

**JEFFERSON COUNTY BOARD OF HEALTH LOCAL
RULES, POLICIES, AND PROCEDURES**

1. **General**
 - 1.1 **Purpose and Scope** – The following local public health rules, policies, and procedures have been established over time since the inception of the Jefferson County Board of Health in 1960. The purpose of this document is to revise and formally adopt rules, policies, and procedures to comply with WV Code § 16-2 and Title 64, Series 73, standards for Local Boards of Health. The primary responsibility of the Jefferson County Board of Health is to enforce and execute those laws, rules, policies, and standards of the State of WV, and its agencies, for which it is granted the authority. The intent of this document is to add to, enhance, clarify where needed, address vital public health issues, and establish administrative procedures required by the Board of Health Standards.
 - 1.2 **Authority** – WV Code § 16-2-11.
 - 1.3 **Approval Date** – 8/1/2008
 - 1.4 **Effective Date** – 8/2/2008
2. **Administrative**
 - 2.1 **Personnel Policies** – The Jefferson County Board of Health adopts and abides by the personnel policies of the WVDHHR and the WV Division of Personnel. (2/7/97).
 - 2.2 **Overtime** – Employees required by their employer to do evening, weekend, or holiday work shall have a revised work schedule approved by their supervisor or his or her designee negating the need for overtime, compensation or the accrual of compensatory time. Supervisory and/or essential personnel may be required to work, without overtime compensation, during emergencies or due to extenuating circumstances.
 - 2.3 **Signing In/Out** – All employees leaving the facility during their normal workday shall sign out, regardless of the reason, and sign in upon return on a prescribed sign in / sign out form.
 - 2.4 **Operating Hours** – The operating hours of the Jefferson County Health Department are 8:30AM – 4:30PM, Monday through Friday.
 - 2.5 **Vice-Chairman** – The Board of Health officers shall include a chairman and vice-chairman (2/3/95).

- 2.6 Authority to Sign Checks – The Board of Health Chairman, Vice-Chairman, Health Officer, and other Board members selected by the Chairman have the authority to sign checks drawn on accounts of the Board.
- 2.7 Authority to Handle Cash – The clerical staff (Office Assistants) has the primary responsibility to accept cash payments and print receipts. Other staff members may handle cash during the unavailability of clerical staff, except that, those who have the primary responsibility to print receipts shall not also make bank deposits.
- 2.8 Tobacco – The use of tobacco products is prohibited within the Health Department facility and cannot be used within twenty feet (4/11/08).
- 2.9 Bad Checks – The Board of Health shall charge a fee of \$25.00 for bad checks (1/8/93).
- 2.10 Freedom of Information Requests – Individuals making a FOIA request must read and abide by the rules expressed in the FOIA policy adopted by the Jefferson County Board of Health on April 11, 2008. A charge of .25 cents per page to make copies of information shall be charged as well as a fee for the search time to locate documents to individuals making a Freedom of Information Act request for documents (4/11/08).
- 2.11 Board Member Compensation – Voting Board of Health Members shall be compensated at the rate of \$10.00 per meeting attended and be paid twice a year (6/7/74), 8/3/01, 4/11/08).
- 2.12 Travel Expense Approval – The Chairman and/or the Health Officer shall approve individual travel expense reimbursement forms (7/1/83). Travel expenses shall be reported on a reimbursement request form prescribed by the Board of Health and reimbursement shall be made to employees within 30 days of receiving the completed request for reimbursement form.
- 2.13 Agenda, Minutes in Advance – Members of the Board of Health shall be provided with a copy of the agenda and previous meetings minutes in advance (at least one week and no less than three days prior to the next Board of Health meeting (7/7/95, and 4/11/08). All requests to have items placed on the agenda must be done no later than one week prior to the meeting. The agenda will be posted at the Jefferson County Courthouse and at the Jefferson County Health Department five business days prior to the meeting.
- 2.14 Prompt Payment, Daily Deposits – Vendors shall be paid within 60 days of being invoiced. Deposits of fees shall be made by the first business day after having \$500.00 or more in deposits (7/7/95).

- 2.15 Meal Periods – Employees shall schedule lunch breaks so that staff is available at all times during the work day allowing for continuous operation.
- 2.16 Personal Phone Calls/Visitors – Employees shall keep personal phone calls and visitations to a minimum and, in no case shall an employee's personal matters interfere with customer service.

3. Personal Health/Medical

- 3.1 Patient/Client Referral – Patients shall be referred to health care providers as needed and appropriate.
- 3.2 Confidentiality/Release of Information – No information obtained by the staff about individuals receiving services may be disclosed without the individual's written consent, except as required by law or as necessary to provide services to the individual, with appropriate safeguards for confidentiality. Information may otherwise be disclosed only in summary, statistical or other form that does not identify the individual.
- 3.3 Consent to Provide Services – Services shall be provided to individuals with the individual's informed consent.
- 3.4 Approval of Standing Orders/Medical Directives – The Health Officer shall review standing orders and medical directives annually assuring that they are accurate, appropriate, necessary, and have written approval.

4. Environmental Health

- 4.1 Fees for Permits – The Board of Health requires fees for certain permits and environmental health services (2/1/91).
- 4.2 Food Workers – Food establishment worker (food handler) permits shall not be issued unless the person has attended an annual food worker educational class and has had a current TB skin test effective for three years (5/2/75, 2/5/82, 6/4/93).
- 4.3 Wells in Public Water Service Areas – Permits for individual wells, shall not be issued in areas served by public water nor in subdivisions or developments originally designed or approved for individual, or on-site sewage systems based on public water serving the subdivision or development. Geothermal wells will be permitted as long as design of well does not include surface discharge or any other secondary use.

- 4.4 Septic Tank Pumping – Prior to approval of a septic system for a home loan approval request or for the Jefferson County Planning Commission, the septic tank must have been pumped by an approved septic tank cleaner and be in satisfactory condition unless pumped within the previous 12 months or received less than one years' use since last pumped (7/11/86).
- 4.5 Written Complaints Required – Public health complaints shall be in writing and signed by the complainant(s) except for complaints against facilities within the Board of Health's inspectional jurisdiction (3/5/82, 4/2/82).
- 4.6 Fee for Water Samples – A fee of \$50.00 shall be charged for all routine water supply evaluations and sampling or sewage system evaluations not part of an official disease or justified complaint investigation (11/4/88, Env. Health proc. A-21, Annual Program Plan).
- 4.7 Sewage Absorption Beds – Permits for sewage absorption beds shall only be issued for new residences where there is an adequate replacement area (6/7/91).
- 4.8 Reserve Area Sizing – All lots created after November 1, 2008 must contain a minimum set-aside (reserve) area of 20,000 square feet for sewage disposal or an approval shall not be issued. All septic reserve areas and well sites must be delineated on a certified survey plat.
- 4.9 General Site Area – Permits for individual wells and/or sewage systems for new construction shall only be issued where there is sufficient area for their establishment contained within the lot.
- 4.10 Installation of Individual Sewage Systems – All individual sewage systems must be installed by a WV Certified Septic installer with a current WV Contractor's License and a WV Workman's Compensation fund per the Chesapeake Bay Water Shed initiative.

5. Exceptions

- 5.1 The Board of Health retains the right to determine any exceptions to the rules, policies, and procedures listed herein where it is within its sole authority to do so and in a manner consistent with the requirements of the state regulations.

6. Due Process

- 6.1 Any member of the public adversely affected by the application of these rules, policies, and procedures has the right to appeal and have a hearing before the local Jefferson County Board of Health consistent with Title 64,

Series 1, Rules of Procedure for Contested Case Hearings and Declaratory Rulings.

6.2 Any Board of Health employee adversely affected by the application of these rules, policies, and procedures may seek relief through the WV Education and State Employees Grievance Procedure.

7. Severability

7.1 The provisions of these rules, policies, and procedures are severable. If any provisions are held invalid, the remaining provisions remain in effect.