual conduct of the staff. CNCHD requires each employee to manage all personal and business affairs in such a way as to avoid situations that might lead to conflict (or even the appearance of conflict) between the employee's self-interest and the objective performance of duties as employees of the CNCHD.

### **Ethical Behavior**

CNCHD expects employees to exercise the highest degree of ethical behavior in the performance of their duties. Employees will act in such a way as to maintain the good image and reputation of CNCHD. When employees have occasion to come into contact with sensitive or confidential material or information in the course of their duties, they will treat that information with appropriate respect, sensitivity, and confidentiality.

### **Personal Telephone Calls & Visits**

To best serve the public, CNCHD expects employees to keep personal calls to a minimum or during scheduled breaks.

### **Work Area**

Every employee has a unique opportunity to communicate pride in working for CNCHD by maintaining a neat and orderly work area.

## **Confidential Information & Conflict of Interest**

### **Confidentiality**

CNCHD board members and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with CNCHD to any person, including relatives, friends, business and professional associates, other than to persons who have a legitimate need to know such information and to whom CNCHD has authorized disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for CNCHD. This policy does not prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

CNCHD may require all board members, contractors, employees, and volunteers to return CNCHD confidential information or material in their possession at the end of their services with CNCHD.

### **Conflict of Interest**

No employee will engage in any activity or enterprise which conflicts with their duties as a CNCHD employee or with the duties, functions, and responsibilities of CNCHD.

An employee with a conflict of interest must provide a written notice of the conflict to their manager within seventy-two (72) hours of knowing about the conflict. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

### **Employment Outside of CNCHD**

Employees must notify their manager and/or director, in writing, of any outside employment. This notification shall include the days and hours worked as well as the nature of the employment. Employees must also notify CNCHD of other activities, including volunteer activities, which could potentially lead to conflicts.

Should the manager and/or the director determine that conflicts exist, or are likely to occur, CNCHD reserves the right to be the primary employer.

### **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

CNCHD expects employees to fully comply with HIPAA requirements. The HIPAA Privacy Rule was developed to provide better protections for patients' protected health information (PHI). CNCHD requires employees to protect patient PHI. Employees who violate HIPAA standards will be subject to appropriate discipline up to and including termination.

## **Alcohol/Illegal Drug/Smoking Policy**

CNCHD strives to maintain a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. Employee alcohol or drug abuse can affect the employee's abilities to perform their work.

CNCHD prohibits employees from using or being under the influence of alcohol while performing CNCHD business.

CNCHD prohibits employees from using or being under the influence of illegal drugs **(including controlled substances or prescription drugs)** while performing CNCHD business or while on a CNCHD facility or worksite. Employees may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any CNCHD facility, vehicle, or conducting CNCHD business.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your manager if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

### **Disciplinary Action**

CNCHD may discipline or terminate employees who violate the drug and alcohol policies. Violations include refusal to consent to and comply with testing and search procedures.

### **Searches**

CNCHD may conduct searches for illegal drugs on company facilities or worksites without prior notice to employees. CNCHD may conduct searches at any time. CNCHD expects employees to cooperate fully.

CNCHD may conduct searches of employees and their personal property on CNCHD property when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

## **Drug Testing**

CNCHD retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. CNCHD may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action including termination.

CNCHD alcohol and illegal drug testing includes random testing for those specifics covered, and accident and incident testing.

## **Smoking/Vaping Tobacco Use Policy**

CNCHD prohibits smoking/vaping (using electronic cigarettes) on CNCHD property inside CNCHD facilities and vehicles.

CNCHD prohibits employees from using tobacco products of any kind, in any location, while on duty and representing CNCHD.

CNCHD expects all employees, clients and other visitors to comply with this policy and CNCHD may discipline employees violating this policy.

## **Compensation & Work Schedule**

### **Pay Schedule**

Employees will be paid on the last working day of each month. If the regular payday falls on a holiday, CNCHD will pay employees on the last regular workday before the holiday.

### **Termination of Employment Pay Schedule**

Upon termination of employment from CNCHD (both voluntary and involuntary) an employee shall receive pay for any hours worked, unused accrued vacation, compensatory time on record, and applicable sick time as of the last day of employment. CNCHD will pay the final paycheck by the next regular pay date.

In the case of death of the employee, CNCHD will pay all unused accrued compensatory time, vacation leave, and applicable sick leave to the deceased employee's account by the next regular pay date.

### **Work Hours**

CNCHD expects all full-time employees to work forty (40) hours per week. The work week begins at 12:00 am on Saturday and goes through 11:59 pm on the following

Friday. Employees will maintain their own time and attendance records for the purpose of computing and recording hours worked and wages earned.

The Director and managers will assign hours and days of work, lunch breaks, and other breaks to minimize disruption of work and to provide the best service to clients and the public. All employees shall maintain traditional hours of work from 8:00 am to 5:00 pm, Monday through Friday unless otherwise approved in writing by the manager and the director. All full-time employees shall submit requests for leave if the employee is unable to work a minimum of forty (40) hours during the work week. Managers may change the work schedule as the working conditions require.

CNCHD occasionally expects employees to participate in officially sanctioned CNCHD functions that may occur outside normal work hours. CNCHD will compensate the employee as described in Overtime/Compensatory Time Section below.

## **Breaks**

Employees working an eight (8) hour shift or longer are entitled to a 15-minute break for rest twice each day and a sixty (60) minute unpaid break for meals during the work period.

Managers may stagger break times to allow department coverage.

## **Timekeeping, Schedule and Overtime**

### **WORKING HOURS AND SCHEDULE**

An employee's work schedule will continue to be assigned by their immediate manager. The employee will be expected to begin and end work according to the schedule. In order to accommodate the needs of business, it may be necessary to change individual work schedules on either a short-term or long-term basis. Employees should contact their immediate manager for more information on work schedules.

### **TIMEKEEPING PROCEDURES**

1. Employees must record their actual time worked for payroll and benefit purposes. (For purposes of this policy, the term "employee" refers to non-exempt employees, which means generally, but not always, employees paid other than by a fixed salary). Employees should record the time that work begins and ends, as well as the beginning and ending time of each meal period. Employees must submit time sheets to their managers by the prescribed deadline. Employees must also record any departure from work for any non-work-related reason.
2. Employees are responsible for recording their hours worked and ensuring that such information is accurately presented on their time cards or time sheets. Timekeeping information may not be entered on time cards or time sheets by

someone other than the employee without prior written approval from the employee's manager.

3. Exempt employees are also required to record their time worked and report full days of absence from work for reasons such as leaves of absence, sick leave, vacation, or personal business.
4. It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. Any errors in an employee's time card should be reported immediately to their manager, who will attempt to correct legitimate errors. A manager who is responsible for preparing a time card or time sheet for an employee who failed to complete the time card or time sheet should conspicuously write on the top of the time card or time sheet, "Prepared by (manager's name)," if the employee is unavailable on the date it is due.

Altering, falsifying, and tampering time records, or recording time on another employee's time record is prohibited and subject to corrective action, up to and including termination of employment.

Employees having questions regarding the instructions and requirements for filling out their time cards or time sheets, or who are unclear as to their status as an exempt or non-exempt employee, should contact their manager for clarification.

When operating requirements or other needs cannot be met during regular working hours, an employee may be scheduled to work overtime. Managers may require employees to work overtime. CNCHD shall pay non-exempt employees, who work more than their regularly scheduled 40 hours per week, at the rate of 1.5 times their regular pay. On a call-out or emergency, CNCHD will compensate employees for the time spent responding to the call-out or emergency. **Working overtime without prior authorization may result in corrective action.** Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees. **Employees must obtain prior authorization from their manager to work overtime hours. Failure to secure such authorization could result in discipline, up to and including termination.** Overtime is based on actual hours worked and does not include paid time off or other leave. Employees must record all hours worked and keep current at all times.

## Compensatory (Comp) Time

Compensatory time for non-exempt employees shall be accumulated at 1.5 times their regular rate of pay with a maximum of forty (40) hours. CNCHD requires employees to use compensatory time within three (3) months or CNCHD will pay the employee for the compensatory time.

## Flextime



Occasionally, CNCHD may require employees to work outside the traditional work hours with no prior notification due to the nature of the job duties or on call-out status. The manager and employee **must** discuss this flextime as soon as possible. **Flextime must be approved by the manager in advance.** The manager may require the employee to work fewer hours later in the workweek to avoid overtime or compensatory time hours. **Employees must record all hours worked.**

**In the event of multiple employees needing flextime, managers will approve schedules.**

## **Exempt Employee**

An exempt employee is defined as employee exempt from the Federal Labor Standards Act (FLSA) overtime payment laws. Thus, exempt employees who work over 40 hours a week are not eligible for overtime or compensatory pay.

Any change to the exempt employee status shall be in accordance with the FLSA provisions.

## **Non-exempt Employee**

A non-exempt Employee is defined as an employee eligible for overtime or compensatory time. Non-exempt employees are eligible for paid overtime or compensatory time at 1.5 times their regular rate of pay.

## **Voluntary Alternate Work Schedules**

CNCHD recognizes that certain employees may request an alternative work schedule in order to address individual and personal situations. CNCHD may allow those employees, with the prior written approval of the employee's manager and director, to establish an alternate work schedule, within the following guidelines.

An employee may request an alternative work schedule in contrast to the traditional hours of work. The employee shall submit a request, in writing, to the manager. The manager may require the employee to fill out an Alternative Work Agreement. Any change in work schedule will not become effective until approved, in writing, by the manager. The manager shall provide a copy of the approved agreement to the Executive Director and ensure a copy is put in the employee's personnel file.

Examples of alternative or variable work schedule may include telework, flextime, compressed workweek, or job sharing. Any change to the official workweek or alternative work schedule shall be in accordance with the FLSA overtime provisions and the CNCHD policies.

Alternate work schedules are voluntary and a privilege granted at the initiation and request of the individual employee. There is no guarantee, expectation, or entitlement of alternate work schedules. CNCHD will not force an employee to participate in an

alternate work schedule solely to accommodate the request or schedule preference of another employee.

### **Telecommuting (added)**

Casper-Natrona County Health Department (CNCHD) considers telecommuting to be a viable alternative work arrangement in some cases where individual, job, and manager characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home or on the road for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement and it is not a company-wide benefit. Telecommuting in no way changes the terms and conditions of employment with the Casper-Natrona County Health Department. CNCHD may allow employees with prior written approval of employee's manager to establish an agreement for the work to be completed during the approved telecommuting and specific timeline of deliverables.

## **Employee Benefits**

### **Health and Life Insurance Coverage**

CNCHD participates in the insurance plan with the Natrona County government employees. CNCHD and Natrona County strive to provide the best available benefits to its employees. These policies have been carefully designed and shall continue to be refined to keep up with changing times and needs.

The Summary Plan Description details CNCHD medical, dental and vision plans. CNCHD strongly encourages employees to refer to this document for specifics of the health care management program and contact information. Employees can obtain a booklet from Human Resources or the appointed designee or the computer network.

CNCHD and Natrona County (including the County Plan Administrator) retain full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement. While Natrona County and CNCHD intend to maintain these employee benefits, and assert its commitment to do all it can to that end, it reserves the right to modify, amend or terminate these benefits as necessary.

Contact Human Resources or the appointed designee should you have any questions regarding your benefits plan.

### ***Eligibility***

New Hires with regular full-time status are eligible for benefits thirty-one (31) days from the hire date.

Part-time employees shall work at least twenty (20) hours per week to be eligible for this benefit.

Discuss again: FT vs PT and benefits. Statement above says FT and then a PT statement. Maybe just one statement? 31 days? When are the eligible?

### ***Benefit Year***

The benefit year starts on January 1st and ends on December 31st. The plan calculates all required deductibles within this twelve (12) month period.

### ***Enrollment***

New hires are eligible for benefits for themselves and dependents within 31 days of their eligibility date. Current employees may change benefits elections for the upcoming new plan year (effective January 1st) during the open enrollment period normally held in November/December.

? When are the eligible?

### ***Available Benefits***

The insurance benefits available to regular full-time employees include:

- Medical Insurance –single and dependent coverage.
- Dental Insurance – single and dependent coverage.
- Vision Insurance – single and dependent coverage.
- Prescription coverage – single and dependent coverage.
- Life Insurance – \$10,000 coverage for employee.

*Employees cannot pick and choose individual benefits under this plan.*

Optional Life Insurance - \$2,000 for spouse, \$1,000 each child.

Life Insurance – additional coverage available at cost to employee – two options:

- Coverage through Group Insurance Company.
- Coverage through Wyoming Retirement System.

Supplemental Insurance through a variety of sources (100% of cost paid by employee-pretax):

- Short Term Disability
- Accident Insurance
- Hospitalization Insurance
- Intensive Care Insurance
- Cancer Insurance

- Health/Vision/Dental Insurance

### ***Monthly Premiums for Medical, Dental and Vision***

CNCHD pays a portion of the premium and the employee contributes a **pretax** portion to the insurance premium (which is subject to change). Contact Human Resources or the appointed designee or payroll for the current insurance rates.

### ***Unpaid Leave***

Regular full-time employees on unpaid leave (leave without pay) status for the length of one pay period (the equivalent of one month) for non-FMLA (Family Medical Leave Act) reasons shall be responsible to reimburse the plan for insurance premiums at the current COBRA rate.

There are certain circumstances that arise that require an employee to take unpaid leave. The approval of this leave will be based on a case by case basis and reviewed by the management team with a final determination of it is approved or not approved. Unapproved unpaid leave could result in termination of the position.

### ***Change of Life Status***

Should the employee have a qualified change of life status during the benefit year, they may change their enrollment elections. Notify Human Resources or the appointed designee and payroll notified within thirty (30) days of the date of the life status change. The employee must complete all paperwork within the thirty (30) days for the change to be in effect.

Qualifying change in status events includes:

- Change in the employee's legal marital status: marriage, divorce, death of spouse, legal separation, annulment of marriage.
- Change in number of dependents: birth, adoption, death.
- Change in employment: events that change the employee status, spouse or dependent child, such as termination of employment of spouse, change from full-time employment to part-time employment.
- Dependent eligibility requirements: a dependent child becomes eligible or ineligible for coverage.

### ***Termination of Employment***

Medical, Dental and Vision insurance coverage ends on the day of the termination with CNCHD.

All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status.

Retired employees with twenty (20) years of service, and subject to the policies of the Health Care Insurance Administrator, may elect to pay the current premium to continue

health care insurance coverage. CNCHD requires the retired employee to pay the COBRA insurance rate.

## **Retirement Benefits**

CNCHD provides retirement benefits through the Wyoming Retirement System to eligible employees. Currently, CNCHD contributes 18.62 percent of the employee's pay to this system. The percentage is determined by State Statute and the Board of Health. The amount of the contribution by CNCHD or the employee may be subject to change with or without notice. Optional Benefits available to the employee at an additional cost:

- Deferred Compensation Plan – 457(b) through the Wyoming Retirement System.

## **COBRA**

CNCHD shall make health insurance benefits available to employees upon termination (except in cases of termination for gross misconduct) or upon a reduction in hours causing the employee to become ineligible under terms of the health insurance benefit plan. Under the Consolidated Omnibus Reconciliation Act (COBRA), health benefits must, under certain circumstances, be continued at the employee's or dependent's request and expense, after termination of employment. The current health insurance coverage must be offered at the employee's expense for eighteen (18) months. Coverage for dependents, at the dependent's expense, may be extended an additional eighteen (18) months if coverage is terminated due to:

- Death of covered employee
- Divorce or legal separation
- Employee's entitlement to Medicare
- A dependent child ceasing to be a dependent under the terms of the plan

Further information regarding COBRA continuation can be found in The Summary Plan Description.

## **Workers' Compensation**

CNCHD provides workers' compensation insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the CNCHD. If you become ill or injured, please get medical attention at once.

Employees must also report the details to their manager immediately. Employees must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation.

Employees absent from work over thirty (30) days due workers' compensation injuries may be responsible for their medical insurance costs at the COBRA rate.

## **Liability**

Employees performing within the normal scope of their duties may receive protection from liability under the Wyoming Governmental Claims Act. CNCHD carries limited liability insurance coverage. CNCHD expects employees to assist in minimizing liability by applying good safety practices and good judgment.

## **Travel & Expense**

CNCHD will reimburse employees for all reasonable and allowable expenses per, government expense guidelines, they incur while traveling on CNCHD business. CNCHD will follow the guidelines on the General Services Administration or Internal Revenue Service guidelines found on the [gsa.gov](http://gsa.gov) or [irs.gov](http://irs.gov) websites.

Employees must complete a signed Travel Request Form prior to travel and record all travel and business activities on CNCHD Travel Reimbursement Form and submit it to their manager for reimbursement after travel.

## **Vacation**

Paid annual vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All full-time benefited employees are eligible to earn and use vacation time. CNCHD Board of Health may amend, modify or replace the vacation rates without prior notice.

Vacation leave accrual shall begin on the date of hire. Vacation leave for full-time benefited employees shall accrue monthly as follows:

<u>Length of Service</u>	<u>Vacation Leave Accrual Rate</u>
0 through 48 months	8 hours per month (12 days per year)
49 months through 108 months	10 hours per month (15 days per year)
109 months through 168 months	12 hours per month (18 days per year)
169 months through 228 months	14 hours per month (21 days per year)
229 months and over	16 hours per month (24 days per year)

Employees accrue vacation leave only after the employee works the required time during the month. Employees shall accrue vacation leave time prior to using vacation leave time. Accrued vacation leave is not available for use until the following month after the accrual period. Accrued vacation leave shall not exceed 240 hours for all employees earning vacation leave. After an employee reaches the 240-hour limit, CNCHD will give

the employee a one-month grace period to use any leave earned in excess of 240 hours. After the one-month grace period is complete the employee will earn zero (0) hours of leave until the employee's accrued vacation leave falls below the maximum limit. It is the employee's responsibility to monitor their leave balance.

Managers shall pre-approve vacation leave. Managers are responsible for assuring minimal disruption of CNCHD functions and service to the public and managers may deny leave requests. CNCHD requires each full-time employee to schedule and use a minimum of five (5) working days of vacation per calendar year.

Vacation leave for part-time benefited employees, full-time benefited employees working a partial month or full-time employees on leave without pay shall accrue on a pro-rated basis per month as follows regardless of the months of service:

<u>Hours Worked per Month</u>	<u>Vacation Leave Accrual Rate per month</u>
0 through 39 hours	0 hours
40 through 79 hours	2 hours
80 through 119 hours	4 hours
120 through 159 hours	6 hours
160 or more	8 hours

Employees voluntarily terminating their employment with less than a two-week notice forfeit all accrued sick and vacation leave.

### **Pay In Lieu of Vacation**

If an employee terminates service and has vacation leave accrued, the employee will be paid a salary equivalent to the accrued vacation time at their regular rate of pay. Employees voluntarily terminating their employment with less than a two-week notice will forfeit all accrued sick and vacation leave.

If an employee dies and has vacation leave accrued, CNCHD will pay the salary equivalent to accrued vacation time to the employee's account.

### **Sick Leave**

Employees accrue sick leave with pay at the rate of one working day (eight hours) per month by full-time employees. Temporary and seasonal employees will not accrue sick leave.

Part-time benefited employees, employees working a partial month and employees on leave without pay status shall accrue sick leave at the following rate:

### Hours Worked Per Month

### Sick Leave Accrual Rate

0 through 39 hours	0 hours
40 through 79 hours	2 hours
80 through 119 hours	4 hours
120 through 159 hours	6 hours
160 or more	8 hours

Employees may accumulate up to 480 hours of sick leave. Employees with ten (10) years or more of service who have reached the maximum 480 hours sick leave may elect to receive a one-time payment for one-third (1/3) of their unused sick leave, 160 hours at the employee's current rate of pay.

CNCHD reserves the right to request a doctor's certificate for any sick days requested. If CNCHD requests a certificate and the employee cannot produce it, CNCHD may consider the absence unexcused, and the employee will not be paid for the absence.

Employees who are unable to work due to illness or other related reasons shall use all accrued compensatory time, sick leave and finally vacation leave.

CNCHD authorizes managers to send employees home if the employee reports to work ill or injured. The employee shall use accrued compensatory time earned, sick leave and finally vacation time.

Upon termination, employees with ten (10) years or more of service will be paid for one-third (1/3) of their unused sick leave, not to exceed 160 hours.

Employees voluntarily terminating their employment with less than a two-week notice forfeit all accrued sick and vacation leave.

## **Holidays**

CNCHD will grant holiday time off to all eligible employees immediately upon assignment. All employees are eligible to enjoy holidays listed below:

1. New Year's Day
2. Equality Day
3. Presidents' Day
4. Spring Break (Good Friday)
5. Memorial Day
6. Independence Day (July 4<sup>th</sup>)
7. Casper Day at Central Wyoming Fair & Rodeo (Parade Day)
8. Labor Day
9. Veterans' Day
10. Thanksgiving Day
11. Friday after Thanksgiving Day



12. Christmas Eve Afternoon on a weekday
13. Christmas Day
14. Personal Holiday, used at the discretion of each employee, who has been employed prior to December 31 of the preceding calendar year, with prior written approval of manager. The Personal Holiday does not accrue as leave. If not requested, approved, and taken within the calendar year, it is lost. The personal holiday is not paid at termination. It is the employee's responsibility to use the personal holiday.

When employee's duties prevent the observance of any of the above holidays, the manager shall schedule an alternative holiday observance for each affected employee. Employees on an alternative work schedule will only earn eight (8) hours of holiday leave per holiday. CNCHD will require the employee to use compensatory time or vacation time or work extra during the week to ensure the employee works the required hours during the week.

If a holiday occurs during an employee's scheduled vacation leave, or on authorized sick leave, CNCHD shall not charge vacation leave or sick leave. Employees must work or be on authorized vacation leave or sick leave on the scheduled work day before and after a holiday in order to receive pay for the holiday.

CNCHD reserves the right to require employees to report to work on designated holidays if the manager deems it necessary to serve the immediate or emergency needs of the community and CNCHD.

## **Part-time Employees Holiday Leave**

CNCHD will grant part-time employees holiday leave if the employee is regularly scheduled to work on the holiday. CNCHD will grant the part-time employee pro rata leave based on the number of hours the part-time employee works each month. The maximum amount of holiday leave for part-time employees is eight (8) hours.

Part-time benefited employees shall receive holiday leave at the following rate:

<u>Hours Worked Per Month</u>	<u>Holiday Leave Accrual Rate</u>
0 through 39 hours	0 hours
40 through 79 hours	2 hours
80 through 119 hours	4 hours
120 through 159 hours	6 hours
160 or more	8 hours

## **Other Leave**

## **Administrative Leave**

The Executive Director may authorize administrative leave, with or without pay, for individual employees on a limited, case by case basis. Examples of such instances might include office closure due to weather conditions, educational requests, sabbatical leaves, investigation of complaints, or disciplinary actions.

### **Inclement Weather Conditions**

In severe weather emergencies, or failure of building support systems, the Executive Director may declare administrative leave for all employees. CNCHD will make an effort to notify employees. CNCHD will not charge administrative leave against employee's accrued vacation leave or sick leave.

In less severe, more localized weather situations, some employees may be able to readily travel to work, while others may not be able to safely travel to work. In those cases, CNCHD expects employees to exercise their own judgment. CNCHD expects employees who elect not to come to work to notify their manager, as soon as possible. CNCHD will charge the employee's accrued compensatory time or vacation leave. CNCHD will not require prior approval of leave in these situations.

If closure occurs during a time when the employee is off on vacation or out on sick leave, they do not accrue that administrative leave time. For example- administrative leave time only applies during inclement weather for those scheduled to work that day.

## **Bereavement Leave**

CNCHD shall grant all full-time employees a maximum of three (3) work days or twenty-four (24) hours in each case of a death in the employee's immediate family, (spouse, parent, grandparent, brother, sister, children, grandchildren, and equivalent relationships by marriage). Employees may charge additional time off to accrued sick leave or vacation leave, with the prior written approval of their manager.

CNCHD grants part-time employees time off work, pro-rated on their regular work schedule, not to exceed (03) work days in each case of a death in the employee's immediate family, (spouse, parent, grandparent, brother, sister, children, grandchildren, and equivalent relationships by marriage). Employees may charge additional time off to accrued sick leave or vacation leave, with the prior written approval of the manager.

## **Family Medical Leave Act (FMLA) - updated Feb 2023**

If CNCHD meets the minimum number of employees requirement (50), or the board determines to follow FMLA if less than 50 employees and an employee also

qualifies (see below), CNCHD provides up to twelve (12) weeks unpaid leave to employees in the following circumstances, as well as any other reason required by law: (1) the birth of a son or daughter and to care for the newborn child; (2) the placement with the employee of a son or daughter for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent with a Serious Health Condition; and (4) a Serious Health Condition that makes the employee unable to perform the essential functions of the employee's job.

In addition, if the legal requirement for number of employees is met (50), and the employee also qualifies for such leave, FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed following the general FMLA Leave policy.

## **Definitions**

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A "Covered Service Member" is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a Serious Injury or Illness. The term "Serious Injury or Illness" means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating, or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

### **1. Eligibility:**

An employee eligible for FMLA leave is one who, at the time FMLA leave begins:

- a. is working for an employer that is required to provide FMLA leave;
- b. has been employed at least twelve (12) months by the Company;
- c. has worked at least 1,250 hours during the previous twelve (12) month period as of the date leave commences;
- d. has worked at a Company-owned and -controlled location with at least fifty (50) Company employees within seventy-five (75) miles of the worksite;
- e. has met the rolling twelve (12) month period which looks backward to see if the employee has exhausted available leave in the prior twelve (12) month period; and
- f. has met all guideline requirements of this policy and the law.

2. Identifying the 12-Month Period

CNCHD measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a Covered Service Member, CNCHD calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a Covered Service Member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

3. FMLA Leave is Unpaid

- a. If an employee has paid leave accrued according to CNCHD policy, CNCHD may require the employee to use his or her paid leave as part of his or her FMLA leave. The employee may also elect to use paid leave available to them, but in order to do so must provide notice to CNCHD as required pursuant to CNCHD policy regarding such leave.
- b. After all accrued paid leave is taken in accordance with CNCHD policy, the remainder of the twelve (12) week leave will be unpaid.

4. Group Health Plan Benefits:

- a. During FMLA leave, if an employee is a participant under a group health benefit plan, an employee’s group health benefit will remain the same as before the leave began, subject to any general changes in plan coverage.

Employees on FMLA leave, however, are responsible for payment of their normal portion of the premium.

- b. Employee may be required by CNCHD in accordance with applicable law to pay the Company for all amounts of insurance premiums that CNCHD may have paid for the employee during the leave period.

5. Other Company Benefits:

- a. CNCHD leave benefits (vacation, sick, personal, etc.) will not accrue during periods of unpaid FMLA leave.
- b. An employee's entitlement to and amount of a bonus may be affected by FMLA leave.
- c. When an employee is on paid FMLA leave (using vacation, sick, personal leave, etc., as FMLA leave), however, CNCHD benefits may accrue if such accrual is permitted under the CNCHD's paid leave policy.

6. Intermittent or Reduced Leave:

- a. Intermittent leave or leave with a reduced work schedule cannot be taken for childbirth, adoption, or foster care purposes, unless first approved in writing by management.
- b. When medically necessary, leave taken for the Serious Health Condition of the employee, his or her spouse, child, or parent may be taken on an intermittent basis (not all at one time); or a reduced leave schedule (reducing the normal hours per workday or workweek during the leave). Employees taking intermittent FMLA leave for planned medical treatment must make a reasonable effort to schedule the leave so that it does not unduly disrupt the Company's operations.
- c. An employee's use of intermittent or reduced leave shall not reduce the total amount of leave to which an employee is entitled beyond the amount of leave taken. CNCHD may account for FMLA leave in the shortest period of time that its payroll systems use, provided it is one hour or less.
- d. CNCHD may require an employee on intermittent leave to transfer temporarily to an available alternative position with equivalent pay and benefits if such position accommodates recurring periods of leave better than the employee's regular position.

7. Spouses Who are Both Employees:

- a. Eligible spouses who both work for CNCHD and are entitled to FMLA leave will be limited to a combined total of twelve (12) weeks of leave if the leave is taken for the following reasons:
    - (1) for birth of the employee's son or daughter or to care for the child after birth;
    - (2) for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement; or
    - (3) to care for the employee's parent with a Serious Health Condition.
  - b. The spouse will be eligible for remaining FMLA leave entitlement for a purpose other than those above.
8. The Employee's Responsibility:
- a. If the need for FMLA leave is foreseeable, the employee must provide CNCHD with written notice of intent to take leave not less than thirty (30) days before the date leave is to begin.
  - b. If the need for FMLA leave is not foreseeable, the employee must provide CNCHD with notice as soon as practicable.
  - c. If an employee requesting FMLA leave does not provide sufficient information to establish an FMLA-qualifying reason for the requested leave consistent with established policy, CNCHD may deny the employee's request.
  - d. The employee must submit a Medical Certification of a Serious Health Condition form from the health care provider if the leave is requested because of a Serious Health Condition of: (i) employee; (ii) employee's child; (iii) employee's spouse; or (iv) employee's parent.

The certification form may be requested from the employee's manager. The Medical Certification of a Serious Health Condition form should be submitted to CNCHD at the time of requesting leave, but the employee must provide the certification no later than fifteen (15) days after requested by CNCHD.
  - e. CNCHD may require the employee to provide reasonable documentation or statement verifying family relationships.
  - f. CNCHD may require a second opinion and in some instances a third opinion regarding the information submitted on the certification form.
  - g. CNCHD may request recertification every thirty (30) days or sooner, if necessary.

- h. It is the employee's responsibility to keep CNCHD informed regarding the employee's intent to return to work.
- 9. The Company's Responsibility:
  - a. To the extent required by law, CNCHD will inform the employee whether they are eligible for FMLA leave. Should an employee be eligible for FMLA leave, CNCHD will provide a notice that specifies any additional information required, and in accordance with law, the employee's rights and responsibilities.
  - b. CNCHD may deny or penalize the employee's FMLA leave if Medical Certification of a Serious Health Condition form is not submitted within thirty (30) days before the date leave is to begin or is submitted incomplete by the employee.
  - c. CNCHD may require the employee to provide recertification every thirty (30) days, or more often, if circumstances change significantly, or information is received that casts doubt on the reason for the employee's absence.
  - d. If the Company learns that requested leave is for an FMLA leave purpose after the leave period has already begun, the entire portion or some portion of the paid leave period may be retroactively counted as FMLA leave. If the need for leave arises during vacation, the vacation time may be retroactively designated by the Company as FMLA leave.
  - e. After the conclusion of FMLA-qualifying leave, CNCHD will comply with the FMLA and applicable law in reinstating employee to the employee's same or a substantially equivalent position, subject to any exceptions permitted by law.
  - f. CNCHD will keep confidential medical and other records created for purposes of FMLA leave in accordance with the Americans with Disabilities Act, HIPAA and other applicable confidentiality requirements.
- 10. Returning to Work:
  - a. Subject to Section 10(d) below, an employee returning from FMLA leave may, at the Company's option: (1) return to the same position held when leave began; or (2) return to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

- b. Employees on FMLA leave may be subject to events or changes that would have affected their employment status regardless of FMLA leave (e.g., layoffs).
- c. An employee returning from FMLA leave, due to the employee's own Serious Health Condition, must provide certification from his or her health care provider stating the employee is able to return to work in accordance with the Company's job description.
- d. Under specified circumstances, certain "key" (defined as those employees that cannot be absent from their position for 3 months- ie the Director) employees may not be reinstated to employment with CNCHD in accordance with applicable law. A "key" employee is defined as a salaried "eligible" employee who is among the highest paid 10% of employees within seventy-five (75) miles of the worksite.
- e. It is the responsibility of the employee to keep CNCHD informed regarding the intended date of return to work. The Company requests a minimum of two (2) weeks' notice of intent to return to work in leaves lasting three (3) weeks or longer.

#### 11. Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of Military Caregiver Leave, the 26-week FMLA entitlement), will be subject to CNCHD's standard leave of absence and attendance policies. This may result in termination if the employee has no other Company-provided leave available to them that applies to the employee's continued absence. Likewise, following the conclusion of the employee's FMLA leave, CNCHD's obligation to maintain group health plan benefits for the employee ends (subject to any applicable COBRA rights).

#### 12. Other Employment

CNCHD generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

#### 13. Military FMLA leave

##### a. Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained Serious Injuries or Illnesses in the line of duty while on active duty. The family member must be a "Covered Service Member," which means: (1) a current member or veteran of the Armed Forces, National Guard or Reserves, (2) who is



undergoing medical treatment, recuperation, or therapy or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves within five years prior to the treatment for which an eligible employee requests; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a Serious Injury or Illness that may render current member medically unfit to perform the duties of the member's office, grade, rank, or rating. Military Caregiver Leave is not available to care for service members on the *permanent* disability retired list.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the Covered Service Member. "Next of kin" means the nearest blood relative of the service member, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a Covered Service Member in a "single 12-month period." The "single 12-month period" begins on the first day leave is taken to care for a Covered Service Member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period," the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every Covered Service Member, and/or for each and every Serious Injury or Illness of the same Covered Service Member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any "single 12-month period."

Within the "single 12-month period" described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, Serious Health Condition of the employee or close family member, or a qualifying exigency).

For example, during the "single 12-month period," an eligible employee may take up to 16 weeks of FMLA leave to care for a Covered Service

Member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or Covered Service Member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in this FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

b. Qualifying Exigency Leave

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “Covered Military Member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.

- **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.
- **EMPLOYEE Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered Military Member's representative before a federal, state, or local agency in connection with service benefits.
- **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, the Covered Military Member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.
- **Temporary rest and recuperation.** To spend time with a Covered Military Member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.
- **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the Covered Military Member's active duty status. This also encompasses leave to address issues that arise from the death of a Covered Military Member while on active duty status.
- **Mutually agreed leave.** Other events that arise from the close family member's duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the Covered Military Member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the Covered Military Member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

#### 14. Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

#### 15. Employers' Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources or the appointed designee Department, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

#### 16. Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. CNCHD reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

### **Jury Duty**

CNCHD supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not lose regular pay or leave accrual while serving on jury duty. CNCHD limits the compensation for jury duty to the difference between pay received for this service and the employee's regular pay. The employee shall provide proof of all compensation received to the Executive Director, payroll department, or manager.

You must inform your manager as soon as possible after receiving a jury summons allowing your manager to make arrangements to accommodate your absence. CNCHD expects you to report for work during your service whenever the court schedule permits.

### **Criminal Victim and Witness Leave (ADD)**

CNCHD realizes that, on occasion, you may have an obligation to participate in criminal legal proceedings either as a witness or because you were the victim of a criminal act. CNCHD provides unpaid leave to attend those proceedings under circumstances described below.

If you are required to attend a criminal proceeding, notify your Manager as soon as possible to make scheduling arrangements.

CNCHD reserves the right to require the employee to provide proof of the need to attend the criminal proceedings to the extent authorized by law.

Leave under this policy is unpaid. You may opt to use available Paid Time Off in place of unpaid leave.

CNCHD will not retaliate against any employee who requests or takes leave in accordance with this policy.

## **Leave of Absence without Pay**

An employee who has first exhausted all accrued compensatory time, sick leave and vacation leave may request leave of absence without pay (LWOP). The Executive Director, or manager may approve or deny the request, based on the circumstances of the request, and on the disruption to CNCHD functions and client services. Employees granted LWOP have no automatic right, entitlement, or expectation to return to the vacated position. Vacation leave and sick leave do not accrue while an employee is on LWOP. Insurance benefits may be affected requiring the employee to pay the full cost of insurance.

All leave shall remain in compliance with the current FMLA Policies.

## **Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), CNCHD prohibits discrimination against persons because of their service in the Armed Forces, the National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war of emergency.

Employees who are members of the U.S. reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted, or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service. CNCHD requires employees to notify their manager immediately after receiving orders for active duty.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, CNCHD will reinstate the employee to a job comparable to the one left,

provided employee is qualified and CNCHD circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid by the CNCHD for a period not to exceed 12 months.

## **Voting Leave**

CNCHD encourages employees to vote outside of working hours. When this is not possible, CNCHD will grant full-time employees paid leave not to exceed one hour to vote. CNCHD will grant voting leave to part-time employees scheduled to work eight hours (8) or more on voting day. Scheduling arrangements during the work day must be pre-approved by the manager to ensure coverage in the specific department.

# **General Employment**

## **Employee Classifications**

Employees at CNCHD are either full-time or part-time, exempt or non-exempt, seasonal or temporary. CNCHD may hire temporary or seasonal employees who will not generally be eligible for benefits.

Part-time employees work no more than 39 hours per week. CNCHD considers all other employees full-time.

Your manager will verify whether you are a full-time or part-time employee, and whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under FLSA while non-exempt employees qualify for overtime pay. If you have a question about your exempt/non-exempt status contact your manager or Human Resources or the appointed designee.

## **Employee Records**

Human Resources or the appointed designee shall maintain a personnel file on all employees. The Disease Prevention Clinic Manager will keep immunization records and fit testing records containing protected health information. Employees may review their files under supervision.

It is the employee's responsibility to notify their manager and Human Resources or the appointed designee of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal.

Personnel records are the property of CNCHD.

## **Employment of Relatives**

CNCHD may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or a potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

CNCHD permits employees who marry or become related to continue to work as long as there are no conflicts of interest. CNCHD will make reasonable accommodations, when possible, if a conflict of interest arises in this scenario.

## **Job Postings & Promotions**

CNCHD will post job vacancies internally **for seven (7) days**. CNCHD will promote qualified employees from within CNCHD whenever possible. To apply for a posted job vacancy the employee must meet the minimum requirements for the position.

Employees interested in applying for a posted position should submit a letter of interest with an updated resume to Human Resources, the appointed designee, or the hiring manager. Employees should inform their manager that they have applied for the posted position. CNCHD will evaluate candidates on knowledge, skills, abilities and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

CNCHD has the discretion to fill job vacancies externally.

## **Pre-Employment Test/Reference/Background Checks**

CNCHD requires all successful applicants for positions to undergo drug testing as a condition of their employment. CNCHD will make a copy of the alcohol and drug testing policy available upon request.

CNCHD conducts reference and background checks on all new employees. CNCHD may discipline employees who have falsified information on their employment applications which could include termination. CNCHD may eliminate applicants who have provided false information from consideration for employment.

## **Termination and Resignation**

Unless expressly prescribed by statute or contract, employment with CNCHD is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign their employment with CNCHD, CNCHD requests employees give at least a two week notice.

Employees voluntarily terminating their employment with less than a two week notice forfeit all accrued sick and vacation leave.

## **Reduction in Force**

The Board of Health reserves the right to reduce the workforce as it determines necessary in the best interest of the CNCHD.

## **Professional Certification/Licensure**

Certain positions may require that candidates present proof of current or on-going professional certification and/or licensing. CNCHD expects employees to maintain appropriate professional certification or licensure as a continued condition of employment.

## **CNCHD Equipment**

When using the CNCHD property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your manager if any equipment is damaged, defective or needs repaired. This prompt reporting could prevent the equipment’s deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask your manager.

CNCHD may discipline employees operating equipment improperly, carelessly, negligently or unsafely. In addition, CNCHD may hold you financially responsible for any loss to CNCHD because of such mistreatment.

## **Computer, Email and Internet Usage**

CNCHD recognizes use of the Internet has many benefits for CNCHD and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, CNCHD requires employees to use the Internet appropriately. Unacceptable usage of the Internet can place CNCHD and others at risk. CNCHD may take disciplinary action up to and including termination for unacceptable usage of the Internet.



## **Safety & Emergency**

### **Workplace Violence**

CNCHD intends to establish and maintain a workplace environment free from violence, threats, or threatening behavior.

No employee should ever be subjected to violence, threats, or to threatening behavior, either on Department Property, or at any other Department job site.

Violence, threats of violence, harassment, intimidation and other disruptive behavior in the workplace will not be tolerated either perceived or direct. Such behavior includes oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. All reports of incidents will be taken seriously and will be dealt with appropriately in accordance with procedures implemented pursuant to this policy. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both. A false report of a threat in the workplace shall be cause for disciplinary action, up to and including termination.

No employee should ever participate in any violent act, threats, or threatening behavior at any Department workplace.

### **Safety**

CNCHD maintains a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager and Human Resources or the appointed designee. Seek help from outside emergency response agencies, if needed.

You must complete an Incident/Accident Report Form and Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention within 72 hours of the incident. If your injury does not require immediate medical attention, you must still complete the Incident/Accident Forms found in the Employee Information/Policies and Procedures folder in the computer system in case you need medical treatment later and to help CNCHD correct any existing safety hazards. You can also obtain the required forms from your manager or Human Resources or the appointed designee.

The Occupational Safety and Health Act (OSHA) and Wyoming Workers' Compensation Act requires CNCHD to keep records of all illnesses and accidents that occur on the job. OSHA requires employers to inform employees about any work related health hazards. If an employee fails to report an injury, the employee may jeopardize their right to collect benefits. If you do not report an injury, you may jeopardize your right to collect workers' compensation benefits.

You can get the required reporting paperwork from your manager or Human Resources or the appointed designee.

## **Security**

CNCHD is committed to ensuring employees' security. Employees play a large role in ensuring buildings and vehicles remain secure. Employees should lock vehicles and equipment properly, report improperly working doors, refrain from sharing their personal security code or leaving doors propped open. If you have a security concern, contact your manager or the Executive Director.

## **Vehicles**

### **Operation:**

To operate a CNCHD vehicle, an employee must have the following:

- Valid Wyoming driver's license, or equivalent, as required by the Wyoming Department of Transportation.
- Authorization from CNCHD to use the vehicles. Authorization is contingent upon continued satisfactory driving record, based on an employee's 36 month driving record (too many violations in a 36 month time period can result in loss of driving privileges and possibly loss of employment).
- Defensive Driving course. New employees shall take a defensive driving course before operating a CNCHD vehicle and every two years thereafter.

### **When operating CNCHD vehicles, employees must observe the following:**

- Use CNCHD vehicles only for CNCHD business, no personal use allowed. Employees may drive a vehicle to an employee's home, or to a food service establishment for lunch, if the employee is enroute to/from a work site at that time.
- CNCHD does not allow passengers unless on CNCHD business. Authorized passengers include: other CNCHD employees and CNCHD volunteers such as students, interns, and residents. Employees of other agencies should not be passengers in our vehicles, as they should have their own transportation provided by their own employer. CNCHD prohibits family members and other acquaintances from riding in CNCHD vehicles.
- Employees shall obey all traffic rules and regulations, drive within posted speed limits, and drive only as appropriate for road, traffic, and weather conditions.

- All vehicle occupants shall use vehicle seat belts whenever the vehicle is in motion.
- Employees shall not use mobile telephones or text message while the vehicle is in motion. If a call or text message is received while the vehicle is in motion, the employee shall pull over to a safe location out of traffic before answering the call or text message.
- Employees are personally responsible for any fines or penalties resulting from any traffic or parking violations, except for equipment related citations.
- Employees involved in an accident may be subject to a drug/alcohol test.
- Employees shall follow all CNCHD vehicle policies and procedures.

## Acknowledgement

I acknowledge that I have access to the CNCHD Personnel Handbook and Policy & Procedures and that I have read and understand these documents.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. CNCHD and Board of Health retain the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that CNCHD has the same right.

I understand that the information I come into contact with during my employment is proprietary to CNCHD and I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside CNCHD. I understand that I must comply with all if the provisions of the CNCHD Personnel Handbook. I understand that if I do not comply with all provisions of the CNCHD Personnel Handbook, CNCHD may revoke my access to CNCHD resources and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with CNCHD’s safety, health, and emergency procedures as outlined in this handbook and CNCHD Policies.

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Signature of Employee

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Date

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Please Print Your Name

## **At-Will Employment Statement**

Employment with Casper Natrona County Health Department (CNCHD) is voluntary and is subject to termination by you or CNCHD at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of CNCHD employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the CNCHD Board of Health.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

These personnel policies are not intended to be a contract of employment or a legal document.

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Employee's Signature

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Employee's Printed Name

**Melissa Ohnstad**

Wed, Mar 8, 4:12 PM (5 days ago)

to PHN\_County\_Mgrs [Unsubscribe](#)

This is exciting! Lisa Wordeman will be joining our CNM call on Monday to discuss this opportunity and answer any questions you may have.

Melissa

----- Forwarded message -----

From: **Stephanie Pyle** <[stephanie.pyle1@wyo.gov](mailto:stephanie.pyle1@wyo.gov)>

Date: Wed, Mar 8, 2023 at 3:59 PM

Subject: Professional Development Opportunities

To: WDH-Public Health Division <[WDH-PublicHealthDivision@wyo.gov](mailto:WDH-PublicHealthDivision@wyo.gov)>

Good afternoon

I am delighted to share some very exciting news. The Public Health Division (PHD) has received funding to invest in our workforce. This funding is intended to benefit our workforce by providing funding for continued professional development. Funding is available for education, training, or certification to expand, train, and sustain the public health workforce.

Because funds are limited, there are a couple of caveats to the availability of this funding:

- No prior degree or certification can be reimbursed with these funds.
- There will be limited funds per person (large costs will likely not be fully reimbursed).
- Open to a variety of training and education opportunities

If you are interested in more information about Education, Training, and Certification (ETC) scholarships from PHD, please see the [ETC Guidance document](#) for next steps.

In addition, I am pleased to let you know that we are partnering with the University of Wyoming on one particular opportunity. The University of Wyoming, Division of Kinesiology & Health (DKH) is offering a Graduate Certificate in Community & Public Health (CPH). Those who enroll in the certificate program and complete the four required courses will receive a Graduate Certificate in Community & Public Health from the University of Wyoming, with additional specializations available.

This entirely online, asynchronous certificate is designed:

- To provide accessible and practical professional development to public health practitioners in the field, in particular those without formal training in CPH or who wish to extend their training.

- To broaden the education of current UW students preparing for clinical careers in CPH.
- To offer current UW students CPH career and higher education preparation.
- To support other residents and professionals in growing healthier communities.

PHD has executed a contract with the University of Wyoming, Division of Kinesiology and Health to offer scholarships for this certificate to public health workers. For certification information, please see [Graduate Certificate in Community & Public Health](#). Once approved by the division, you will also need to apply to UW at this link <https://www.uwyo.edu/admissions/apply.html>.

Again, I am very excited at the opportunities we have with this funding. Please contact Lisa Wordeman or Sheryl Roub with any questions.

Stephanie Pyle, MBA  
Senior Administrator  
Public Health Division  
Wyoming Department of Health  
Herschler Building  
122 West 25th Street, 3rd Floor West  
Cheyenne, WY 82002  
(307) 777-7958 office  
(307) 421-5479 cell



Public Health Division  
122 West 25<sup>th</sup> Street, 3<sup>rd</sup> Floor West  
Cheyenne, WY 82002  
307-777-6004 • 800-599-9754  
Fax 307-777-8687 [www.health.wyo.gov](http://www.health.wyo.gov)



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Stefan Johansson  
Director

Mark Gordon  
Governor

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## **Education, Training, and Certification Scholarship Guidance**

The Public Health Division (PHD) has received funding from the Centers for Disease Control and Prevention (CDC) to invest in the public health workforce. This funding is intended to establish, expand, train, and sustain the public health workforce. This document provides guidance for seeking a scholarship for education, training, or certification (ETC).

Funding is available to provide scholarships to full-time and AWEC, Wyoming Department of Health (WDH), tribal and county public health employees with one year of service to continue their formal education or further develop leadership skills through training opportunities.

- No prior degree or certification can be reimbursed with these funds. Employees must either currently be enrolled in the ETC or planning to enroll.
- The scholarships are open to education, training, or certifications.
- There will be limited funds per person (large costs will likely not be fully reimbursed).

Employees seeking an ETC scholarship must download and complete the [ETC Scholarship Request](#) form and obtain required signatures. The request will be reviewed by a review committee and employees will be informed on whether or not their request has been accepted. Per Wyoming Compensation Policy, tuition reimbursement requests may only be eligible for up to 75% reimbursement. Designated programs, such as Certified Public Manager, Advanced Leadership Training Program, and Certified Public Health may be covered up to 100%.

Once an employee has been approved for a scholarship, they must download and complete the [ETC Reimbursement](#) form and provide documentation from the educational institution, as outlined in the form. There are two options for receiving payment for the requested ETC.

- Payment may be made directly to the educational institution. If payment is made to the educational institution, it is the employee's responsibility to ensure the institution is an approved vendor in WOLFS or have the institution complete the necessary paperwork to become a vendor. Employee must provide an invoice from the institution.
- Payment may be made directly to the employee. Employee must provide proof of payment or an invoice from the educational institution.

Employees participating in an educational opportunity that occurs during work hours, the employee may be granted educational leave for their class time. Full time state employees receiving an ETC scholarship may be required to sign an Employee Education Contract approved by the Attorney General's office outlining the requirements below:

- Employee will work for the WDH for two years for every year during which the WDH paid for the employee's educational leave.



- In the event the employee fails to meet the requirements of the contract, or resigns, retires or is dismissed from State service, the employee shall reimburse the WDH at a prorated rate, as outlined in the contract.

All questions related to the ETC scholarship can be directed to Lisa Wordeman, Operations Section Chief, at [lisa.wordeman@wyo.gov](mailto:lisa.wordeman@wyo.gov).

DATE: MAY 3, 2023  
TO: CIVIL SERVICE COMMISSION  
FROM: HEIDI ROOD, HUMAN RESOURCES GENERALIST  
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING  
WEDNESDAY, MAY 3, 2023**

1:00 P.M.

City Hall – Downstairs Meeting Room  
200 N. David St.

**AGENDA**

1. Approval of April 5, 2023, Meeting Minutes
2. Casper Fire-EMS Engineer Promotional Testing – Chief Black
3. Other Business
  - a. Future Meetings Location - Heidi
4. Set Next Meeting Date(s)  
June 7<sup>th</sup> - Certify Police Officer, Sergeant, and Lieutenant Lists