

WHATCOM COUNTY
Health Department



Regina A. Delahunt
Director
Greg Stern, M.D.
Health Officer

FAX TRANSMITTAL

FAX TO: <i>Carrie Blackwood</i>	OF: <i>17</i>
FAX NUMBER: <i>(206) 328-7402</i>	PHONE NUMBER:
DATE: <i>7-10-08</i>	TIME:
FAXED BY: <i>Tom Kunesch</i>	PHONE: 360-676-6724, Ext. FAX: 360-676-6771

MESSAGE

See Attached!

(TK)

HARD COPY TO FOLLOW: YES NO NO. PAGES INCLUDING COVER *4*

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BRAUNC O N S U L T I N G
G R O U P*Personnel & Labor Relations*

November 19, 2004



Carrie Blackwood
 Union Representative
 International Federation of Professional and Technical Engineers, Local 17
 2900 Eastlake Avenue East, Suite 300
 Seattle, WA 98102

Dear Carrie:

In response to your email of last week regarding the flexible scheduling arbitration, I have discussed this matter with the Health Department Director and can provide you with the following information.

With the addition of a third Environmental Health Supervisor position, there will be seventeen Local 17 represented positions in Environmental Health. The Director has determined that at this time the maximum number of employees that can be scheduled to be gone on any given day is four in order to provide that critical service days are adequately covered. This number includes employees who have scheduled time off due to flexible schedules, vacation, personal holiday, compensatory time, scheduled sick (FMLA or maternity leave) or other approved leaves when scheduled in advance such as jury duty, military leave, civil leave and educational leave. The type of scheduled absence does not matter to the department as long as no more than 4 employees are scheduled off on any given day. This number allows for some additional staff absences on any given day to cover unanticipated situations such as sick or bereavement leave and for out of town staff trainings and meetings as approved by the manager.

Relative to different levels of positions and program areas, the Director states that 1 supervisor has to be scheduled to work at all times. In the specific program areas, the following number would be the minimum number of Environmental Health Specialists that would need to be scheduled to work on any given day.

<u>Program Area</u>	<u>Employees Working</u>
Solid Waste	1
Food & Living Environment	3
Water	1
On-Site Sewage	2

Hopefully this will provide you with the information you need about staffing goals to assist you in reviewing this matter.

Sincerely,

Robert R. Braun, Jr.

MANAGEMENT CONSIDERATIONS FOR SCHEDULING VACATIONS

The below ^{policy} policies apply whenever an employee in Environmental Health (EH) requests approval of leave for vacation purposes.

1. Minimum Program Staffing Levels Will be Maintained

Leave requests for vacation will be approved only if the following program staffing levels are maintained:

- No more than four (4) EH staff shall be scheduled for vacation, comp, flex, FMLA and planned medical leave on any given work day.
- Each program within EH shall at all times maintain staffing levels sufficient to provide adequate program coverage as determined by the department.

2. Requests for Leave are Approved by Order of Priority

Request for leave are approved in the following order of descending priority: FMLA, planned medical, vacation, comp, flex. Leave requests for vacation or comp time must be submitted two weeks in advance to have priority over flex time. Scheduled flex days may be rescheduled to another day within the same week to accommodate vacation leave requests.

3. EH Supervisors Approve or Deny Requests for Leave

The supervisor will only require an employee to go off flex if all of the days in that week have the maximum number of people already scheduled off, or to meet program coverage requirements.

LOCAL 17 PROCEDURE FOR SCHEDULING VACATIONS

The below procedure applies whenever an employee in Environmental Health (EH) requests approval of leave for vacation purposes.

Action by:

Action:

Employee

1. **Reviews** the employee calendar to determine staffing levels for the dates being requested for vacation.
2. **Identifies** dates that may not meet program coverage requirements due to the request for vacation.

Past policy
statement.
FYI. Ed

3. **Considers discussing** conflicts regarding coverage requirements with fellow employees scheduled for flex time, and **considers arranging** mutually agreeable alternative scheduling that conforms to coverage requirements. If no alternative schedule is discussed and agreed to, the supervisor will decide upon the schedule.
4. **Submits** leave request to supervisor, with a minimum of two (2) weeks lead time, along with supporting details regarding agreed upon alternative scheduling.
5. **Reviews** the employee calendar to confirm that staffing levels meet requirements for the dates being requested for vacation, and **confirms** any alternative scheduling with involved employees.
6. **Approves** vacation request if staffing levels meet requirements.
7. **If staffing levels do not meet requirements:**
 - 7a. **Bumps** employees scheduled for flex time and **approves** vacation request if staffing levels can meet requirements.
 - 7b. **Denies** vacation request if alternative scheduling can not be arranged.
8. **Updates** calendar as instructed by supervisor.

Supervisor

Clerk