



**JORDAN VALLEY EMS AUTHORITY**  
Employee Handbook, revised August 2023

## **TO THE EMPLOYEES OF THE JORDAN VALLEY EMS AUTHORITY**

As an employee of the Jordan Valley EMS Authority (JVEMSA or “the Authority”), you serve the taxpayers of this Authority. Public employees must maintain the confidence of the citizenry by providing them with the highest quality of service. In the selection of our employees, we strive to employ the persons best matched to our employment needs...those who possess the personal qualifications and skills needed to perform the necessary duties and who can exemplify our ideals of public service.

We hope and expect that your employment with the Jordan Valley EMS Authority will be a source of satisfaction to you, to your family and to the Authority.

Serving the Authority is an operation that continues 24 hours a day, 7 days a week. People who work in this field must understand this responsibility for service to our citizens. When you accept employment with us, it is understood that you, as an employee, will give us your utmost devotion and contribute to the overall goal of top quality service to our citizens.

These policies are not meant to conflict with JVEMSA’s Articles of Incorporation or any State Statute. In the case that they do, the Articles of Incorporation or State Statute would take precedence. In the event this should happen, only the portion in conflict would be determined to be invalid. The remaining policies would still be in effect.

The policies set out in this handbook include policies for employees, volunteers, and others acting on behalf of the Authority. Therefore, reference to such terms as employees, employment, work, etc., shall include volunteers and others acting for or on behalf of the Authority, unless otherwise stated.

The Jordan Valley EMS Authority reserves the right to make any changes to this handbook in its sole discretion, at any time.

### **Chain of Command**

Employees and volunteers are expected to follow the chain of command and organizational structure when dealing with internal matters.

1. Director
2. Operations Director
3. Assistant Director(s)
4. Office Manager
5. Field Supervisors (Paramedics)
6. Field Staff (EMT’s and EMR’s)

Please refer to Policy # 101.2.1 for more detailed information

## **ARTICLE 1 GENERAL APPLICATION OF THE PERSONNEL POLICIES HANDBOOK**

### **1.1 General-Personnel**

This manual applies to and governs all employees of the Jordan Valley EMS Authority, full or part-time, whose compensation is derived directly from budgetary funds of the Authority. It shall also include all volunteers in service to the Authority. In this Handbook references to worker, employee, employment, and work shall include all volunteers unless otherwise stated.

### **1.2 Management and Supervisory Personnel**

All management and supervisory personnel serving the Jordan Valley EMS Authority shall oversee the personnel policies contained herein as they apply.

### **1.3. Scope**

This employee handbook is a general informational guide to the Authority's current employment policies and shall not be construed as a contract, implied or otherwise. The Authority reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the Authority Board, from time to time, shall deem necessary and appropriate. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The Authority also reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly, cost efficient and top quality services to its citizens.

These personnel policies shall apply to all Authority employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective written contract, the provisions of the contract shall govern. In all other cases, these policies shall govern.

All federal or state laws will take precedence over these policies.

## **ARTICLE II PRE-EMPLOYMENT: RECRUITMENT, SELECTION, and PLACEMENT**

### **2.1 General**

Employment opportunities with the Jordan Valley EMS Authority shall be open and available to all persons. Nothing in the employment procedure shall preclude consideration for an application because of the prospective employee's race, color, age, sex, sexual orientation, gender identification, marital status, national origin, height, weight, family status, handicap or any other reason prohibited by applicable laws. Only bona-fide occupational and objective measures of fitness shall be considered in employment decisions.

An employee or applicant may not be discriminated against in employment because of a handicap that can be reasonably accommodated to enable that person to perform the job. Handicapped employees who feel accommodations are needed to perform a job must notify the Authority, in writing, of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. For more detailed information, refer to Policy # 106.7.1.3.

Employees who believe this policy has been violated should speak with the EMS Director. Employees who believe that the supervisor has not or cannot adequately address the problem, shall schedule a meeting with the Authority Board Executive Committee.

### **2.2 Application**

All applications and testing for Authority employment shall include only information that is job-related and necessary for the screening of applicants for a rational decision on suitability for hiring for the position to be filled. Occupational performance standards will be used.

### **2.3 Qualifications & Experience**

For each position, job qualifications necessary to perform the work may be established from time to time by the Authority.

Prior work references, experience and academic credentials can and shall be checked for evidence of past performance and reliability.

## **2.4 Filling of Vacancies and New Positions**

Whenever vacancies occur or new positions are created, the Authority shall ensure that this information is distributed and made known to the public, if no qualified internal candidates apply. The Authority encourages internal promotion and transfer whenever possible and desirable. This provision shall not apply to interns, school-to-work or other positions of similar nature.

## **2.5 Nepotism**

The Authority will accept employment applications from relatives of employees. No one shall supervise a relative, nor shall relatives serve in positions where collaboration could compromise Authority funds.

Exceptions to this policy may be granted by written approval of the Authority Board.

## **2.6 Residency**

Recruitment of personnel shall not be limited only to those applicants who reside within the service area.

# **ARTICLE III**

## **GENERAL REQUIREMENTS OF THE EMPLOYER**

### **3.1 Physical Requirements**

You must be physically and mentally able to perform the essential functions of the job for which you applied or currently hold.

### **3.2. Education Requirements for Full Time Employees**

A High School diploma or G.E.D. equivalent are the minimum desirable requirements. Persons with less than this may be considered provided they have the necessary experience, training and qualifications outlined in the job specification.

### **3.3 Job Descriptions**

The Authority will provide for each employee a description of the general duties of the position held. The Authority reserves the right to amend or supplement the job description of any position with or without notice to the employee holding that position. Below are general expectations for EMT-P, EMT-B, and EMR crew positions;

administrative and other job descriptions with the Authority are accessible within the policies and handbook.

**3.3.1 General Expectations for Paramedics include but are not limited to:**

- Daily inspections
- Oversee patient care
- Availability for full-time EMT-P's- a minimum of two 24-hour shifts per week.
- Attendance at mandatory monthly meetings
- Vehicle and Equipment Readiness
- Clean the ambulance and restock used/missing supplies after each call
- Run reports; the first section (Incident tab) of the e-report in Image Trend Elite will need to be completed before leaving the station from shift, and the full run reports within 48 hours of completing a call (notify EMS Director if not able to be completed within this timeframe)
- Continuing Education
- Other duties as directed by supervision

**3.3.2 General Expectations for Hourly paid EMT's include but are not limited to:**

- Patient care
- Availability for a minimum of three shifts (12 hour shifts= 36 hours) per week
- Attendance at mandatory monthly meetings
- Continuing education
- The first section (Incident tab) of the e-report in Image Trend Elite will need to be completed before leaving the station from shift, and the full run reports within 48 hours of completing a call (notify EMS Director if not able to be completed within this timeframe)
- Clean the ambulance and restock used/missing supplies after each call □ Other duties as directed by supervision

**3.3.3 General Expectations for Volunteers / EMT's and EMR's include but are not limited to:**

- Patient care
- Availability for a minimum of four shifts per month (48 hours on call time) for all volunteers who joined the service after 2001.
- Attendance at mandatory monthly department meetings
- Continuing education
- The first section (Incident tab) of the e-report in Image Trend Elite will need to be completed before leaving the station from shift, and the full run reports within 48 hours of completing a call (notify EMS Director if not able to be completed within this timeframe)
- Clean the ambulance and restock used/missing supplies after each call □ Other duties as directed by supervision

### **3.4 Attendance**

Regular and punctual attendance is essential to the orderly performance of Authority work. As an employee/volunteer, you are expected to be ready on time and regular in your attendance. When you are absent or late for work, your work must be performed by others just as you must perform their work when they are absent.

You are expected to be ready to start work on time. You are also expected to remain ready for work throughout the end of your schedule.

It is important that EMT-B's and EMR's notify the on-duty paramedic, and full-time staff notify the EMS Director if they are going to be absent or late for their assigned shift. This notification should be no later than one hour before your normal scheduled starting time. In all cases where you may be absent or tardy, you must provide an explanation.

Excessive absenteeism, whether excused or not, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case by case basis.

If you fail to report to work without any notification to your supervisor for a period of three calendar days or more, the Authority will consider that you have voluntarily terminated your employment.

### **3.5 Safety**

Every employee is urged to do their job in the safest possible way, using methods and equipment which have been tried and proven safe. Accidents cause loss of time and deprive the public of services. Employees are encouraged, therefore, to establish and maintain a good safety record.

The Authority is committed to protecting the safety and health of every employee, but the responsibility for maintaining a safe and healthy work environment is not just that of the Authority. Every employee must comply with all safety rules and programs established by the Authority. This includes, but is not limited to: Vehicle Operations, use of Safety Restraints, Scene Safety and Staging, Safe Lifting, Patient handling and Transporting and all other relevant policies. (Refer to policies # 202.1.1 – 202.2.1.11)

Certain federal and Michigan safety and environmental regulations specify and require certain protective equipment. No employee should ever modify or remove safety equipment. A detailed Exposure Control Plan is provided in Policy #202.2.1.2.

Every employee is responsible to assist the Authority in establishing and maintaining a safe working environment. Employees are also expected to report to their supervisor any condition that may be unsafe or unhealthy.

### **3.6 Appearance of Work Areas**

To minimize the hazards of fire, accidents, etc., employees are required to maintain a clean, uncluttered work area. Each employee will share the responsibility for the appearance of the work area, both inside and out. Receptacles will be provided for rubbish and employees shall use them to discard rubbish. It is up to the employees of the Authority to set an example of neatness and pride.

### **3.7 Personal Hygiene**

Personal cleanliness is a must in any position with the Authority. Personal hygiene shall be attended to not only for the employee's comfort, but also for the protection and comfort of co-workers and patients. Body odors, strong perfume, smoke, grease, other dirt or odors may all negatively affect the public and co-workers. The Authority asks that employees take pride in personal appearance, cleanliness and neatness of hair, footwear, clothing and uniforms. For detailed information on rules and expectations, refer to Policy # 106.7.1.4.

### **3.8 Personal Property**

An employee's personal property is their responsibility entirely. There are many people entering and leaving the place of employment daily. Please do not take any chances with items of value.

### **3.9 Care of Authority-Owned Equipment**

The Authority maintains a vast amount of equipment. When using equipment which belongs to the Authority, employees are expected to care for it as their own property. Employees are asked to report the malfunction or need for repair of any equipment to the Fix-It-Ticket system. Intentional damage or careless use of equipment may result in disciplinary action. An employee may be asked to pay the replacement cost of any items damaged through negligent use. Authority-owned equipment must be put back where it belongs at the end of each shift and will not be in an employee's personal auto or home unless approved by the EMS Director.



### **3.10 Confidential Matters**

The Jordan Valley EMS Authority serves communities where many residents are acquainted with many other residents. An employee's job may bring them in contact with confidential matters of many types. Employees are cautioned to use good judgment in conversations at all times. Guard carefully personal and health information concerning other people, information that concerns fellow employees, and confidential Authority business. Employees are not to discuss confidential Authority matters outside of official business. Any violation of this policy may result in discipline.

Employees must take great care to comply with standards established by the Department of Health and Human Services under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") regarding the use and disclosure of Protected Health Information (PHI). Patient confidentiality must be closely guarded, as detailed in Policy #103.4.4 – 103.4.18.

### **3.11 Public Relations**

Authority employees must treat the public with respect, courtesy and attentiveness whenever contacted, either by phone or in person. If a citizen has a question or a complaint, hear them out, answer them or refer them to the EMS Director. If an employee does not know the answer, they should not attempt to answer the question, but forward it to their EMS Director.

### **3.12 Conflict of Interest / Donations and Gratuities**

To avoid the appearance of undue influence, employees are prohibited from accepting gifts or other gratuities from suppliers, vendors, customers or other third parties unless approved under Policy 105.2.3.

### **3.13 Dress Code**

Employees are expected to dress appropriately for work. Primary crew members are expected to be in uniform (EMS shirt, pants, black boots) while on duty, except during sleep hours. Sweatshirts / coats / hats should be Authority-issued and neat in appearance. The Authority asks that employees take pride in personal appearance, cleanliness and neatness of hair, footwear, clothing and uniforms. For detailed information on rules and expectations, refer to Policy # 106.7.1.4. Because we represent the Authority, every effort should be made to be as professional and neat as possible in appearance.

### **3.14 Moonlighting Policy**

Full-time employees are expected to devote their primary work efforts to Authority business, therefore, it is mandatory that they do not have another job that:

- (1) could be inconsistent with the Authority's interests;
- (2) could have a detrimental impact on the Authority's image with the public;  
or
- (3) could require devoting such time and effort that the employee's work would be adversely affected.

## **ARTICLE IV BENEFITS**

Employee fringe benefits are only for Full Time and Hourly paid employees. Volunteer and part-time paid employees do not participate in these benefits unless provided by special designation or State and Federal laws. Details of these benefits are described in the applicable plan documents that are distributed to eligible employees.

### **4.1 Hospitalization & Medical Insurance**

- A. The Authority provides health insurance which covers medical and hospitalization for full time employees and their families effective on the 31<sup>st</sup> day after employment. For details on medical coverage refer to the "Employee Benefit Guide" published by Blue Cross/Blue Shield.

Should any valid medical claim not be paid accordingly, or in a timely manner; and it is found that neither the Authority nor the employees are at fault, the employee should contact the Authority's Agent of Record. The name of the Agent of Record can be acquired from the EMS Director.

- B. The Authority provides dental and optical coverage for full time employees and their families, effective on the 31<sup>st</sup> day after employment.
- C. The Authority will provide a Health Savings Account for full time employees and contribute to that account quarterly (January, April, July, October) according to your selected plan (family/single beneficiary).

### **4.2 Group Life Insurance**

The Authority provides life insurance for each employee; full time, part time, and volunteers.

The insurance becomes effective on the 31<sup>st</sup> day after employment.

**4.3 Sickness & Accident Insurance:** See Sick Days/Leave Section.

#### **4.4 Accidental Death and Dismemberment Disability**

Accidental Death and Dismemberment Disability is provided by the Authority and becomes effective on the 31<sup>st</sup> day after employment. For all employees; full time, part time, and volunteers.

#### **4.5 Workers' Compensation**

The Authority carries workers' compensation insurance on all employees as required by law to protect employees in the event of injury or death while in the performance of their jobs.

#### **4.6 Holidays**

- A. Holidays for employees will be established by the Authority Board and currently include: New Year's Eve Day, New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and the employee's birthday. All full time hourly paid employees receive 8 hours Holiday Pay.
- B. All part time hourly employees will be paid time and a half (overtime wage) when on shift during these (abovementioned in A) established twelve holidays.
- C. Regarding employees with paid vacation benefits, if any holiday falls within the vacation week, or weeks, specified for any employee and the employee is absent from work because of such vacation, that employee will not be charged with a vacation day on said holiday.
- D. Volunteers working on-call during the holiday will receive double shift-pay at the main station, an additional \$50 for a shift at the substation. Volunteer crew members will receive 'double pay' for single and double runs when working the main station (single=2 run stipend, double=4 run stipend) and compensated an extra \$25 for each long distance run (LDT=\$225, XLDT= \$325).

#### **4.7 Sick Time/Leave for Full Time Employees**

- A. Three days sick leave is credited to each full time, hourly employee at the beginning of each calendar year. For purposes of this section, one day will be equal to 8 hours (24 hours total).
  - a. Short-Term Disability: After an accident, or after fifty-six (56) work hours of illness, an employee shall be covered by the Authority's Short-Term Disability Plan for up to thirteen (13) weeks or 520 work hours. This plan shall pay an employee

at the rate of 66.67% of the employee's weekly regular gross wage for up to a period not to exceed \$1,000 per week.

- b. Long-Term Disability: After thirteen (13) weeks, the plan shall pay an employee at the rate of 60% of the employee's weekly regular gross wage for up to a period not to exceed \$6,000 per month. This is available for 24-Own Occupation Period, or until employee reaches the age of Social Security Eligibility.
  
- B. Sick leave may be utilized by an employee for appointments with the doctor, dentist, or other recognized medical practitioner for the extent of time required to complete such appointments when it is not possible to arrange such appointments for non-duty hours. Use of sick leave for this purpose is subject to prior approval of the EMS Director.
  
- C. An Employee shall be allowed the option of retaining not more than 200 hours of his/her sick leave for future use. The Jordan Valley EMS Authority shall have no obligation to purchase any sick leave that is banked from year to year by an employee. If an employee is discharged, the employee is not entitled to be paid for any portion of the remaining sick time. If an employee retires pursuant to the Authority's retirement policy or dies, the employee or the estate shall be entitled to be paid for the balance of the unused sick leave hours at the rate of pay the employee was earning at the time of the occurrence. If an employee terminates employment with the Authority, and gives proper notice of the termination, the employee is entitled to receive 50% pay for the balance of sick time remaining. If an employee does not give proper notice of termination, all sick leave balance compensation is forfeited.
  
- D. All sick leave used may be certified by the employee and by such other evidence as the supervisor may require. Falsification of such evidence will not be tolerated. The supervisor may require that an employee present medical certification of fitness to continue working. After three days of sick leave, a medical certificate may be required.
  
- E. If an employee has used all sick time and is sick, available vacation time will be used. Only after all available sick time, vacation and personal days are used, may a leave of absence be granted.

#### **4.8 Vacation/ Full-Time Hourly Employees**

- A. January 1 of each year, full time employees shall be entitled to an amount of vacation based upon complete years of service (from date of hire), plus one (1) year, on January 1 and upon the schedule set forth as follows:
  - 1. New Hires: New hires shall receive a pro rata amount of vacation the first January 1 following their date of hire, but shall not be eligible to use this

first allocation of vacation until they have completed one (1) full year of service with the Employer.

2. Employees who, as of January 1, have completed two (2) but less than eight (8) years continuous employment with the Employer shall be entitled to two (2) weeks of paid vacation (80 hours). Employees shall be entitled to one additional day (8 Hours) of paid vacation for each year of service thru seven (7) years employment, i.e.

<u>Years of continuous employment</u>	<u>Paid Vacation</u>
2 years	2 weeks (80)
3 years	2 weeks 1 day (80 +8)
4 years	2 weeks 2 days (80 +16)
5 years	2 weeks 3 days (80 + 24)
6 years	2 weeks 4 days (80 + 32)
7 years	2 weeks 5 days (80 + 40)

3. Employees who, as of January 1, have completed eight (8), but less than fifteen (15) years of continuous employment with the Employer shall be entitled to three (3) weeks of paid vacation (120) hours of pay.

4. Employees who, as of January 1, have completed at least fifteen (15) years of continuous employment with the Employer shall be entitled to four (4) weeks of paid vacation (160 hours) of pay. Employees shall be entitled to one (1) additional day of paid vacation for each year of continuous service after fifteen (15) years of continuous service to a maximum of five (5) weeks (200 hours) of pay.

B. Up to 24 hours of unused vacation leave time may be carried over to the following year. No additional pay will be awarded in lieu of vacation, except with the written approval of the EMS Director. Carryover vacation may not be used in conjunction with other vacation, if the combined total is over the equivalent of four (4) weeks, based on the premise that no employee can be spared from her/his job responsibilities for more than a month at a time.

C. If termination is by two (2) weeks' notice (14 calendar days) the employee will be paid, at regular straight time, the amount of vacation time accrued.

D. Two (2) weeks advance notice must be given so that vacation may be scheduled. Vacation Days without advance notice may be granted by the EMS Director, if adequate staffing is available.

#### **4.9 Vacations For Salaried Employees**

- A. No vacation time will be given until a six-month orientation period is completed. At that time, the employee is eligible for ten (10) working days. As of January 1<sup>st</sup> of each year, the salaried employee will be credited with ten (10) days, plus one (1) additional day for each year of work up to a maximum of twenty-five (25) vacation days.
- B. Vacation time can be accumulated up to a maximum of twenty-five (25) days. Impromptu days may be taken. Time in excess of two consecutive days must be approved by the Board President.
- C. There will be no vacation pay in lieu of vacation time. Salaried employees must take a minimum of five consecutive vacation days at least once each year. If termination is by four (4) weeks notice, the salaried employee will be paid at regular straight time, the amount of vacation time earned.
- D. No carry-over of vacation time is permitted for salaried employees.

#### **4.10 Retirement**

- A. All full and part time employees meeting the eligibility requirements of the Michigan Municipal Retirement System are covered.
- B. FICA (Social Security): All employees are covered under Social Security and are subject to payroll deductions for same.

#### **4.12 Personal Days/Hourly**

Each full-time, hourly employee shall receive twenty-four hours personal time per year to be used at his or her discretion and with prior approval of the EMS Director.

#### **4.13 Personal Days/Salaried Employees**

Each salaried employee shall receive four (4) personal leave days per year to be used at his or her discretion.

## **ARTICLE V ADMINISTRATIVE RIGHTS OF PERSONNEL**

### **5.1 Non-discrimination**

It is the Authority's policy to fill all positions with the best matched and qualified candidates for each respective position, without regard to race, color, creed, sex, sexual orientation, gender identification, height, weight, age or national origin, or any other protected classification recognized by state or federal law. The Jordan Valley EMS Authority is an equal opportunity employer.

#### **THE BALANCE OF THIS ARTICLE APPLIES TO FULL-TIME EMPLOYEES ONLY**

(Refer to Policy # 106.2.1.3 for detailed explanation of Leave of Absence guidelines)

### **5.2 Jury Duty**

In the interest of good citizenship, the Authority will grant an employee time off to serve as a juror if the employee can be relieved of Authority duties. The Authority may request a release from jury duty if the absence of the employee might be detrimental to the service of the Authority. If the employee is summoned for jury duty, the employee shall give a copy of the written notice to the Employer as soon as the employee receives same from the court. The employee shall also provide written notice from the court that said jury duty service was performed. The difference between the regular wage paid and the sum received for jury duty will be paid by the Authority. The employee will be required to return to work if he/she is released from jury duty in sufficient time to return to work with two (2) or more hours remaining in the workday.

### **5.3 Military Leave**

The Jordan Valley EMS Authority will comply with all federal and Michigan laws regarding military leave, including reinstatement. Leave for National Guard training or short-term duty will not reduce the employee's tenure in computing the employee's eligibility for vacation and related employee benefits.

### **5.4 Other Types of Leave**

#### **A. Training:**

Employees may be provided leave with pay for approved, job-related training held during an employee's normal work time. Paid training leave is at the discretion of the EMS Director.

## B. Leaves of Absence – Non-Medical

Leaves of Absence for other than medical reasons, which are without pay, may be approved by the EMS Director for a period of not more than 160 hours and only if the employee has used all vacation time available and leave can be taken without severe scheduling consequences for the Authority's work.

## C. Family and Medical Leave

The Authority recognizes the importance of personal and family responsibilities and provides time away from work to eligible employees in accordance with the Family Medical Leave Act ("FMLA"). Accordingly, this policy entitles eligible employees to either a maximum of twelve (12) weeks or twenty-six (26) weeks of unpaid leave during a rolling 12-month period.

### **DEFINITIONS:**

To help employees better understand their FMLA eligibility the following definitions are provided:

- "Family Member" includes an employee's spouse, son, daughter, and parent (but not a parent "in-law").
- A "son" or "daughter" is any child under 18 who is the biological, adopted or foster child of the employee; or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A "son" or "daughter" is also any child over 18 who is incapable of self-care because of a mental or physical disability.
- A "parent" is the biological parent of the employee, or one who stood in the place of the biological parent when the employee was a child.
- "Serious Health Condition" is an illness, injury, impairment or physical or mental condition that requires in-patient care in a hospital, hospice or residential medical care facility or that requires continuing treatment by a health care provider; a period of incapacity that makes an individual unable to attend work, school, or perform other daily activities for more than three (3) days and that requires continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in incapacity for more than three (3) days. The definition of serious health condition is not meant to cover short-term conditions where treatment and recovery are brief; routine physical examinations; or voluntary or cosmetic treatments that are not medically necessary, unless in-patient hospital care is required.

### **Eligibility**

To be eligible to apply for leave under the FMLA, the employee must have worked for the Authority for a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave.



### **Qualifying Events**

The Authority will grant eligible employees a maximum of twelve (12) weeks of unpaid family medical leave if the employee follows the procedures in this policy and requests the leave for any of the following reasons:

1. The birth of the employee's child if the leave is completed within twelve (12) months of the date of birth of the child;
2. The placement for adoption or foster care of a child with the employee if the leave is completed within twelve (12) months of the date of placement of the child;
3. To care for an eligible family member if that individual has a serious health condition;
4. The employee has a serious health condition that makes it impossible for the employee to perform the essential functions of his or her job; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty.

The Authority will grant eligible employees a maximum of twenty-six (26) weeks of unpaid family medical leave if the employee follows the procedures in this policy and requests the leave for any of the following reasons:

A covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

### **Requirements**

Employees who are absent due to illness for three (3) or more consecutive workdays are required to apply for a family and medical leave under this policy. Employees must apply any vacation, sick, floating holidays or short-term disability leave to family medical leave. Any remaining family medical leave time left after the exhaustion of other leaves will be unpaid leave.

Employees may take leave intermittently (periodic days or partial days) with approval from the Director. For intermittent leave, employees shall provide certification of date condition commenced, duration, dates of treatment, course of treatment and/or statement that care-giving is necessary.

The Authority requires employees to report periodically to the Director as to their leave status and their return to work, once known. No employee may engage in gainful employment while on authorized leave unless permission to engage in such employment is granted in writing by the Director.

### **Medical Certification**

The Director requires employees to obtain a medical certification from the health care provider who is treating the employee or treating the employee's family member. Employees may obtain certification forms from the Director.

To verify an employee's serious health condition, the Authority may, at its discretion and expense, require the employee to obtain the opinion of a second health care provider designated or approved by the Authority. If there is a conflict between the first and second opinions, the Authority may, at its discretion and expense, require a third opinion from a different provider chosen jointly by the employee and the Authority.

The Authority requires a "fitness for duty" certification upon the employee's return to work, if leave was taken for the employee's own serious health condition.

### **Spouses' Combined Leave**

Spouses who are both employed by the Authority are jointly entitled to a combined total of twelve (12) weeks of leave for the birth or placement for adoption or foster care of a child or for the care of a sick parent.

### **PROCEDURE:**

#### **Requesting FMLA**

When the need for leave is foreseeable, the employee must provide the Director with a written request at least thirty (30) calendar days prior to the leave and must attempt to schedule the leave to minimize the effect on the Authority's operations. When the leave is not foreseeable, the employee must provide notice as soon as practicable. To apply for leave under this policy, eligible employees may pick up a Family Medical Leave form from the Director.

#### **Upon Return From FMLA**

Upon your timely return from leave under this policy, the Authority will restore the employee to the same or an equivalent position, that is, a position with equivalent pay, benefits, responsibility, and other employment terms, unless business circumstances have impacted the employee's position held prior to the leave.

## **5.5 General Conditions of a Leave**

- A. Leave of absence must be requested in writing, and may be granted for specific periods of time. A medical leave of absence may be approved by the EMS Director for a period of not more than six months and by the approval of the EMS Director, for an additional six months.

- B. Extension of any leave of absence must be requested in writing prior to the scheduled return date and so approved by the EMS Director. An extended leave of absence is granted only upon completion of one year of service and the reason for requesting the leave must be specific and must be reasonable.
- C. The entire premium for the employee's health and life insurance will be paid by the Authority for a period of three (3) months after the start of a medical leave. After three (3) months, the Authority shall pay 50% of premiums for the next three (3) months. After six (6) months, the employee shall be responsible for paying the entire premium.
- D. Insurance premiums for non-medical leaves shall be paid by the employee. However, time of service may be continued. Employees taking a non-medical leave of absence must arrange to pay all premiums for their hospitalization and life insurance and this money must be paid in advance so the Authority can forward the premiums. Insurance premiums will be calculated on a daily basis for non-medical leaves of less than 30 days. Unless the employee has made this arrangement, the Authority will not be responsible for any insurance payments during the leave of absence and it is possible that the insurance may be canceled.
- E. Any leave of absence will be terminated by the acceptance of employment elsewhere unless permission to engage in such employment is granted in writing by the Director.

## **5.6 Funeral Time**

- A. For the loss of a spouse or a child, full time and part time, hourly paid employees will be granted paid funeral leave up to seven days. For the loss of other family members (which include: mother, father, stepmother, stepfather, grandmother, grandfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, stepbrother, stepsister, grandson or granddaughter) full time and part time, hourly paid employees will be granted paid funeral leave up to three days.
- B. If the funeral takes place more than 500 miles from the coverage area further paid funeral leave will be at the discretion of the EMS Director.
- C. Additional time off may be granted by the EMS Director beyond the respective days for funerals, but without pay.

## **5.7 Time & Service**

- A. Time & Service begins the first day of full-time employment and builds up toward all benefits throughout the continuous gainful employment of the employee.
- B. Any discrepancy in the beginning date shall be subject to correction by the Authority Board.
- C. Time & Service for all fringe benefits will be calculated on total years of service.

## **5.8 Problem Solving Procedure**

- A. Employees who have a conflict with a co-worker should seek a resolution with that co-worker directly. If the employee believes that this has not resulted in a resolution to the problem, the employee shall then discuss the problem with the EMS Director.
- B. If the employee feels the problem is still unresolved, or if the issue involves the Director, then the employee may petition the Authority Board President in writing, stating the problem clearly and requesting a meeting. The Board President must respond within 10 working days to the request, setting an appointment for a time to meet within the next two weeks. The Authority Board President will work with the Executive Committee to seek a resolution.
  - A. If, after working with the Board President and/or the Exec. Committee to seek a resolution, the employee is still not satisfied, the employee will so state in writing, again stating the grievance. The Authority Board may consult a labor relations legal specialist and the Authority Attorney, who will give a legal opinion on the posture of the Authority related to the grievance.

## **5.9 Voluntary Termination of Employment by Personnel**

- A. An employee resigning from the Authority should submit a resignation in writing to the Supervisor. Hourly employees are required to give two weeks' notice in advance. Salaried employees are required to give four weeks advance notice.
- B. Employees who resign may be scheduled for an exit interview with their Supervisor, prior to or on the last day of work. This interview provides the employee and the Authority an opportunity to discuss the Authority's work environment. The exit interview is summarized in writing and becomes part of the employee's file.

- C. A final paycheck is prepared for the next regular pay period for the employee terminating and may be obtained from the EMS Director.
- D. Any employee who terminates employment without due notice, or is discharged due to positive drug or alcohol tests, forfeits vacation pay, earned holidays, accumulated sick time, etc. Employees who do qualify for vacation at the time of termination, and have given sufficient notice, may receive vacation pay computed up to the day of termination. See section 4.8 regarding Vacation Pay.
- E. Prior to conclusion of employment, the employee must return any Authority-owned property in possession to the EMS Director.
- F. If the employee terminating is also changing an address the EMS Director or Designee must be advised of the new address so that a W-2 Tax Reporting Form may be properly forwarded at year's end.
- G. The Authority's contributions to insurance plans will be made through the date of termination.

### **5.10 Handicap Notice Policy**

Handicapped employees who feel accommodation is needed to perform the essential duties of their job must notify the Authority in writing of the need for reasonable accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. The Authority will make any accommodation that does not pose an undue hardship.

## **ARTICLE VI**

### **ADMINISTRATIVE RIGHTS OF THE EMPLOYER**

Employment with the Jordan Valley EMS Authority, unless subject to written contract indicating otherwise, is voluntary on the part of both parties. The Authority may terminate the employment relationship at any time, with or without advance notice, for cause, or any other reasonable and necessary management objective.

Employees are bound by these rules, policies, regulations and terms and conditions of employment of the Authority as they are changed from time to time.

## **6.1 Regular, Full-Time Employment (defined)**

An employee who is hired to work on a regular, rather than a temporary, basis and who works an average of forty hours or more each week is considered to be full-time and is eligible to receive fringe benefits subject to applicable eligibility requirements.

### **6.1.1 Regular, Part-Time Employment (defined)**

An employee who is hired to work on a regular, rather than a temporary, basis and who works an average of 24-36 hours each week is considered to be part-time and is eligible to receive holiday pay.

## **6.2 Volunteer Status (defined)**

An employee who serves as a volunteer is not eligible for fringe benefits except as specifically described in the Benefits section of this Handbook. EMS Volunteers will receive stipends per on-call shift and per run, defined by the current pay schedule on file with payroll.

## **6.3 Orientation Period (Policy # 106.6.1)**

The first 365 days employment are considered an orientation period. New employees will complete a minimum of 48 hours of orientation prior to being assigned full responsibilities. This period is designated for adjustment and evaluation. After the orientation period, all benefits are earned retroactively to the date of employment.

## **6.4 Work Hours and Work Assignments (Policy # 106.3.3)**

- A. Personnel staffing will be based on needs of the Authority. Shift assignments, hours of work, holiday, and vacation time will be scheduled or approved by the EMS Director.
- B. Schedule changes are sometimes necessary. Whenever a change is made in an employee's work schedule, the EMS Director or his/her designee will discuss it with the employee. Employees are to adhere to the schedule set by the EMS Director.
- C. Because of the nature of Emergency Medical Services, some employees will be expected to work evenings, nights, holidays and weekends to provide efficient service.

- D. A 40-48 hour week will be considered normal for full-time employees. Emergency staffing situations may arise which make it necessary for certain employees to work more than the normal work week. No employee, regardless of position within the Authority will work in excess of forty-eight (48) hours without approval of the EMS Director and/or Designee.

### **6.5 Overtime** (This section does not apply to salaried employees or volunteers)

- A. Employees are expected to perform reasonable overtime work assigned to them. Failure to accept overtime may result in progressive discipline.
- B. Time and one half at the regular straight time hourly rate will be paid to any employee who actually works in excess of 40 hours in a work week. Any form of paid time off shall not count as "hours worked".
- C. Any overtime beyond the published schedule requires the approval of the EMS director or his/her designee. Refer to Policy 106.3.3 Reporting for Duty and Hold Over.
- D. Back-up runs- If a second or third emergency call is dispatched while the primary crew is already on a call, other available crew members are asked to respond. Attempt to check in (although this is often difficult due to heavy radio traffic) so that others know who is in route. If more volunteers report than are needed, they will quickly determine who takes the call. Such determination should be based on what is best for the patient, in terms of response time and experience/training level of available crew members. Full-time and part-time hourly paid employees will receive overtime pay as detailed above; two-hour minimum for back-up call. Off-duty Volunteers who respond will receive the regular run stipend.
- E. Regarding volunteer pay for 911 calls that overlap: a volunteer will receive stipend for any call in which he/she is included in the Image Trend software report. The volunteer will also be paid for second or third calls that they respond to, if he/she is listed on the Image Trend report.

### **6.6 Pay Period**

All employee work weeks run from Sunday at 8:00 a.m. to Sunday 8:00 a.m. Employees shall be paid on a two week basis on Fridays unless extraordinary circumstances arise.

The Authority provides direct deposit of paychecks to all employees.

### **6.7 Time Sheets/Time Cards**

The Authority keeps track of hours worked by use of time sheets and When-to-Work software. Hourly employees are required to keep a time sheet showing starting time and quitting time for each work day. Employees should fill in a time sheet every day. Time sheets are turned in to the HIPAA box.

### **6.8 Payroll Advances**

The Authority does not permit advances against paychecks.

### **6.9 Garnishments Policy**

The Authority must comply with all writs of garnishments it receives. You will be notified before any deductions are taken from your paychecks if we receive a writ of garnishment requiring us to withhold and pay a portion of your wages to a court. Information about the garnishment will be held in confidence, unless disclosure is required by law, such as the Freedom of Information Act.

### **6.10 Incident Report – Policy # 202.5.3, 202.6**

An incident report is required for any type of an accident or occurrence which is not within the routine. This includes, but is not limited to, injuries and issues related to patient care. All incidents shall be immediately reported to the Supervisor. As soon as possible a report should be written and signed by the employee involved. This report will be sent to the EMS Director. Comments including violations of policy or safety rules or possible discipline or other follow-up will be added and attached by the supervisor and/or EMS Director. A copy may be put in the employee's file.

### **6.11 Lay-off and Recall (This section does not apply to salaried employees)**

Full time employees who are laid off will be recalled in accordance with their ability, seniority, and the needs of the Authority. Employees shall be placed in positions available, provided they are capable of performing the assigned work. All laid off employees shall inform the Authority of any change of address or telephone number.

Employees who have been laid off twelve (12) or more consecutive months shall no longer be considered employees of the Authority.



## **6.12 Reimbursement of Expenses/Out of Town Travel**

Reimbursement of expense is made by Authority Board approval only after appropriate documentation (receipts etc.) has been submitted. The following represents the Authority's Policy on such matters.

### **A. Reimbursement for Use of Personal Car**

Mileage will be reimbursed at an adjustable rate established by the IRS for all activities per policy and approved by the EMS Director. A voucher indicating the number of miles, destination, and description of function attended must be signed and turned in to the EMS Director or Designee for reimbursement.

### **B. Reimbursement for Meals, Lodging, Registration and Other Related Expense:**

Lodging, registration and other meeting related expenses (bridge tolls and parking fees) will be reimbursed with the approval of the EMS Director. Employees who choose not to attend all or part of an approved training or seminar, will not be reimbursed for those costs of the session not attended per this section. Receipts and expense vouchers must be turned in to the EMS Director or Designees indicating actual expense, date and function.

### **C. Out-of-Pocket Expenditures**

All out-of-pocket expenditures must be approved by the EMS Director before reimbursement can be made. It would be expedient to discuss unusual requests prior to making expenditures if reimbursement is expected.

### **D. Continuing Education**

In-service training benefits the Authority and the employee in keeping job skills current or upgrading the skills of employees. It allows for training of those who will serve as a back-up when another is on vacation or ill, and trains someone who can be easily transferred into a position upon departure of an incumbent. The Authority will pay certain educational and training expenses when it applies to the job and the following guidelines met:

1. Education and training must relate to the work of the employee or the department.
2. The education and training must be part of the departmental goals and be budgeted.

3. Education and training must be scheduled in advance, allowing the work of the department to continue in the absence of the employee.
4. Education and training must be approved by the chain of supervision through the EMS Director.
5. Documentation of attendance of all classes must be submitted to the EMS Director and, if applicable, a passing grade of C or better, is submitted.

#### 6.13 Reprimands

Policy # 106.3.1 delineates classes of problem behaviors, and specific disciplinary action for each, based on the severity of the offense.

Memorandum of Discussion – written verbal warning, documenting a discussion regarding a specific issue to be addressed

Class 1 – Written Warning

Class 2 – Written Warning with One Shift Suspension

Class 3 – Termination Warning with Suspension

Class 4 – Termination

## **ARTICLE VII**

### **EMPLOYEE STATUS DISCIPLINE & DISCHARGE**

In accord with the Articles of Incorporation for the Jordan Valley EMS Authority, the Authority hereby reaffirms in this policy that all Authority employees are employees at will. The status as an employee at will means that the employment of an Authority employee may be terminated by the Authority for any reason or for no reason at all. There is no “just cause” requirement before the Authority can terminate the employment of an employee at will.

Where statements appear in this policy concerning discipline or progressive discipline, it is the express intent of this policy that those statements act merely as guidelines for the Authority to consider in exercising its right to continue or terminate the employment of an Authority employee. An Authority employee may not rely on those statements to establish that he or she is an employee that cannot be terminated without just cause. In short, it is the express intent of this policy that all references to discipline, progressive or otherwise, within the policy are only guidelines and do not change the employment status of any Authority employee from being an employee at will.

## **ARTICLE VIII**

### **STANDARDS OF CONDUCT**

The Authority has rules governing personal conduct designed to promote order and efficient operations, as well as to protect the rights of employees. The following conduct is prohibited and will not be tolerated by the Authority. This list is for illustration purpose only. Other types of conduct that may jeopardize the personal safety, security or welfare of the Authority or its employees may also be prohibited. This list is not intended to modify your at will employment relationship.

#### **8.1 Solicitation**

Selling articles or services of any kind while on duty with the Authority is strictly prohibited. This includes soliciting for any purpose except those of community campaigns or volunteer projects.

#### **8.2 Repeated and Continual Gossiping**

Gossip about co-workers, citizens or events in general is impolite, bad for morale and reflects unfavorably on the individual talking and on the Authority and is an improper use of time. The totally negative effect that gossip has on the work place may be cause for discipline. Patient's medical condition must be kept strictly confidential and not disclosed to persons who have no medical-related reason to have access to information about the patient's medical condition.

#### **8.3 Social Media Policy**

Social Media Policy – Acceptable Use

Social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the Authority has established these guidelines for appropriate use of social media.

Social Media accounts may not be created using the Authority's name, logo, brand, equipment, vehicles, or images without express written approval from the Director.

Social Media Policy – Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin

board or a chat room, whether or not associated or affiliated with the Authority, as well as any other form of electronic communication.

The same principles and guidelines found in the Authority's policies and this Handbook apply to employees' activities online. Ultimately, the employee is solely responsible for what he/she posts online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects patients, vendors, or people who work on behalf of the Authority, or the Authority's legitimate business interests may result in disciplinary action up to and including termination.

#### Social Media Policy – Know and follow the rules

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination. Do not violate HIPAA laws while posting any information!

#### Social Media Policy – Be respectful

Always be fair and courteous to fellow employees, patients, vendors, or people who work on behalf of the Authority. Work-related complaints are more likely to be resolved by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, Board members, patients, or vendors, or other persons who work on behalf of the Authority, that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, height, weight, status as a covered veteran in accordance with applicable federal, state and local laws or any other characteristic covered by federal, state or local law or Authority policy.

#### Social Media Policy – Be honest and accurate

Employees should always be honest and accurate when posting information or news, and if a mistake is made, it should be corrected quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know, or reasonably suspect, to be false about the Authority, fellow employees, Board members, patients, vendors, or people working on behalf of the Authority.

Social Media Policy – Post only appropriate and respectful content

Maintain the private or confidential information of the Authority or patients. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Employees shall not create a link from an employee’s blog, website, or other social networking site to an Authority website. Employees expressing their own personal views on public matters must be clear that they are not speaking on behalf of the Authority. If the Authority is a subject of the content the employee is creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Authority, fellow employees, Board members, patients, vendors, or people working on behalf of the Authority. If you do publish a blog or post online related to the work you do or subjects associated with the Authority, make it clear that you are not speaking on behalf of the Authority. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Authority.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment provided by the Authority unless it is work-related as authorized by a supervisor. Do not use the Authority’s email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Authority prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

#### **8.4 Internet Policy**

Employees must conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy, and prerogatives of others, just as if they were conducting Authority business off-line. All Authority policies apply to property protection, privacy, misuse of Authority resources, sexual harassment, information and data security, and confidentiality.

All computer activity, Internet usage and e-mail messages on Authority software and hardware are for the intended use of the Authority, therefore, it reserves the right to monitor, read and inspect any files and/or e-mail messages stored, distributed, viewed, printed, edited or recorded using its network, email addresses, or computing resources and devices.

The display of any kind of sexually explicit image or document on any Authority system is a violation of its policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, viewed, printed, edited, or recorded using its network or computing resources and devices.

The Authority's Internet facilities and computing resources and devices must not be used to violate the laws and regulations of the United States, or of any state or other jurisdiction. The Authority will cooperate with any legitimate law enforcement agency.

Any software files, including all e-mail messages, downloaded via the Internet into the Authority network or computer system becomes the property of the Authority. Any such files or software may be used only in ways that are consistent with their license or copyrights.

Employees are not permitted to use the Authority's name or password for sending email messages, other than for official Authority business. Important or Urgent Personal e-mail messages may be sent or received during working hours; however, this must be kept to a minimum and should not be received or sent by the Authority-provided email address, resource, or device.

Employees are not permitted to release, transmit or download any confidential information of the Authority or a patient, via the Internet, to any person not authorized to have such information.

## **8.5 Social Security Privacy Policy**

All employees provide their Social Security numbers to the Authority for tax reporting. The Authority is committed to protecting the confidentiality of Social Security numbers that are obtained by anyone during Authority business. Documents containing a Social Security number will be kept in confidential files, such as employee personnel files and payroll records for which access is limited. Except as required for necessary and legitimate business purposes, no employee is permitted to have access to Social Security numbers or to keep, view, use, copy, share or distribute another person's Social Security number, or in any other way disclose another's Social Security number. Access is limited to those persons who have a need to know, for operational reasons, and only to those persons. Employees with this limited access must take care to not openly reveal Social Security numbers on computer screens or on their desks. Anyone with access to a Social Security number for necessary and legitimate business purposes may not use it for any other purpose and may not allow any unauthorized individual to obtain it. When a document containing a Social Security number is no longer needed and is to be discarded, the document must be disposed of in a manner that ensures the confidentiality of the Social Security number. Documents must be shredded or electronically destroyed, or otherwise disposed of in a way that prevents unauthorized disclosure of a Social Security number. When the number is provided to a third party, such as to process a disability claim, the last four digits shall not be displayed.

## **8.6 Gambling**

Gambling is strictly forbidden while on duty with the Authority or on any Authority premises.

## **8.7 Harassment (See Policy # 202.2.1.14)**

Jordan Valley EMS Authority does not tolerate harassment in the workplace or during any Authority-related activity. The Authority provides internal procedures for victims of harassment to report harassment and disciplinary penalties for those who commit harassment. No person, employee, or third party, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to commit or allow harassment of any type.

### **PROCEDURE:**

#### **A. Definitions**

- 1. Sexual harassment** includes any actions that are verbal, written, or physical. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to keep a job, or obtain a promotion or additional compensation.
- 2. General Harassment** includes any actions written, verbal or physical such as persistent teasing, bullying, stalking, coercion, and intimidation that creates a hostile work environment or interferes with an individual's work performance. These include, but are not limited to, actions against a person based on sex, sexual orientation, gender identification, race, ethnicity, religion, social status, medical conditions or disabilities.

The Authority will not tolerate harassment against any employee. Any employee who believes this policy may have been violated should report the incident to the EMS Director. It is the responsibility of each supervisor to prevent such behavior from occurring within his or her work area and to provide a work environment free from all harassment. It is the responsibility of each and every employee of the Authority to report all incidents of harassment forbidden by this policy. The Authority requests that you immediately make any report so that a complaint can be quickly and fairly resolved. The JVEMS Authority will not permit or tolerate any form of reprisal or retaliation against an employee who files a report in the good faith belief that this policy may have been violated. Any harassment complaint involving the EMS Director should be referred directly to the Authority Board President for review by the Executive Committee.

Complaints of harassment will be promptly and carefully investigated. An investigation may include interview of witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in the harassment. The privacy of the person issuing the complaint, the person accused, and the steps taken in the investigation will be protected to the extent possible. The Authority will report its findings to the person making the complaint and to the person or persons who are claimed to be involved.

If the Authority's investigation establishes that harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken to stop the harassment and prevent its recurrence.

## **8.6 Additional Prohibitions**

In addition to those listed above, other prohibited conduct includes, but not limited to:

- A. Consuming, possessing, reporting to work under the influence of, or working under the influence of a controlled substance (including recreational or medical marijuana), alcoholic beverage or other narcotic.
- B. Theft, deliberate or careless damage of any property of the Authority or the property of any employee, patient, property owner, or resident.
- C. Unauthorized use of the property, equipment or facilities of the Authority. Possession of another employee's personal equipment or possessions without the other employee's consent. Removal of any property or record from the premises of the Authority without permission from management personnel.
- D. Insubordination, refusal to obey, or willful failure to carry out verbal or written instruction of supervisory personnel.
- E. Provoking a fight or fighting.
- F. Engaging in criminal conduct whether or not related to job performance.
- G. Falsifying records or revealing confidential information to unauthorized persons.
- H. Dress or appearance inappropriate to the business of the Authority.
- J. Failure to observe working schedule.



- K. Abuse of paid sick leave. Failure to provide a physician's certificate when requested or required to do so.
- L. Authority-owned computers are provided for the use of employees and volunteers. Professionalism, propriety, and confidentiality issues must be observed at all times. Refer to Policy # 106.7.1.5 for detailed information.
- M. Employees are not to post inappropriate content regarding the Authority, other employees/volunteers, or patients on social networking sites. This policy applies during both on-duty and off-duty hours, for both private and Authority-owned computers. See Policy #106.7.1.6.

## **ARTICLE IX**

### **PARTICIPATIVE MANAGEMENT**

#### **9.1 Problem Solving**

You are important to the Authority work force as a person and as an employee. It is understandable that when something is bothering you, it will affect you and the performance of your job. The EMS Director is willing to discuss whatever may be affecting you and your work adversely.

#### **9.2 Suggestions**

The most effective way to solve job-related problems is for workers familiar with the job to work together to find better ways to do the job. The Authority is to create an environment where the suggestions of the employees are valued and will be considered. Employees who have suggestions they believe to have value are encouraged to share their suggestions with the EMS Director.

## **ARTICLE X**

### **PERSONNEL FILES**

#### **10.1 Content**

The following are typical items that may be placed in an employee's personnel file.

- Employee history form
- Employment application and interview forms

Withholding and benefits, licenses or certificates related to status or pay  
Signed receipt for copy of this Personnel Handbook  
Attendance records including vacation, sick, and leave time  
Evaluation forms  
Written reprimands and records of other discipline  
Letters of complaint or praise from the public  
Exit interview  
Training, licensing and educational records

## **10.2 File Review**

- A. Employees have the right to review their files at any time upon advance notice to the EMS Director. The file must be reviewed in the EMS Director's office with the Director and Office Administrator in attendance.
- B. Employees are allowed copies of their files upon written request to the Director. The first copy will be provided free of charge, subsequent copies will be provided at the employee's expense.
- C. Only the EMS Director and Office Administrator are allowed access to employee's files, except as required by law, court subpoena or for review by the Authority's attorney.
- D. The Authority will not disclose your file to persons outside the office and will restrict disclosure of your file to authorized personnel, unless disclosure is required by law or court subpoena. If the Authority is asked to disclose a discipline report to a third party not employed by us, we will give you notice of that disclosure.
- E. Any requests for a reference from the Authority must be made to the EMS Director. No other person may provide a reference. It is policy to provide only your dates of service and the title of your last position in response to requests for references. If you want other information disclosed, you must give a written request to the EMS Director or Office Administrator that specifically identifies the information to be disclosed and to whom it may be disclosed.

## **ARTICLE XI**

### **JOB DESCRIPTIONS, PERFORMANCE EVALUATIONS AND PROMOTIONS**

#### **11.1 Job Descriptions**

Job descriptions will exist for all positions and will be reviewed at the time of the performance evaluations.

#### **11.2 Performance Evaluations**

All employees may be given written performance evaluations at least once a year. Any partially successful score requires a plan of correction and follow-up evaluation in 90 days.

#### **11.3 Performance Evaluations/Probationary Employees**

The supervisor is to appraise the performance of each employee during the first 180 days of employment.

#### **11.4 Drug-Free / Alcohol-Free Workplace**

It is the Authority's desire to provide an alcohol-free and drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner. An employee who is under the influence of any drug (including alcohol and recreational or medical marijuana) on the job may pose serious safety and health risks not only to the user but to co-workers and the general public at large.

#### **11.5 Tobacco Use**

No tobacco use on any JVEMSA property.

- Tobacco use includes both smoking and / or smokeless tobacco
- This includes usage in any JVEMSA vehicle
- Predetermined areas by the EMS Director may be allowed for tobacco usage but not guaranteed
- This policy also pertains to any facilities in which JVEMSA employees may be located
  - Any violation of this policy will be subject to the disciplinary process.