



Staff Report
Board Meeting Date: October 23, 2025

DATE: October 16, 2025

TO: District Board of Health

FROM: Laurie Griffey, Administrative Assistant I – HR Rep
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SUBJECT: **Approve and Adopt the Proposed Additions and Changes to the Northern Nevada Public Health Employee Policy Manual for Fiscal Year 2026. Changes include Updates to Thirteen (13) Policies (Cash Handling, Code of Conduct, Employee Training, Health Services to Staff and Their Families, HIPAA Privacy Policy, HIPAA Confidentiality and Security Policy and Protocol, Incompatible Activities, Jury Duty, Personal Appearance, Public Records Requests, Recording of Time-Approval of Leave/Overtime, Refund Policy, and Technology and Equipment), Addition of Five (5) policies (Bilingual Pay Process, Relationships in the Workplace, Smoking Policy, Tuition Reimbursement Policy, Wellness Policy), and the Combination of Two (2) Policies (Alternative Work Schedule and Telecommuting-Hybrid Schedule) into a new Policy called Work Schedule.**

SUMMARY

The Northern Nevada Public Health (NNPH) Employee Policy Manual provides additional guidance to staff and ensures administrative compliance with operational policies and procedures, established by the District Board of Health, County Commissioners, and Northern Nevada Public Health management. Current changes include updates to thirteen (13) policies, Addition of Five (5) Policies: and the Combination of Two (2) Policies into a new Policy.

Public Health Strategic Priorities supported by this item:

- 5. Organizational Capacity:** Strengthen our workforce and increase operational capacity to support a growing population.

PREVIOUS ACTION

The District Board of Health reviewed and accepted the Washoe County Health District’s Employee Policy Manual on September 28, 2023, for FY 24.

ADMINISTRATIVE HEALTH SERVICES

1001 East Ninth Street, Building B, Reno, Nevada 89512
 Office: 775-328-2410 | Fax: 775-785-4278 | washoecounty.gov/health
 Serving Reno, Sparks and all of Washoe County, Nevada. Washoe County is an Equal Opportunity Employer.

The District Board of Health reviewed and accepted the Washoe County Health District's Employee Policy Manual on September 23, 2021, for FY 22.

The District Board of Health last reviewed and accepted the Washoe County Health District's Employee Policy Manual on October 24, 2019, for FY 20.

The District Board of Health last reviewed and accepted the Washoe County Health District's Employee Policy Manual on October 26, 2017, for FY 18.

BACKGROUND

A comprehensive review of the manual was initiated; thirteen (13) policies were updated: Cash Handling, Code of Conduct, Employee Training, Health Services to Staff and Their Families; HIPAA Privacy Policy, HIPAA Confidentiality and Security Policy and Protocol, Incompatible Activities, Jury Duty, Personal Appearance, Public Records Requests, Recording of Time-Approval of Leave/Overtime, Refund Policy, and Technology and Equipment; and five (5) new policies have been added: Bilingual Pay Process, Relationships in the Workplace, Smoking Policy, Tuition Reimbursement Policy, Wellness Policy. Two (2) policies have been combined (Alternative Work Schedule and Telecommuting-Hybrid Schedule) into a New Policy "Work Schedule".

The revised manual represents a review of Human Resource, Fiscal, and Department policies and procedures that provide employees with guidance on these issues.

The revised Northern Nevada Public Health Employee Policy manual has been discussed and reviewed by the following:

- Northern Nevada Public Health District Health Officer
- Northern Nevada Public Health Deputy District Health Officer
- Northern Nevada Public Health Administrative Health Services Officer
- Northern Nevada Public Health Division Directors
- Washoe County Human Resources
- Washoe County Risk Management
- Deputy District Attorney Dania Reid, assigned to Northern Nevada Public Health

The Northern Nevada Public Health Policy Manual provides more in-depth information to employees on existing County and Health District policies and procedures and maintains them in a central location for easy access and reference.

A comprehensive administrative review of the policy manual will be conducted on a bi-annual basis. The policy manual will be kept current with the inclusion of new or revised policies as soon as they are accepted by the District Board of Health.

Upon approval by the District Board of Health, an electronic version of the manual will be placed on Northern Nevada Public Health's employee intranet site. A link to the policy will be sent to each employee along with an acknowledgement form for the employee to sign indicating they have read, understand and agree to abide by the Northern Nevada Public Health Employee Policy Manual. Acknowledgement forms are maintained in the employee's personnel file.

FISCAL IMPACT

No fiscal impact to the adopted Fiscal Year 25/26 budget.

RECOMMENDATION

Staff recommends the District Board of Health approve and adopt the proposed additions and changes to the Northern Nevada Public Health Employee Policy Manual for Fiscal Year 2026. Changes include updates to thirteen (13) policies (Cash Handling, Code of Conduct, Employee Training, Health Services to Staff and Their Families, HIPAA Privacy Policy, HIPAA Confidentiality and Security Policy and Protocol, Incompatible Activities, Jury Duty, Personal Appearance, Public Records Requests, Recording of Time-Approval of Leave/Overtime, Refund Policy, and Technology and Equipment), addition of five (5) policies (Bilingual Pay Process, Relationships in the Workplace, Smoking Policy, Tuition Reimbursement Policy, Wellness Policy), and the combination of two (2) policies (Alternative Work Schedule and Telecommuting-Hybrid Schedule) into a new policy called Work Schedule.

POSSIBLE MOTION

Move to approve and adopt the proposed additions and changes to the Northern Nevada Public Health Employee Policy Manual for Fiscal Year 2026. Changes include updates to thirteen (13) policies (Cash Handling, Code of Conduct, Employee Training, Health Services to Staff and Their Families, HIPAA Privacy Policy, HIPAA Confidentiality and Security Policy and Protocol, Incompatible Activities, Jury Duty, Personal Appearance, Public Records Requests, Recording of Time-Approval of Leave/Overtime, Refund Policy, and Technology and Equipment), addition of five (5) policies (Bilingual Pay Process, Relationships in the Workplace, Smoking Policy, Tuition Reimbursement Policy, Wellness Policy), and the combination of two (2) policies (Alternative Work Schedule and Telecommuting-Hybrid Schedule) into a new policy called Work Schedule.