

# EMS of LeFlore County

## Human Resources Manual

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## **Absenteeism & Tardiness**

**Purpose:** To ensure regular, timely attendance so adequate staffing is available at all times, in order to provide for the best possible service.

**Policy:** Employees must report to work on time, and may not be absent from work unless absolutely necessary, and/or with supervisor approval.

### **Procedure:**

#### **I. Absence.**

- a. Employees are asked to call the supervisor on duty at least four (4) hours in advance, when possible, when they are going to be absent. Do not call dispatch to leave a message.
  1. We understand that sometimes, absence will be a sudden event, and adequate notification is impossible. In these instances, as soon as you know that you will be absent, you should notify EMS of LeFlore County immediately.
  2. If you are absent due to an illness for 48 hours or more work shifts, EMS of LeFlore County requires written documentation from a doctor to be medically cleared to return to work.
- b. When you will be absent for consecutive shifts, you must call in each shift to ensure proper scheduling. EMS of LeFlore County will never presume consecutive days of absence for sickness, and always expects each employee to arrive for work on time, unless otherwise notified in accordance with this Policy.
- c. Employees that do not call in to indicate that they will be absent for two (2) consecutive shifts will be considered to have voluntarily terminated employment.

#### **II. Tardiness.**

- a. We understand that sometimes, lateness will be a sudden event (traffic accident, child care issues, car troubles, etc.), and adequate notification is impossible. In these instances, as soon as you know that you will be late, you should notify your supervisor.

**III. Documentation and Penalties.**

- a. All absences and tardiness will be recorded in your personnel file along with any advance notice that was or was not provided. Attendance records will be considered when evaluating completion of the introductory period, requests for promotions and transfers, and as part of the annual review, in accordance with the “Performance Feedback and Goal Setting” Policy.
- b. Employees that call in sick more than 6 days per every 12 months will be subject to disciplinary action.
- c. One (1) uninterrupted period of illness will be considered one (1) absence for the purposes of this policy.

## **Alcohol and Substance Abuse & Testing**

**Purpose:** To follow state and federal laws consistent with our commitment to the well being of our personnel and patients we serve by maintaining a safe work environment.

**Policy:** EMS of LeFlore County will not tolerate personnel under the influence of alcohol or illegal drugs or those who use alcohol or illegal drugs (or misuse legal drugs) while on duty, while operating Company vehicles, or while representing EMS of LeFlore.

### **Procedure:**

#### **I. Definition of Terms.**

- a. **Legal Drug:** A prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.
- b. **Illegal Drug:** Any drug which cannot be legally obtained (e.g. marijuana, hallucinogens, etc.) or which, although legal:
  1. Has been illegally obtained or prescribed.
  2. Is not being used for its prescribed purposes.
  3. Is being used in larger doses than recommended.
- c. **Premises:** Used in its broadest sense, it includes all land (including leaseholds, easements, and other job sites), property, buildings and other structures, vehicles owned by, or leased to, EMS of LeFlore County.
- d. **Reasonable Suspicion:** Aberrant or unusual behavior of personnel who exhibit any of the following:
  1. Symptoms that are commonly associated with intoxication or impairment caused by illegal drugs or alcohol.
  2. Behaving in a manner that is not reasonably explained as resulting from causes other than the use of controlled substances.

3. Observed using or in the possession of illegal drugs or alcohol. All such observations must be made by a supervisor or member of management, and must be documented in writing by the observer(s).

## **II. Prohibited Acts.**

- a. The use or possession of alcohol or illegal drugs on the premises, or being under the influence of alcohol or illegal drugs while performing EMS of LeFlore County duties or representing EMS of LeFlore County, is prohibited at all times.
- b. Personnel should be aware that the use of some prescriptions or over-the-counter drugs might also affect their ability to properly perform their job duties. Therefore, you have the responsibility to report such use of legal drugs that may have side-effects to your supervisor when you are aware of potentially adverse effects on performance or in the safe operation of Company equipment.
- c. You may continue to work even though you may be taking a legal drug (such as over the counter cold medications), as long as such use does not pose a threat to your safety or the safety of other personnel or patients and you can safely perform the duties of your position.
- d. Depending upon the severity of the situation, personnel who violate this Policy may be offered the opportunity for appropriate treatment and rehabilitation through an Employee Assistance Program (EAP), which may be available through health insurance coverage or an appropriate treatment source of the staff member's choice. Referral for assistance does not preclude corrective discipline for violation of rules or policies. Personnel failing or refusing appropriate treatment or testing shall be subject to corrective discipline up to and including termination. Failure to successfully complete the program or intentional violations of the program will result in termination of employment or membership.

### **III. Drug Testing.**

- a. This Policy, regulating the use, possession, and testing for presence of alcohol and drugs shall be administered fairly and consistently to all personnel.
- b. Pre-employment screening shall be performed.

Additionally:

- 1. All applicants will be requested to sign an authorization and release agreeing to submit to a drug screen. Applicants who refuse to sign the authorization or to submit to the drug screen will not be considered for employment.
- c. Routine testing of personnel may occur.
    - 1. Personnel may be required to submit to drug testing under the following circumstances:
      - A. Where state or federal regulations require such testing.
      - B. Where EMS of LeFlore County has reasonable suspicion of on-the-job impairment or intoxication in accordance with this Policy.
      - C. Where a staff member has been referred to treatment for alcohol and/or drug abuse, in which event the personnel shall be subject to random testing for one (1) year after he or she has returned to work. Personnel will also be required to furnish EMS of LeFlore County with a copy of the treatment facility's prescribed after care program and proper verification of the staff member's compliance with the after care program or revisions thereto.
      - D. Anytime following a motor vehicle accident, however minor, in which the staff member was the operator of the vehicle.
    - 2. Personnel required to submit to drug testing shall be informed of the reason for such testing. In the case of "reasonable suspicion" testing, personnel shall be given a copy of the written order from the supervisor(s) involved, including documentation of the specific objective facts constituting "reasonable suspicion" in accordance with this policy. The staff member will be requested to sign an acknowledgment that testing has been requested and that he or she consents to such testing.

3. Personnel who refuse to sign a requested testing agreement or who refuse to submit to testing after signing the agreement shall be immediately suspended, and an investigation shall occur to determine whether the refusal was reasonable. If the refusal is found to be unreasonable, it will be treated as an intentional violation of this Policy, and may lead to discipline, up to and including termination.
  4. Testing procedures shall conform to accepted practices, and EMS of LeFlore County may utilize an outside or contracted person or organization for this purpose.
- d. Test results shall be communicated to EMS of LeFlore County as soon as possible upon receipt of the results from the testing facility. Further:
1. Copies of all documents including test results, computer printouts, graphs, interpretations and chain of custody forms may be given, at the discretion of management, to personnel upon request.
  2. Any staff member who, as a result of testing is found to have alcohol or illegal drugs in his or her system will be considered in violation of this policy.
  3. All records and information obtained by EMS of LeFlore County regarding drug testing, requests for testing, the test results, and treatment of personnel for chemical dependency will be confidentially maintained by EMS of LeFlore County as fully as possible, and will be used in accordance with the law. Test results may need to be shared with designated management personnel, or others on a “need to know” basis.

## **Alcohol Usage and Duty Time**

**Purpose:** As providers of emergency services, EMS of LeFlore County is committed to safely serving the community without harm to our members or others. We must be ready to respond at a moment's notice to a variety of situations and to confront numerous hazards. To operate effectively and safely, we must insure that personnel are fully prepared to perform their duties without the influence of alcohol.

**Policy:** No personnel shall be under the influence of alcohol while on duty, when responding to a call, or when otherwise engaged in Company activities.

### **Procedure:**

#### **I. Standards.**

- a. You shall not respond to any call if you have ingested any alcoholic beverage eight (8) hours prior to your work shift.
- b. Personnel who appear to be under the influence of alcohol at a scene (based on the reasonable judgment of the officer in charge) will be immediately dismissed from the scene, may be required to undergo alcohol testing and may face disciplinary action, up to and including termination.
- c. Any personnel driving an EMS of LeFlore County vehicle while under the influence of alcohol may face criminal prosecution for driving under the influence and may be reported to the appropriate authorities, including EMS licensing agencies and local law enforcement agencies.

#### **II. Violations.**

- a. If a supervisor reasonably believes a staff member is under the influence of alcohol, they may remove the staff member and conduct an alcohol testing.
- b. Any staff member who refuses to be tested is subject to immediate suspension and may face termination.

## **Background Checks**

**Purpose:** To follow state and federal laws, and to ensure the highest degree of safety for our personnel and patients by adequately screening the background of our personnel.

**Policy:** EMS of LeFlore County shall perform all necessary background checks, including criminal history, child or elder abuse history, driving record, and other required background checks prior to any service performed by a potential employee, volunteer or current employee. Each employee or volunteer must satisfactorily complete the background check process prior to performing any services or to continue performing services.

**Procedure:**

**I. Criminal History Record Background Checks.**

- a. Each applicant must provide necessary information required for the necessary regional state or federal criminal background check form. Each applicant shall also complete a background check authorization form.
- b. EMS of LeFlore County will submit the necessary federal or state background check form on behalf of each applicant to the relevant state or federal agency. The applicant will ordinarily not be permitted to perform services until the results of the background check are received. EMS of LeFlore County will be responsible for the cost of any necessary federal or state background checks conducted for an applicant under consideration or current employee.
  1. If a criminal history record check indicates that a potential employee or volunteer has been convicted (including a plea of “no contest”) of any crime that is relevant when considering employment, he or she may not be eligible for employment. Additionally, any employee or volunteer who is later convicted of a crime may be subject to immediate termination of employment. (Convictions for offenses will not necessarily preclude employment, but will be considered in making employment decisions based on the relevance of the conviction to the work performed).
  2. If the criminal background check returns with no record of conviction, the applicant may be permitted to perform services and may be hired or allowed to continue employment.
  3. If the criminal background check returns with a record of a conviction that is relevant to preclude employment, the applicant will receive notice that he or she is precluded from employment because of the results of the criminal background check.
- c. Any applicant who does not cooperate with the criminal history records check process will not be considered for employment.

- d. In addition to cooperating with the background check, each applicant shall provide a list of all criminal convictions. Convictions will be considered based on factors that relate to suitability for employment in the position applied for, including the type and severity of the crime, and when the conviction occurred.
- e. EMS of LeFlore County may periodically request that additional criminal background checks occur throughout the term of employment. Full cooperation with such periodic checks is expected, and failure to cooperate will result in discipline.
- f. All personnel have an ongoing obligation to disclose to EMS of LeFlore County any convictions during their employment. Personnel who fail to make such a disclosure will be subject to appropriate discipline.

**II. Driving Record Background Check for All Personnel Whose Participation Involves the Operation of a Motor Vehicle.**

- a. Individuals with a poor driving record may not be permitted to operate Company vehicles, and in some cases, may not be considered for employment. Each applicant is required to submit necessary information to EMS of LeFlore County to enable EMS of LeFlore County to obtain a copy of the driving record from the applicable state agency (e.g., Department of Transportation).
- b. Any applicant who does not cooperate with the driver record check process will not be considered for employment.
- c. At all times during employment, personnel must meet the following criteria while operating Company vehicles:
  - 1. They must have a valid driver's license (where work requires operation of a Company vehicle).
  - 2. They must observe all traffic laws.
  - 3. They must not be addicted to, or under the influence of, alcohol or drugs.
  - 4. They must be free from physical or mental impairments that may adversely affect the person's ability to drive and pose a danger to self or others, if those impairments cannot be reasonably accommodated.
  - 5. If operating Company emergency vehicles, they must have successfully completed an Emergency Vehicle Operator's Course ("EVOC") of instruction within 6 months of hire date.
- d. Any changes in a personnel driving record (such as conviction for speeding, or any conviction for a moving traffic violation) must be reported to a

supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

**III. Review of OIG Exclusions.**

- a. The Department of Health and Human Services, Office of Inspector General (OIG) reports those individuals or organizations that have been excluded from participating in federal health care programs. Those on the excluded list are not permitted to provide services that will be billed to a federal health care program (such as treating Medicare/Medicaid patients) and are not permitted to be involved in billing or related functions.
- b. As part of its application process, EMS of LeFlore County will research the OIG's database for possible applicant exclusion. Exclusion from any federal health care program constitutes grounds for disqualification of employment.
- c. EMS of LeFlore County will conduct periodic re-checks of the OIG exclusion database. In the event that a current employee is found to appear on the exclusion list, termination of employment may be required.

## **Bereavement Leave**

**Purpose:** To permit time away from work to grieve for the loss of a loved one.

**Policy:** EMS of LeFlore County will offer paid bereavement time for the death of certain family members.

### **Procedure:**

#### **I. Standards.**

- a. Employees who lose a family member may be granted leave to attend services and address other matters related to the passing of a loved one.
  1. In the event of the death of immediate family, field employees may take up to 24 hours of paid bereavement leave. Office staff may take up to 24 hours. Immediate family shall be defined as a spouse, child, parent, brother, sister, grandparent and grandchild. This includes steps to the same degree,(mother, father, brother, sister, son and daughter.
  2. In the event of the death of extended family, not mentioned above, field employees may take 8 hours of paid bereavement leave. Office staff may take up to 8 hours. Extended family shall include aunts, uncles, nieces, nephews, mother/father-in-law, brother/sister-in-law, son/daughter-in-law. This includes steps to the same degree,(mother, father, brother, sister, son and daughter).
  3. Employees are asked to provide EMS of LeFlore County with notice of the death and the need for the bereavement leave as soon as possible, so that adequate coverage can be arranged.
- b. When a request for bereavement leave is made, EMS of LeFlore County will coordinate coverage for any shift that is missed.
- c. Where additional time off may be required, unused Sick or Vacation Time may be used in conjunction with the "Bereavement Leave." The request for additional time must be coordinated through a supervisor at the time that the "Bereavement Leave" is first made.
- d. A memorial pamphlet may be required.

## **Emergency Leave Request**

**Purpose:** To accommodate personnel who desire a leave of absence to assist with relief efforts related to local, state, and federal emergencies or disasters, when requested by appropriate officials and/or emergency management agencies.

**Policy:** EMS of LeFlore County will accommodate personnel with legitimate urgent or emergent business that requires them to miss work for extended periods of time to the fullest extent possible, as long as the request may be granted without compromising operational needs.

### **Procedure:**

#### **I. Background.**

- a. EMS of LeFlore County typically asks its employees to provide advance notice when requesting the use of sick time, vacation time, personal time, or paid time off.
- b. EMS of LeFlore County recognizes that there are times when an emergency arises and adequate advance notice cannot be given. This is especially applicable to persons who participate as part of emergency response teams ready to respond to any state or federal natural disaster. EMS of LeFlore County commends employees for participating in such programs, and does not want to hinder your involvement or otherwise adversely affect your employment status as a result of that involvement.
- c. At the same time, since EMS of LeFlore County is itself an emergency service organization, we need to maintain adequate staffing at all times. We must have sufficient staff to meet our obligations to the public. Therefore, we may only grant emergency leave requests to the extent we can adequately maintain staff coverage here. In other words, not all leave requests may be honored if doing so may compromise our operations.

#### **II. Approval Process.**

- a. When an employee has a legitimate emergency situation that he or she knows will require an extended period of absence (other than military leave, family medical leave, or bereavement leave, which is covered in other policies), you should immediately discuss the need with your supervisor. Standard advance notice for leaves of absence will not be required.
- b. Where available, an employee may elect to use sick, personal, vacation, or paid time off that has been accumulated. Otherwise, the leave will be unpaid. Upon requesting the leave, you shall notify your supervisor of the desire to use any accumulated leave time.

- c. The employee requesting emergency leave should submit verification of the need for the leave with the request for the leave. (Example: documentation from the emergency management agency authorizing the employee's participation).
- d. Leave requests will be considered on a first come, first served basis and with consideration to the need to have you remain at the Company. Leaves will only be granted if management concludes that adequate staffing can be maintained for day-to-day operations.
- e. The maximum period of leave shall be eighteen (18) calendar days. Additional leave may be approved on a week-to-week basis, and/or in compliance with state and federal laws.
- f. If the leave request is granted, EMS of LeFlore County will hold the employee's position open until the employee returns from the leave up to a maximum four (4) week period. If additional leave is approved, EMS of LeFlore County may not be able to keep your position open.
- g. Employees should provide a brief report on their status and the anticipated need for continued leave on at least a weekly basis, and provide contact information at the location where they can be reached.
- h. Employees will not be paid any wages when on leave, unless they are part of an authorized disaster response system which reimburses the employer for the wages of employees on emergency leave. If you are not specifically advised that you will be paid during the emergency leave assignment, you should assume that the leave is an unpaid leave.
- i. Any employee who does not follow this Policy and/or does not report to work as scheduled either prior to or after completion of an approved leave will be considered to have resigned his or her employment with the organization.
- j. All benefits paid by the employer will be maintained during the leave period, and the employee will be entitled to any benefits he/she would have ordinarily received had there been no emergency leave.

## **Employment Classifications**

**Purpose:** To ensure proper classification of personnel for pay and benefit purposes.

**Policy:** EMS of LeFlore County has defined full time, as needed, and non-exempt and exempt positions within the organization.

### **Procedure:**

#### **I. Definitions.**

- a. **Full-time Employee:** An employee who has successfully completed the introductory period and who is regularly scheduled to work at least forty (40) hours per week.
- b. **As Needed:** An employee who is regularly scheduled to work less than forty (40) hours a week. As Needed employees are not eligible for benefits unless stated otherwise. As Needed employees will not be guaranteed a minimum amount of hours per month, but are required to work a minimum of 8 hours of ambulance shifts every ninety (90) calendar days. As Needed employees will also be referred to as PRN employees.
- c. **Exempt Employee:** An employee who is not eligible for overtime compensation, because they are in a bona fide executive, administrative, or professional capacity whose duties and responsibilities allow them to be “exempt” from overtime pay provisions under the law.
- e. **Non-Exempt employee:** An employee who is entitled to receive overtime compensation based on Federal Regulations Part 553 of the U.S. Department of Labor Standards.

#### **II. Job Assignments.**

- a. Regardless of job title or employment classification, all employees are expected to be available to participate in any job as needed, and where capable, and/or certified to perform such a job.
- b. It is each supervisor’s responsibility to assign available personnel to jobs based on the needs of EMS of LeFlore County.
- c. Any employee who refuses reassignment to an area of greater need will be sent home, without pay, for the balance of the shift and will be subject to disciplinary action up to and including termination.

- d. Employees shall not be asked to perform tasks unrelated to their job description that require a higher level of responsibility or training, except in emergencies or other unusual, temporary circumstances.
- e. Employees may be called upon to perform work normally assigned to other staff members.
- f. It may be necessary to work beyond a scheduled shift to complete an assignment or to meet an urgent situation. Employees are required to work overtime when mandated by a supervisor.

## **Family Medical Leave**

**Purpose:** To allow employees a leave of absence for certain family and medical related issues.

**Policy:** EMS of LeFlore County is not required to abide by the federal Family Medical Leave Act (FMLA) due to the size of the organization. Nonetheless, the organization recognizes that employees may need to take various forms of leave which are acknowledged here.

### **Procedure:**

#### **I. Eligibility for Medical Leave.**

- a. An employee may need to be temporarily released from the duties of employment, but may not wish to resign.
- b. Employees may be eligible to take up to 12 weeks (lump sum or intermittent) of unpaid family/medical leave within a 12 month period as described in this Policy, if the reason for the leave qualifies.
- c. To be eligible, the employee must:
  1. Have worked for EMS of LeFlore County for at least 12 months, and
  2. Have worked at least 1,250 hours in the last 12 months.
- d. Once the FML leave has ended and the employee wishes to return to work, subject to certain regulatory exceptions, the employee will be restored to the same or an equivalent position upon return from leave.
- e. This Policy applies to eligible employees as described in this Policy for all Family/Medical leaves of absence. Any paid leave taken for FML-qualifying reasons will run concurrently with any unpaid Family/Medical Leave under this Policy. Any Workers' Compensation leave period will also run concurrently with Family/Medical Leave.

#### **II. Process for Taking Leave.**

- a. The employee must have a covered reason under the regulations for the leave.
  1. Eligible employees may take Family/Medical leave for any of the following reasons:
    - A. The birth of a son or daughter and in order to care for such son or daughter.
    - B. The placement of a son or daughter for adoption or foster care and in order to care for the newly placed son or daughter.

- C. To care for a spouse, son, daughter, or parent with a serious health condition.
  - D. Because of the employee's own serious health condition which renders the employee unable to perform an essential function of their position.
  - E. Leave because of reasons "A" or "B" must be completed within the 12-month period beginning on the date of birth or placement.
  - F. Spouses employed by EMS of LeFlore County who request leave because of reasons "A" or "B" or to care for an employee's parent with a serious health condition may only take a combined total of 6 weeks leave during any 12-month period.
- b. The employee must provide proper notice of the need for leave.
- 1. If the employee's need for Family/Medical leave is foreseeable, the employee must give EMS of LeFlore County at least 30 days prior written notice. If this is not possible, notice must be given as soon as practical (within 1 to 2 business days of learning of the need for leave).
  - 2. Failure to provide proper notice may be grounds for EMS of LeFlore County to delay the leave.
  - 3. If an employee is planning a medical treatment, the employee must consult with EMS of LeFlore County regarding the dates of such treatment.
  - 4. Where the need for leave is not foreseeable, employees are expected to notify EMS of LeFlore County within 1 to 2 business days of learning of the need for leave (except in extraordinary circumstances), by completing an appropriate Leave Request Form.
  - 5. The employee must provide medical certification verifying the need for covered leave.
    - A. If the employee is requesting leave because of his or her own serious health condition or a covered relative's serious health condition, the employee and the relevant health care provider must supply medical certification verifying the need for covered leave.
    - B. When an employee requests leave, EMS of LeFlore County will notify the employee of any requirement for a medical certification and when the form is due.

- C. EMS of LeFlore County will allow at least 15 days after the employee requests leave to provide the certification. If the employee provides EMS of LeFlore County with at least 30 days notice of leave, the employee should provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner might result in denial of leave until it is provided.
  - D. EMS of LeFlore County, at its expense, may require an examination by a second health care provider designated by EMS of LeFlore County, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, EMS of LeFlore County, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.
  - E. EMS of LeFlore County may also require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practical, may result in delay of further leave until certification is provided.
- c. The employee must provide periodic status reports while on leave.
- 1. The employee must contact EMS of LeFlore County on the second and fourth Monday of each month regarding the status of the condition and intention to return to work.
  - 2. Employees must also give notice as soon as practical (within 2 business days if feasible) if the dates of leave change, if the leave must be extended, or the intended dates of the leave if the dates were initially unknown at the time of the request.
- d. An approved family/medical leave is unpaid and runs concurrently with all other types of leave.
- 1. Family/Medical leave is unpaid and runs concurrently with other types of leave (e.g. paid vacation, Workers' Compensation leave) that may also be taken for an FML-qualifying reason.
  - 2. Under certain circumstances, EMS of LeFlore County may permit an employee to apply accrued pay benefits (such as Vacation, Sick, or Personal Leave) to the FML leave.
  - 3. In no case can the substitution of paid leave time for unpaid leave time result in an employee's receipt of more than 100% of salary.
- e. Available leave time is calculated by a "rolling" 12-month period.

1. Each time an employee takes Family/Medical leave, the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

### **III. Terms and Conditions of Leave.**

- a. Approved family/medical leave may include intermittent and reduced schedule leave.
  1. Leave, because of a serious health condition, may be taken intermittently (including partial days) or on a reduced leave schedule (reducing the usual number of hours you work per work week or work day) when medically necessary or if the employee is needed to care for a family member with a serious health condition.
  2. If leave is unpaid, EMS of LeFlore County will adjust the employee's salary or compensation based on the amount of time actually worked.
  3. The employee must make a reasonable effort to schedule time off so as not to disrupt the operations of EMS of LeFlore County. The employee must provide not less than thirty (30) days notice before the date the leave is to begin, unless the medical condition requires leave to begin in less than thirty (30) days.
  4. The employee must provide his or her supervisor with the dates on which medical treatment is expected along with the expected duration of the treatment or the length of time needed to care for a family member.
  5. While the employee is on an intermittent or reduced schedule leave, EMS of LeFlore County may temporarily transfer the employee to an available alternative position, which better accommodates the employee's intermittent leave and which has equivalent pay and benefits.
- b. Employees on approved Family/Medical leave must provide a return to work certification.
  1. If the employee's leave is because of his or her own serious health condition, except in the case of intermittent leave, the employee is required to provide medical certification that he or she is fit to resume work.
  2. Employees may obtain a Return to Work Medical Certification Form from a supervisor to demonstrate fitness for work, as verified by a physician.
  3. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until the form is provided.

- c. Employees are not permitted to be employed elsewhere while on approved Family/Medical leave. An employee who takes another job for another employer while on Family/Medical leave or any other authorized leave of absence with EMS of LeFlore County is subject to discipline, up to and including termination.

#### **IV. Impact of Leave on Medical and Other Benefits.**

1. If paid leave is substituted for unpaid Family/Medical leave, EMS of LeFlore County may deduct the employee's portion of the health premium as a regular payroll deduction.
2. If the leave is unpaid, the employee must pay 25% of his/her portion of the premium by issuing a check to EMS of LeFlore County no later than the 1st day of each month the employee is on approved leave.
3. The employee's health care coverage will cease the 1<sup>st</sup> of the month that the employee's part of premium is not received.
  - A. If the payment is not received, EMS of LeFlore County will call the employee indicating the premium is due.
  - B. If EMS of LeFlore County does not receive the co-payment from the employee within 2 days after the call, the employee's coverage will cease at the end of the month that full payment was received.
  - C. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse EMS of LeFlore County for the cost of the health benefit premiums paid by EMS of LeFlore County for maintaining coverage during the employee's unpaid leave, unless the employee is unable to return to work due to the employee's serious health condition, or other circumstances beyond the employee's control.

**V. Misrepresentation of Leave.**

- a. If it is discovered that a leave of absence granted for a specific purpose is not being used for that purpose, EMS of LeFlore County may cancel the leave and direct the employee to return to work.
- b. An employee who fraudulently obtains leave is not protected by the FML's job restoration or maintenance of health benefits provisions.
- c. Any employee who misrepresents the purpose for which leave is taken may be subject to disciplinary action, up to and including termination.

**VI. Failure to Return to Work.**

- a. An employee who fails to return to work at the expiration or cancellation of an approved Family/Medical leave, without satisfactory explanation is considered to have resigned from his or her position with EMS of LeFlore County.

## **Garnishment of Wages**

**Purpose:** To comply with applicable law and any valid claim against an employee by garnishing wages when required.

**Policy:** EMS of LeFlore County will deduct and forward to appropriate persons any amount of an employee's wages that have been ordered to be garnished by a court or other appropriate authority.

### **Procedure:**

#### **I. Standards.**

- a. EMS of LeFlore County recognizes that routinely, a child support order, alimony payment, debt, or other legally valid claim against an employee's wages may exist.
- b. Where such a valid claim is received against the wages of an EMS of LeFlore County employee, the subject employee will be notified about the amount and details of the garnishment or wage order.
- c. EMS of LeFlore County is required by law to deduct the garnished amount from the employee's pay, and forward that amount to the party referenced in the order.
- d. EMS of LeFlore County will never ignore an order, or fail to deduct a garnished amount, as long as the order remains in effect.
- e. Under no circumstances will EMS of LeFlore County offer wage "advances" to employees. This especially applies in situations where there is a garnishment order and the "take-home" pay is significantly reduced.

## **Health Insurance & Continuation of Health Care Insurance Under COBRA**

**Purpose:** To maintain the health and well-being of employees and families through continuation of health care benefits when an employee is not working and a COBRA qualifying event has occurred.

**Policy:** EMS of LeFlore County will provide health insurance benefits to employees eligible to participate and will continue health insurance benefits for eligible employees in accordance with federal regulations and this Policy.

### **Procedure:**

#### **I. Health Insurance.**

- a. EMS of LeFlore County, in the interest of providing quality benefits and maintaining the health, safety, and well-being of its employees, provides health insurance to its employees and families.

#### **II. Eligibility.**

- a. Effective full time hire date, employees are eligible to participate in EMS of LeFlore County group health insurance. The program currently covers 100% of the employee's health care insurance premium, but this coverage could change at the sole discretion of management. Additional insurance for family and/or children can be purchased for an additional charge to the employee.
- b. Because of the nature of our work, and the need for healthy personnel staffing our ambulances, we require that insurance coverage be held by all employees. We recognize that you may not desire the health plan that we offer. Employees who can provide proof of insurance from another source may opt out of the insurance coverage.

#### **III. Additional Coverage Under COBRA.**

- a. Eligible employees and dependents enrolled in the EMS of LeFlore County group health insurance plan (provided that it is a covered plan under COBRA) are eligible for continued participation for a temporary period (usually up to eighteen (18) months) in specific circumstances where the coverage would otherwise end.
- b. COBRA provides for temporary coverage for a specific period of time, at the expense of the employee, for cost of premiums and the continuation of coverage depends on the qualifying event. Such qualifying events include:
  1. Voluntary or involuntary separation from employment of the covered employee, for reasons other than gross misconduct.
  2. Death of the covered employee.

3. Reduction in the number of hours worked by the covered employee.
  4. Divorce.
  5. Medicare entitlement.
  6. Loss of dependent child.
- c. Once eligible, COBRA coverage shall continue unless one of the following occurs:
1. Employee becomes covered under another health plan.
  2. Maximum coverage date has been met (36 months after the qualifying event).
  3. Timely payment is not made.
  4. The employer health plan ceases to exist.
  5. The employee becomes eligible for Medicare.
  6. Termination of coverage by EMS of LeFlore County due to, for example, filing of a false claim.
- d. All employees are encouraged to consult with his or her supervisor with any questions regarding continuation of coverage. The supervisor is asked to direct the employee to the appropriate person within EMS of LeFlore County to address the concerns of the employee.

## **Holiday Time**

**Purpose:** To offer certain holidays as paid time off to employees for relaxation and to spend time with family and friends.

**Policy:** Despite the 24-hour nature of our operation, EMS of LeFlore County will recognize certain days as holidays and will provide the day as a paid day off for office staff, and provide holiday pay for those employees who must work the holiday.

### **Procedure:**

#### **I. Standards.**

- a. The following days shall be considered paid holidays for field staff:

New Year's Day	Labor Day
Easter	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Office staff will observe the same as the courthouse, with the exception of election days. Office staff will observe Columbus Day instead..

- b. A holiday begins at 0000 hrs and concludes as 23:59 on the assigned day.
- c. Holiday pay is double time.
- d. Since most of our shifts are twenty-four (24) hour shifts, employees who work on a recognized holiday will be paid holiday pay.

#### **II. Reporting Holiday Time.**

- a. All employees must clearly document any time they worked on an official paid holiday.
- b. Holiday pay will be automatically calculated for all employees and will be paid in the pay period in which the holiday occurs.

## **Introductory Period**

**Purpose:** To ensure proper training of new personnel so that they are properly acclimated to the organization and to determine if the mutual relationship between EMS of LeFlore County and the staff member should continue.

**Policy:** All new hires of EMS of LeFlore County will participate in a six (6) month introductory period. The employee will be evaluated during this time, and at the end of the period a determination will be made as to whether the employment will continue.

### **Procedure:**

#### **I. Standards.**

- a. During the first six (6) months of employment, qualifications and abilities are carefully evaluated relative to work assignments and our environment. Supervisors will provide employees with information about standards and expectations that are required for each job. All employees are encouraged to ask questions and get clarifications of policies and expectations.
- b. During the initial Introductory Period, and any time thereafter, employment may be terminated at the option of either the employee or of EMS of LeFlore County.
- c. Employees will be evaluated at the conclusion of the Introductory Period, at which time all relevant training should be completed.
- d. During the Introductory Period, all employees are expected to become familiar with EMS of LeFlore County policies, including those outlined in this Handbook.
- e. In exceptional circumstances the Introductory Period may be extended an additional 90 days.

## **Jury Duty Leave**

**Purpose:** To accommodate employees called for civic duty.

**Policy:** EMS of LeFlore County shall permit employees called for jury duty to serve, without negatively impacting their employment status or benefits, and to compensate them accordingly.

**Procedure:**

**I. Standards.**

- a. Employees are encouraged to fulfill their civic responsibilities by serving jury duty when required.
  1. Personnel on jury duty will receive compensation from EMS of LeFlore County, for regular scheduled shifts, for time in court. Employee must return to shift upon being released from court, unless A.L. time has been requested. Employee will be punched in at start of court.
  2. Employees are not required to use accumulated leave time to serve on jury duty.
- b. Any employee that has been called for jury duty must provide notice to his or her supervisor, as soon as notified by the court.
- c. If it is determined that serving jury duty will create an operational hardship, EMS of LeFlore County may make efforts to ask to have the person excused from such service, if the employee agrees.
- d. All other benefits will be covered and will accrue during any jury duty leave as if the employee was continually working.
- e. The employee must provide verification of the jury duty leave, including official court attendance verification.

## Longevity Pay

**Purpose:** To provide an incentive to employees for dedication to the EMS District

**Policy:** In accordance with 74 OS 805.2, EMS of LeFlore provides an incentive for employees after two (2) years of continuous full time employment.

**Procedure:**

**I. Standards.**

- a. All employees are eligible for longevity after 2 years of continuous full time employment.
- b. Longevity will be computed from the starting date of full time employment and based on the number of years completed from that date.
- c. Longevity benefits are issued in November.
- d. If an employee terminates employment prior to the issuance of the last November payroll, the employee is not eligible for longevity payment.
- e. In order to be eligible, the employee must maintain continuous full time employment. Any lapse in fulltime employment will result in the employee starting over in the count. Authorized leave will not be counted against an individual.
- f. Longevity and other such benefits may be suspended at any time upon advise of the Executive Director and/or the Board of EMS of LeFlore County.

Incentive

Years of Service	Amount Awarded
2-3	250.00
4-5	426.00
6-7	626.00
8-9	850.00
10-11	1062.00
12-13	1250.00
14-15	1500.00
16-17	1688.00
18-19	1900.00
20 or more	2000.00

## **Military Leave**

**Purpose:** To recognize non-career military service obligations, and comply with federal laws concerning such military service obligations.

**Policy:** EMS of LeFlore County shall permit employees with military obligations to temporarily be excused from employment without affecting their full time non-military career.

### **Procedure:**

#### **I. Background.**

- a. The Uniformed Services Employment and Reemployment Rights Act (USERRA), provides protection to employees of EMS of LeFlore County who still actively engage in certain military activities.
- b. Employees of EMS of LeFlore County who also serve in the Army, Air Force, Navy, Marine Corps, Coast Guard, the respective reserves for these military branches, the National Guard, other National Disaster Medical System commissioned employees, or others as designated by the President are covered under this Policy.
- c. Under this law, any person who has performed, applies to perform, or has an obligation to perform services in a uniformed service shall not be denied:
  1. Initial employment.
  2. Reemployment.
  3. Retention of employment.
  4. Promotion.
  5. Any benefit of the employer.
- d. Any employee shall not be subject to discipline or retaliation based upon:
  1. Action taken to enforce USERRA protections.
  2. Testimony related to USERRA leaves.
  3. Investigation related to a leave covered under USERRA.
  4. Exercise of USERRA rights.
- e. Military leave includes active service, inactive or active training, or other national guard training, service, or other requirements, as outlined under the law.

- f. Cumulative absence for military service shall not exceed five (5) years, with certain exceptions as described in USERRA. USERRA rights are no longer available after five years of military leave have been used.
- g. Entitlement to protection under USERRA terminates upon separation from the uniformed service for dishonorable discharge, dismissal, or dropping from military rolls as outlined by law.

## **II. Requesting Military Leave.**

- a. An employee shall provide advance notice to his or her supervisor as soon as they are aware of the dates they will be on military duty so that arrangements can be made for replacements during this absence, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
- b. Copies of the military order indicating the need for military duty leave must be provided.
- c. Unless specific notice is received that there is no intent to return to work, a request for a military leave of absence will presume that there is an intent to return to employment.

## **III. Benefits While on Leave.**

- a. Employees on military leave will be treated as taking an unpaid leave of absence. Employees may elect to apply accumulated vacation time to the military leave if desired, in order to receive some compensation during military service time spent away from work.
- b. Employees are permitted to maintain health insurance coverage for up to 24 months while on military leave. EMS of LeFlore County may require you to pay for the cost of such health insurance (at a rate permitted by law). If coverage lapses, and/or upon reinstatement, the employee should be entitled to the same health insurance benefits he or she would have been entitled had the military leave not occurred (without any waiting period, or pre-existing condition exclusions being applied).
- c. All seniority dates and benefits will be retained during a military leave as though you remained continually employed, except that actual "working-time" benefits will not accrue, as military service time will not count as "working-time."
- d. EMS of LeFlore County contributions to an employee retirement plan may continue. Upon your return to work after a military leave, you may be required to contribute to the retirement fund for the time spent on military leave.

#### **IV. Returning from Military Leave.**

- a. Employees returning from military leave are entitled to be placed into a position they would have been employed if they had not taken the military leave (or, in some cases, a similar position they are qualified to perform or equivalent pay and seniority.) To qualify for reinstatement:
  1. Employees on military leave for up to 30 days will be reinstated upon reporting to EMS of LeFlore County to work for the first regularly scheduled shift after the end of the military service (or as soon as possible allowing for safe transport).
  2. Employees on military leave for 30 – 180 days can be reinstated when providing a request for reinstatement within 14 days after the end of the military service (or as soon as possible where delay may be necessary based upon no fault of the employee).
  3. Employees serving 180 days or more can be reinstated when providing a request for reinstatement within 90 days after the end of the military service.
  4. In cases where an employee was hospitalized or is recovering from a military-related illness or injury, he or she shall be entitled to request reinstatement after recovery has occurred, provided that the recovery is not longer than two years.
- b. Failure to report under the timelines outlined above shall not forfeit reinstatement rights, but can lead to discipline based upon standard EMS of LeFlore County discipline in accordance with absenteeism policies.
- c. To the extent that refresher and/or retraining courses are required to meet required level of knowledge for a position, EMS of LeFlore County will make reasonable efforts to help the employee meet such requirements.
- d. Any employee who has been reemployed following military leave cannot be discharged without “cause” for one year after the reinstatement if the military service was at least 181 days, and for 180 days after the reinstatement if the military service was between 30 and 180 days.
- e. EMS of LeFlore County is not required to reinstate employees if circumstances have changed to the extent that reinstatement is impossible, or if, based upon the type or nature of employment, reinstatement was not expected.
- f. To the extent that you suffer a service-related disability, EMS of LeFlore County will make reasonable accommodations, including re-employment in a different position of equal seniority, status, and pay when the disability prevents you from performing in your original capacity.

## **Nepotism**

**Purpose:** To prevent conflicts of interest and other problems that may occur when multiple family members are associated with the organization.

**Policy:** EMS of LeFlore County shall not employ relatives of existing paid personnel or members of the Board of Directors, except in limited circumstances and only in cases where potential conflict is minimal.

### **Procedure:**

#### **I. Standards.**

- a. The employment of relatives in the organization may cause serious conflicts and problems with favoritism and morale, and claims of partiality in treatment at work, as personal conflicts from outside the work environment can be carried into day-to-day working relationships.
- b. As a general rule, EMS of LeFlore County will not employ relatives of existing employees. In some situations, relatives may be employed if the employee is not directly supervised by the relative or if management determines the potential for conflict is minimal.
- c. If the relative relationship is established after employment has begun, management will determine if the relationship poses a conflict. If the decision is that one relative must change positions, modify work schedule, or resign, EMS of LeFlore County will permit the individuals concerned to decide which one will make the change. If that decision is not made within 30 calendar days, management will decide, and will make that decision in a non-discriminatory manner.
- d. For the purposes of this Policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g. adoptive parent and child relationship).

## **Orientation Program**

**Purpose:** To help new employees become accustomed to EMS of LeFlore County and how it operates, and to ensure that they have the opportunity to learn all relevant Policies and Procedures.

**Policy:** EMS of LeFlore County will provide initial orientation training and will monitor new staff member performances during the six-month Introductory Period.

### **Procedure:**

#### **I. Standards.**

- a. The Orientation Program is designed to help all employees become familiar with essential operating procedures, patient care protocols, and policies of EMS of LeFlore County, and runs concurrent with the six (6) month Introductory Period.
- b. As part of the Orientation Program, all employees will receive information about the requirements of the position, compensation and benefits, policies, and other relevant information regarding both employment and patient care.
- c. During the Orientation Program, new employees are expected to attend all mandatory and other scheduled training sessions. Training sessions may include such topics as patient care, HIPAA and patient privacy, legal compliance, and other relevant patient care and employment related topics.
- d. Employees are encouraged to ask questions about their employment or the policies of EMS of LeFlore County during any of the Orientation Programs. Even after the Orientation Program and Introductory Period ends, employees are encouraged to voice their concerns and pose questions to their supervisor or other member of management.
- e. At the conclusion of the Orientation Program, you will meet with your supervisor to determine if your employment will be continued beyond the Introductory Period. Successful completion of the Introductory Period and completion of all Orientation Program training does not guarantee permanent employment or alter in any way the at-will employment relationship.

## **Overtime**

**Purpose:** To comply with state and federal laws concerning pay practices.

**Policy:** EMS of LeFlore County will pay non-exempt employees overtime if they work more than 40 hours in a work week in accordance with the US Department of Labor standards.

### **Procedure:**

#### **I. Eligibility.**

- a. All non-exempt career personnel can be eligible for overtime payments.
- b. Any and all work actually performed in excess of forty (40) hours in a week will be paid at a rate of one and one half times the employee's regular rate.
- c. Time spent on vacation, sick, holiday, or personal days will not count as hours worked, and will not be eligible in either calculating the number of hours worked in the week, or in making overtime payments.

#### **II. Standards.**

- a. Due to operational demands, emergencies, weather conditions, or other job requirements, overtime work may be required.
- b. All overtime worked must receive the supervisor's authorization.
- c. All employees should be willing to work and make accommodations as necessary in the interest of patient care and the needs of EMS of LeFlore County, especially in regard to having adequate coverage for its ambulances.
- d. All hours worked must be properly documented to ensure proper payment calculation, including overtime, where applicable.

## **Performance Review & Goal Setting**

**Purpose:** To improve the quality of care that is provided to our patients through careful monitoring of staff performance, and to provide for wage increases to reward good job performance.

**Policy:** EMS of LeFlore County will evaluate its employees to identify strengths and weaknesses and establish goals, with the objective of improving overall job performance.

### **Procedure:**

#### **I. Job Description.**

- a. Each employee will receive a copy of his or her job description outlining the duties of that position. This includes new hires and individuals promoted to new positions within EMS of LeFlore County.

#### **II. Performance Review.**

- a. EMS of LeFlore County will periodically monitor employee performance and provide informal and formal feedback based on performance evaluation criteria. Performance Feedback and Goal Setting will usually be done:
  1. At the end of the initial Introductory Period.
  2. During the annual review period.
  3. At the end of a new Introductory Period following a job transfer or reassignment to new duties.
  4. Following a significant change in job performance, for which an employee is placed on probation.
- b. Supervisors will review job descriptions with all employees at each annual performance appraisal date. At that meeting:
  1. An action plan will be established based for future appraisals.
  2. Strengths and weaknesses, and areas that are in need of improvement will be discussed.
  3. An evaluation will be based upon actions as they relate to job duties, as well as personnel, patient, and outsider interactions.
  4. A review of any disciplinary actions, and appropriate course of action required in light of any disciplinary history may occur.

- c. Comments or disagreements with performance should be discussed openly during the review session. If an employee is not satisfied with a supervisor's explanation of a performance appraisal, he or she may review the objection with the next highest ranking official.
- d. Periodic informal review may also occur. Supervisors may provide regular verbal feedback to staff to continually monitor performance and to serve as a resource for the staff member.

**III. Merit Increases.**

- a. Depending on business conditions, employees may be eligible for a merit pay increase on the yearly anniversary of the employee's date of the start of employment.
- b. Merit pay increases, if given, will be based on job performance and workplace conduct during the previous year, as determined at the annual review.
- c. Employees are not guaranteed an annual merit pay increase, as increases may not be given on a recurring basis due to financial conditions and other factors.

## **Progressive Discipline**

**Purpose:** To ensure that staff members adhere to all essential policies and standards of performance and behavior established by EMS of LeFlore County, including the Code of Conduct, and to initiate corrective action when those standards are not met.

**Policy:** EMS of LeFlore County will follow a progressive discipline approach whenever possible and as appropriate based upon the severity of the offense, and other important factors to help ensure compliance with established policies and standards.

### **Procedure:**

#### **I. Background.**

- a. Progressive Disciplinary Model.
  1. EMS of LeFlore County follows a progressive discipline model. It is a structured, but flexible disciplinary plan, whereby discipline will be handled in phases, and the severity of the discipline will generally increase based upon the severity or frequency of the violation.
  2. EMS of LeFlore County will use this model where appropriate and necessary, but certain violations may warrant immediate and more serious action, based upon the nature or degree of the violation and other factors.
  3. Progressive discipline is accomplished through four levels of sanctions for disciplinary violations - verbal warning, written warning, suspension, and termination. EMS of LeFlore County will attempt to follow this progression whenever possible, but it may skip a step or move to more serious discipline in its discretion, depending on the particular circumstances.
  4. An overlying theme to administration of discipline is to ensure thorough review of each situation and to make an objective determination. Staff members subject to discipline will have an opportunity to be heard and to present their "side of the story" whenever possible, so that "due process" is provided.

#### **II. Standards.**

- a. Depending upon the nature and severity of the offense, interviews and statements of persons involved in the incident may be required.
- b. A supervisor or other member of management will initiate corrective counseling and impose appropriate discipline if necessary after an investigation of the incident has occurred.

- c. All personnel involved in any incident investigation are expected to fully cooperate with any such investigation.
- d. Corrective counseling will be used whenever possible to correct work performance and improper conduct, or in situations where policies such as our Privacy and Compliance Policies have been violated.
- e. Disciplinary action will be imposed only when necessary, depending on the facts and circumstances of the incident. At no time will any disciplinary action be based upon race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.

### **III. Levels of Violations.**

- a. EMS of LeFlore County Progressive Discipline Model is structured as follows:
  1. Verbal warning. Note is placed in the personnel file as a reminder only of the date of violation. Verbal warnings are cleared after one (1) year.
  2. Written warning. Written documentation shall be placed in the personnel file. Written warnings are cleared after two (2) years unless additional write ups occur for the same offense.
  3. Suspension without pay. Written documentation of the nature of the offense and the starting date of the suspension is placed in the personnel file.
  4. Termination from employment or membership.
- b. Minor violations will typically begin with a verbal warning, while more serious violations can result in suspension or in rare cases, termination. At all times, because of the at-will nature of employment, EMS of LeFlore County reserves the right to impose any level of discipline upon any employee for any type of violation as is necessary to maintain operational integrity.

### **III. Types of Violations.**

- a. The following are examples of the types of conduct that can result in discipline, as imposed at the discretion of a supervisor or other member of management, based upon the degree and frequency of the offense.
  1. Violations of any Policy contained within this Handbook, including but not limited to:
    - Repeated absence or tardiness without prior notice.
    - Failure to maintain required personnel records.
    - Rules infractions.
    - Damage or loss of Company property due to carelessness.

- Inappropriate language or conduct toward other personnel, patients, healthcare facility staff, guests or vendors, in violation of the “Sexual and Other Harassment” Policy and Non-Discrimination Commitment.
  - Violation of the “General Compliance” Policy.
  - Participating in dangerous practical jokes and horseplay.
  - Violation of policies pertaining to patient privacy.
  - Unsatisfactory performance or conduct.
  - Falsification of timekeeping or reimbursement records.
  - Insubordination.
  - Deliberate and willful destruction or misuse of patient information or property.
  - Possession, use, or under the influence of drugs, in violation of the “Alcohol and Substance Abuse” Policy.
  - Violation of the “Workplace Violence” Policy.
  - Theft or other misappropriation of Company property.
2. Any patient care related offense, or other violation related to licensure, certification, or term of employment, based upon EMS of LeFlore County or State EMS Agency requirements.

**IV. Documentation.**

- a. All written warnings, investigations, and other documentation related to an incident investigation shall be retained in the staff member’s personnel file.

**V. Non-work Activities.**

- a. Generally, EMS of LeFlore County will not initiate corrective counseling or impose discipline for actions and events that occur on non-work time. However, to the extent that unacceptable off duty conduct affects EMS of LeFlore County, or your ability to perform job duties, appropriate discipline may be imposed.
- b. A supervisor or appropriate member of management shall have the discretion to impose appropriate discipline in situations where off duty activities adversely affect EMS of LeFlore County, its reputation, its obligations, or your ability to perform your job.

## **Rest Periods**

**Purpose:** To maintain high levels of quality patient care by ensuring that personnel are not overworked and are able to function effectively.

**Policy:** EMS of LeFlore County requires that all employees report to duty well rested, and able to meet the needs of the public and patients that we serve for the duration of the shift.

### **Procedure:**

#### **I. Standards.**

- a. Because we provide emergency patient care, keen judgment, skill, and safe performance of job duties are required at all times. To do this, all personnel must report to work well-rested at the start of his or her scheduled shift.
- b. To the extent that a second job prohibits personnel from being able to perform their duties for EMS of LeFlore County, because insufficient rest affects the quality of care, the staff member may be asked to go home, and be will not receive any pay for the remainder of the shift. Likewise, in situations where personnel appear overtired or otherwise exhausted due to insufficient rest, for any reason whatsoever, and where patient care may be affected, the personnel may be requested to return home, and be denied pay for the shift.
- c. In addition to other employment, personnel are asked to schedule other personal outside activities appropriately, so as to be well rested and alert when reporting for duty.
- d. Insufficient rest and other symptoms of exhaustion can affect the ability to perform job duties, and jeopardize the well being of patients and co-workers. In the interest of maintaining a safe work environment, and our commitment to the highest level of patient care, we expect everyone's cooperation with this Policy.
- f. A staff member who routinely arrives to work not well rested, or who shows signs of exhaustion such that patient care may be jeopardized may also face disciplinary action, up to and including termination.
- g. In the event that a crew becomes exhausted during a shift, that crew may contact their supervisor and request an uninterrupted rest period. Crews are expected to complete tasks assigned throughout their shift, but management acknowledges that there are times that a crew can become overextended and further operations may endanger the crew or the public. Supervisors have the authority to place a unit out of service for set periods of time in order to give the crew uninterrupted rest. Crews found to be abusing this privilege will be subject to disciplinary actions.

## **Reporting Workplace Injury/Workers' Compensation**

**Purpose:** To comply with federal and state laws concerning safety in the workplace, to protect employees from injury in the workplace, and to provide wage loss and medical benefits when a staff member is injured on the job and cannot work.

**Policy:** EMS of LeFlore County requires its employees to report all instances of injuries at the workplace so that appropriate steps may be taken. Strict adherence to this Policy is necessary to ensure appropriate benefits are provided when there is a bona fide workplace related illness or injury.

### **Procedure:**

#### **I. Standards.**

- a. Any personnel suffering an injury while on-duty shall promptly advise their supervisor and complete appropriate paperwork, as required by EMS of LeFlore County and/or the relevant state agency. Injuries include, but are not limited to:
  1. Injuries of any nature sustained in any EMS of LeFlore County vehicle (or personal vehicle) received while performing job duties.
  2. Injuries sustained as a result of moving and transporting patients.
  3. Injuries received as a result of patient care (i.e. needle sticks, cuts, possible infectious disease exposure).
- b. All relevant state agency reporting requirements shall apply.

#### **II. Workers' Compensation Insurance.**

- a. EMS of LeFlore County carries Workers' Compensation Insurance to provide for payment of medical expenses and lost wages in the event of a work related accident or illness. To qualify, the injury must occur within the course and scope of employment.
- b. The amount of benefits payable (medical expenses, lost wages, etc.) and the duration of payment depend on (among other things) the nature and severity of your injury or illness, amount of lost work time, and ability to physically perform essential job functions. All medical and wage loss benefits will be provided in accordance with state and federal laws.
- c. Failure to immediately report work related injuries may have a negative effect of the ability to receive prompt Workers' Compensation benefits.

- d. Workers' Compensation benefits will apply only to injuries sustained on-duty, and under no circumstances will apply to injuries sustained by voluntary, non-work activities.
- e. Workers' Compensation benefits have a seven (7) days waiting period, first day starts day after injury. If injury lasts more than twenty-one (21) days, workers' compensation will go back and pay first seven (7) days.
- f. When you qualify for Workers' Compensation lost wage benefits, you will receive reimbursement at the standard Workers' Compensation reimbursement rate as paid by the insurance carrier.

### **III. Reporting Procedures.**

- a. As soon as you believe you may have suffered a work related injury, you should follow the following procedures:
  - 1. Where possible, provide a verbal report of the incident immediately to your supervisor, prior to any written documentation.
  - 2. Seek immediate and appropriate medical attention in accordance with exposure control plan.
  - 3. Complete an "Employee's Report of a Work Related Injury" form, as found as part of this Policy, as well as any state specific forms that may be required.
  - 4. Obtain appropriate pre-authorization information from your supervisor, such as the Workers' Compensation claim number, which may be required for all future treatments.
  - 5. Cooperate with any insurance adjuster or agent who may contact you regarding the accident.
  - 6. Provide a note from your health care provider concerning the nature and scope of the injury, input on performing the functions of you job, and the length of absence that may be required.
  - 7. Take appropriate steps to coordinate time off with your supervisor.
- b. Your supervisor will be involved in your Workers' Compensation claim, and is expected to follow the following procedures:
  - 1. Review the "Employee's Report of a Work Related Injury" and any witness accounts, and investigate the nature and scope of the injury.
  - 2. Prepare and submit to the Insurance Carrier a "Supervisor's Report of a Work Related Injury" as found as part of this Policy.

3. Obtain all relevant medical documentation regarding the nature and scope of the injury from your physician, including:
    - A. Diagnosis.
    - B. Medical Management.
    - C. Restrictions.
    - D. Anticipated date of return to work.
  4. Record the injury in the appropriate log book maintained by EMS of LeFlore County, including any required OSHA logs.
  5. Provide for appropriate accommodations, where possible, when an employee who has suffered a work related injury has been cleared to return to work in a minimal or "light duty" capacity.
  6. Take steps to prevent the hazard, and prevent future occurrence of the event that caused the harm. Where necessary, notification of possible contamination and/or infection should be made to appropriate state agencies.
  7. In the event that training or new policy is required, based upon the accident and injury, the supervisor will coordinate with relevant EMS of LeFlore County staff to ensure prompt action to prevent future occurrence.
- c. In cases where work must be missed, the treating medical professional or physician must authorize the absence. Your treating physician should provide a note indicating the extent of the injury, the treatment date(s), the amount of time that must be taken off work, an anticipated return date (if any), and any restrictions upon your return to work, based on a review of the essential functions of the job.
  - d. Modified or light duty assignments may be available where a physician indicates that you are able to perform some, but not all work duties. Whether light duties will be available will have to be made on a case by case basis, depending upon the work functions that can be performed, the "light duty" that may be available, and the recommendations of the treating physician.
  - e. Any and all Workers' Compensation claims, benefits, and injuries are subject to investigation by your supervisor, as well as insurance adjusters, and other relevant parties. Faking an injury in an attempt to obtain improper Workers' Compensation benefits is a crime.
  - f. All decisions regarding liability, insurance coverage, and payments will be made by the insurance carrier, and will be subject to insurance review and appeal processes. Based upon the degree of the injury you may become eligible for short or long term disability coverage.

- g. The Company will not retaliate against any staff member who makes a good faith report of a work-related injury.**

## **Scheduling**

**Purpose:** To ensure adequate emergency response and ambulance service 24 hours a day, 7 days a week, 365 days a year with the necessary complement of professional personnel.

**Policy:** EMS of LeFlore County requires you to arrive on time for your scheduled shift, or to provide for appropriate coverage when you may be unavailable to serve the assigned shift.

### **Procedure:**

#### **I. Standards.**

- a. EMS of LeFlore County reserves the right to schedule personnel at any time, or change the schedule in accordance with operational needs and demands.
- b. EMS of LeFlore County will develop a staffing schedule on a monthly basis. Work schedules may be changed from time to time at the discretion of EMS of LeFlore County to meet operational demands, schedule changes, and personal conflicts that may arise among assigned staff. Attempts will be made to notify all personnel of any changes made to a posted schedule. To the greatest extent possible, EMS of LeFlore County will attempt to maintain a flexible and fair schedule, and accommodate requests of personnel.
- c. It is your responsibility to arrive for and complete in full your scheduled shift, unless:
  1. A pre-approved request for time off has occurred:
    - A. All requests for time off shall be made as soon as reasonably possible, preferably prior to the development of the schedule.
    - B. When a conflict in the schedule is noticed, and a scheduled person requires time off, the supervisor must be contacted immediately in order to coordinate adequate coverage.
  2. The scheduled personnel has arranged for coverage with another person subject to the following:
    - A. When arranging coverage with another person, equal "swapping" or trading shall occur within the same 40 hour week. Personnel shall not expect another person to cover part or an entire shift without covering an equal amount of time for that other person.
    - B. A trade that incurs overtime time shall not occur. But, exceptions may be made by a supervisor in extraordinary circumstances where a trade among similar personnel cannot occur and overtime hours may be required.

- C. Shift trades in coverage must be made between persons who are equally certified. For example, a Paramedic cannot trade with an EMT, or vice-versa.
  - D. Management must approve any and all trades. Management reserves the right to refuse to permit a swap to the extent that it will pose scheduling or other personnel conflicts. All proposed trades must be submitted in crew scheduler and approved by both employees and submitted to the supervisor at least 7 days prior to the date of the trade.
- d. From time to time, it may be necessary for personnel to be absent during a scheduled shift. It is the responsibility of the employee to find peer coverage for a shift that is less than 14 days away, but must be done through crew scheduler and approved.
  - e. Because all personnel must be alert and able to perform their job at all times, in order to provide the best possible care to patients, all personnel are expected to report to their scheduled shift well rested, and ready to perform their duties. Personnel that are not well rested, or are physically unable to perform their duties as a result of exhaustion may be sent home, and may be subject to discipline. For additional information concerning the obligation to report to duty well rested, please see the "Reporting to Work Well Rested" Policy.
  - f. From time to time, personnel may be required to arrive for a shift early, or remain late after a shift for coverage purposes. It is requested that you remain at your post until your replacement crew has arrived and is prepared for duty. In all situations, the replacement crew is intended to mean personnel with equivalent credentials (e.g. Paramedic for Paramedic). This is done to make sure that there is available coverage for calls that may come in at all times. For employees, such additional time worked may qualify for overtime compensation. For additional information on overtime, please consult the "Overtime" Policy.
  - g. All scheduling will be completed through crew scheduler. Once trade is approved, it is the employee's responsibility for coverage of that shift with equal licensure.
  - h. Unauthorized leave from a scheduled shift or failure to follow your scheduled work hours will result in appropriate discipline.

- i. All trades must be scheduled through crew scheduler, and approved through crew scheduler by the operations supervisor or designee. Any trading will be subject to the following:
  - a. Equal trading shall occur. An employee shall not expect another employee to cover part or an entire shift without covering an equal amount of time for that other employee.
  - b. A trade of straight time for overtime shall not occur. Trades must be scheduled in the same work week.
  - c. Exceptions may be made in extraordinary circumstances where a “swap” cannot occur and overtime hours may be required. Such an exception will be made by the operations supervisor or their designee.
  - e. Trades in coverage must be made between persons of the same certification level. For example, a Paramedic can only trade shifts with a Paramedic and an EMT-Basic can only trade shifts with an EMT-Basic.
  - f. Management reserves the right to refuse to permit a trade to the extent that it will pose scheduling or other personnel conflicts.

## **Separation from Employment/Exit Interviews**

**Purpose:** To improve patient quality of care and operation of our ambulance service, through obtaining candid feedback from staff members who terminate their relationship with EMS of LeFlore County.

**Policy:** All departing staff members shall participate in an exit interview with a management representative prior to their departure.

### **Procedure:**

#### **I. Voluntary or Involuntary Separation from Employment.**

- a. Any employee wishing to voluntarily end his or her employment is asked to submit a written resignation notice to his or her Supervisor. Two (2) weeks advance notice of the employees last day of work is requested.
- b. Any employee terminated, with or without cause may be asked to leave immediately, or be granted a certain amount of time before the employee is separated from employment.
- c. In all separations from employment, employees must return any and all equipment, including pagers, radios, and keys to his or her supervisor on or before the last day of employment.

#### **II. Employee Exit Interviews.**

- a. An exit interview will be conducted by the departing employee's supervisor or other management representative and is designed to help the organization determine its strengths, areas where improvement is needed, and to identify important issues affecting the workplace.
- b. Information obtained in exit interviews will not be placed in individual personnel files and will be treated as confidential information.
- c. The information shall be retained by EMS of LeFlore County, and used for improving future employee-employer relationships, to identify potential improper conduct by others in the organization as well as to improve the quality of services rendered to patients and the public.
- d. Questions during the exit interview may relate to:
  1. Reason for leaving.
  2. Relationship with your co-workers, supervisor(s) and other staff members.

3. **Suggestions for improving work schedules, training, service to patients and customers, working relationships and other important aspects of your job.**
  4. **Level of satisfaction with the job.**
  5. **Level of satisfaction with the organization.**
  5. **Specific concerns identified by the employee.**
- e. **It is requested that all employees be candid in answering these questions.**

## Sexual and Other Harassment

**Purpose:** To maintain a work environment that is free of discrimination and harassment in accordance with applicable law.

**Policy:** EMS of LeFlore County will have “zero tolerance” when it comes to any behavior that rises to the level of unlawful discrimination or unlawful harassment.

### **Procedure:**

#### **I. Harassment Prohibited.**

- a. General Prohibition on Discrimination and Harassment.
  1. All personnel shall respect the rights, opinions, and beliefs of others. Harassment of, or discrimination against, any person by anyone (regardless of their position) because of a person's race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class, is strictly prohibited, whether directed at an employee, a volunteer, or at a member of the community.
  2. Harassment outlined in this Policy is prohibited whether or not it also violates federal and/or state law.
- b. Sexual Harassment.
  1. Sexual harassment may include *any* unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These requests, advances, or sexual conduct constitute unlawful *sexual harassment* when:
    - A. Tolerating the conduct is a condition of employment or condition of participation in EMS of LeFlore County activities. For example:

The submission to the improper conduct is made a term or condition of employment or participation in Company activities (Example: Employee is told by a supervisor that she should date him in order to get a good performance review).
    - B. The conduct has adverse consequences on the individual. For example:

The submission to or rejection of the harassing conduct is used as a basis for employment decisions affecting the individual (Example: Employee refuses sexual

advances or legitimately complains of improper conduct and is assigned a work schedule that is designed to be intolerable).

- C. The conduct offensively interferes with the individual's performance or ability to function in their position. For example:

The conduct has the purpose or effect of unreasonably interfering with performance by creating an intimidating, hostile, or offensive environment (Example: Female member feels sick when she comes to the station because whenever she is there, a male staff member (or members) frequently makes comments about her body parts or physical attributes).

2. Sexual harassment is prohibited. That is:

- A. No one may threaten or imply that submission to or rejection of sexual advances will in any way influence any decision about employment or membership, duties, assignment, or other terms or conditions of employment or membership.
- B. No one may take any personnel action based on a staff member's submission to or rejection of sexual advances.
- C. No one may subject another person to any unwelcome conduct of a sexual nature. Some examples of unwelcome conduct of a sexual nature include:
- Unwelcome physical conduct, such as touching, restraining, blocking, staring, making sexual gestures, exposing private body areas to others, and making or displaying sexual drawings, photographs, videotapes, DVDs or other pornographic materials.
  - Unwelcome verbal conduct, such as sexual propositions, sexual slurs and insults, comments about private body areas (such as breasts and genitals), jokes with sexually-oriented content and other sexual comments.
  - Intentional receipt or transmission of pornographic or sexually explicit jokes, photographs, cartoons, or other material via computer equipment from or through the Internet or via electronic mail.
  - No one may engage in consensual or non-consensual conduct of a sexual nature in EMS of LeFlore County vehicles or on any EMS of LeFlore County property.

- No one may engage in non-sexual touching that could be perceived or otherwise lead to more intimate sexual conduct, including giving backrubs and other treatment that involves touching.

c. Other Harassment.

1. No one may harass anyone because of that person's race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class. Examples of conduct prohibited by this Policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.
2. Physical harassment is prohibited, including but not limited to:
  - A. Kissing, patting, touching, bumping, or other unwanted contact.
  - B. Unsolicited shoulder/body massages.
  - A. Touching or adjusting the clothing of another without permission.
  - B. Blocking passageway or cornering a person so they cannot move even if it is just for a brief moment.
  - C. Involuntary seclusion, such as barring the staff member from contact with other crew members while at the station.
  - D. Physical Assault/Rape.
3. Verbal harassment is also prohibited, including, but not limited to:
  - A. Obscene noises (grunting, panting, whistling, barking, etc.).
  - B. Offensive sexual, racial, or religious comments.
  - C. Offensive reference to or naming of body parts with nicknames.
  - D. Sexual rumors, innuendos, or inquiring about a person's sexual activity.
  - E. Any visual harassment that may accompany (or stand alone) from verbal harassment, including staring at body parts, use of crude notes or gestures, or sexually implicit pictures.
  - F. Pestering for a date or personal information/failing to take "no" for an answer.

## **II. Making Complaints and Reporting Violations.**

- a. Personnel who believe they are a victim of harassment are requested and encouraged to make a complaint to any manager or supervisor to whom they may feel comfortable making the complaint. All personnel are encouraged to report any incident or conduct that is perceived as being in violation of this Policy. Reporting may be verbal or written.
- b. You are not required to first complain to the person who engaged in that conduct, although telling the person engaged in the conduct that their behavior is not welcome or asking them to stop the behavior is a good idea.
- c. Personnel who observe harassment of another staff member are requested and encouraged to report this observation. No reprisal, retaliation, or other adverse action will be taken against any member or employee for making, in good faith, a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to any supervisor or manager.
- d. EMS of LeFlore County will promptly, thoroughly, and impartially investigate any complaint or report of a violation of this Policy. Additionally:
  1. EMS of LeFlore County will protect the confidentiality of information involving individuals involved in harassment allegations to the greatest extent possible. Such information may be shared with those who have a need to know, such as key management personnel and other essential persons involved in the investigation.
  2. Investigations will include interviews of persons believed to be involved, or with potential knowledge of the event, and shall include a full report on each investigation, retaining the confidentiality of all such persons involved where possible.

## **III. Penalties for Violations.**

- a. EMS of LeFlore County will take prompt remedial and possibly disciplinary action if the investigation shows a violation of this Policy. Disciplinary action for career personnel may include verbal or written warning, suspension, or termination from employment.
- b. A complaint or report that this Policy has been violated is a serious matter. Dishonest complaints or reports not made in good faith are also against this Policy, and appropriate disciplinary action will be taken if the investigation shows that deliberately dishonest and bad faith accusations have been made against another staff member.

## **IV. No Reprisals.**

- a. **Persons who report a suspected instance of unlawful harassment or discrimination shall not be subject to reprisals, retaliation, retribution or other negative treatment.**
- b. **Any person who retaliates against a good faith reporter will be subject to discipline.**

## **Short & Long Term Disability**

**Purpose:** To provide employees with some financial protection in the form of insurance in the event that they are injured and unable to work or are disabled for an extended period regardless of when the illness or disability occurred.

**Policy:** EMS of LeFlore County will participate in a Disability Insurance Program to help cover the cost of time lost to illness or injury.

### **Procedure:**

#### **I. Overview.**

- a. All disability insurance programs at EMS of LeFlore County are governed by the official documents of Aflac.
- b. All disability insurance programs are subject to modification, enhancement or reduction of benefits or termination of the program in the sole discretion of the Company.
- c. Employees who wish to participate in the program must meet all eligibility requirements. Employees are responsible for paying the insurance premium which will be included as a payroll deduction.
- a. In the event of a work related illness or injury, medical and wage loss benefits will be paid under our Workers' Compensation program. In these cases the employee may not be eligible for supplemental disability benefits, depending on the terms of the Plan.
- e. Eligible employees must follow all application procedures continued in the Plan when applying for benefits.
- f. There may be requirements to undergo a medical examination to determine eligibility for benefits.

#### **II. Short Term Disability.**

- a. Short term disability insurance is applicable for employees who suffer a non-work related illness or injury and who are unable to work for up to 90 days. The benefit expires after 90 days.
  1. Wage loss benefits will be paid as a percentage of your normal compensation, based upon the terms of the plan.
  2. Payment for these benefits are derived from employee and employer premium contributions that are deducted from each paycheck.
  3. There may be a one week or longer waiting period before benefits actually take effect.

**III. Long Term Disability.**

- a. Long term disability insurance is applicable for employees who suffer a non-work related illness or injury and who are unable to work for more than 90 days.
  - 1. Coverage under the plan will terminate once employment ends, with the exception that benefits that are being received at the time of separation will continue for the time permitted under the terms of the Plan and applicable law.
  - 2. Payment for these benefits are derived from employee contributions that are deducted from each paycheck.
- b. Long term disability payments typically begin after all other available sick time and short term disability benefits have been exhausted.

## **Sick Leave**

**Purpose:** To provide income protection for employees from time lost due to legitimate illness or injury.

**Policy:** EMS of LeFlore County shall provide paid sick time to its full time employees.

### **Procedure:**

#### **I. Eligibility.**

- a. Individuals who have been full time employees for more than 90 days are eligible to accrue 8 hrs per month of sick time. Employees may carry a maximum of 240 hrs of accrued sick time.

#### **II. Standards.**

- a. In order to be eligible for sick time, employees must call at least two (2) hours before the start of his or her scheduled shift. Due to staffing considerations, medics must schedule doctor's appointments during non-duty days.
- b. Sick time does not count as hours worked.
- c. Employees who are absent from work for more than 48 hours of work shift must submit a written excuse from their doctor before they may return to work. EMS may verify this excuse by requesting additional information to determine that sick time benefits were paid for bona fide illness or injury.
- d. Sick time benefits may be used in case where the employee must care for an immediate family member.
- e. Accrued sick time will not be paid to an employee who has terminated their employment, either voluntarily or non-voluntarily. Sick leave shall not be taken after voluntary resignation has been submitted.
- f. Employees are allowed to use 6 days of sick time per 6 months. Use of more sick time is permitted, but the employee will be considered excessively absent which may result in disciplinary action including percentage loss of merit raise or disciplinary action. Abuse of sick leave may be grounds for termination.
- g. Employees requesting more than 72 hours of sick time or 6 days per 6 months will be placed on Family Medical Leave per policy.

#### **III. Relation to Other Benefits.**

- a. Use of paid Sick Time will be permitted for all reasons outlined in the “Family and Medical Leave” Policy, if applicable.
- b. Employees may be required to use paid sick time during any waiting period for short term disability coverage.

## **Tobacco Use**

**Purpose:** To maintain a healthy, clean, and safe environment for all personnel, patients, and visitors.

**Policy:** The use of tobacco containing products is prohibited in all EMS of LeFlore County buildings, and vehicles.

**Procedure:**

**I. Standards.**

- a. Personnel are prohibited from using any type of tobacco products in all vehicles (both passenger compartment and driver compartment) and buildings of EMS of LeFlore County. For purposes of this Policy, “tobacco products” includes but is not limited to cigarettes, e-cigarettes, cigars, and smokeless tobacco products, such as chewing tobacco or snuff.
- b. Personnel are not permitted to use tobacco products while on the scene of an emergency response.
- c. There are no designated smoking areas on EMS of LeFlore County property.
- d. The above standards shall apply to visitors and patients as well as personnel.

## **Tuition Reimbursement**

**Purpose:** The purpose of this policy is to outline expectations regarding reimbursement for tuition/books/fees for courses taken by personnel.

**Policy:** EMS of LeFlore County may reimburse personnel for certain training expenses, in accordance with this policy.

### **Procedure:**

#### **J. Standards.**

A. In order to receive reimbursement for tuition/books/fees, personnel must receive a grade of B or higher for graded courses; a certificate/course completion letter for nongraded courses; or a license.

B. Personnel must pay for all tuition/books/fees should they not successfully complete a course. Any practical or written retest will not be paid for by the department.

C. Detailed receipts including date must be turned in along with an official copy of a of tuition/books/fees. Employees will not be reimbursed directly. Fees will only be paid to the educational body or textbook source.

D. Employee must be in good standing with EMS of LeFlore County for a period no less than 1 year before they are eligible for education reimbursement.

E. Courses must be related to advancement within EMS of LeFlore County. Personnel seeking reimbursement for any other course must have the course and amount of reimbursement approved by the EMS Director. Tuition request must be submitted prior to registering for the course.

F. All members must sign an employment contract that starts after successful completion and/or certification. If the employee separates employment, voluntarily or involuntarily, employee will reimburse the department in full.

## **Unemployment Compensation**

**Purpose:** To comply with federal and state laws regarding unemployment compensation for eligible employees.

**Policy:** EMS of LeFlore County will provide statutory contributions to the unemployment compensation fund so that eligible employees who are displaced, at no fault of their own.

### **Procedure:**

#### **I. Standards.**

- a. Unemployment Compensation is available to provide a weekly supplement in periods of unemployment to eligible persons as determined by state law.
- b. EMS of LeFlore County makes contributions to the unemployment program, to provide for unemployment compensation for employees who are terminated or laid off through no fault of their own, or in some cases when work hours are reduced.
- c. The employee must apply for benefits directly with the appropriate unemployment agency. The Company is not responsible in any way for the application procedures and it does not make determinations on eligibility.
- d. Payments made to the employee will not be supplemented by any additional payments from the Company.

## Vacation Time

**Purpose:** To allow employees the opportunity to have time off to relax and recharge.

**Policy:** EMS of LeFlore County provides paid vacation time to its employees.

**Procedure:**

**I. Eligibility.**

- a. Individuals who have been full time employees for more than 90 days are eligible for Vacation Time. Employees may carry a maximum of two times their yearly accrual rate.

**II. Standards.**

- a. In order to use vacation time, employees must request use of such time as early as possible, but in all cases, at least fourteen days (14) prior to the desired start date.
- b. Vacation Time does not count as "hours worked" for purposes of calculating overtime for any week when an employee works and also takes Vacation Time.
- c. The amount of Vacation Time an individual employee is entitled to depends on the number of years the employee has been employed. Vacation Time amounts (based upon number of years with the Company) are as follows:

Years of Service	Field & Office
1-4	80 Hours Per Year/6.67 hrs. per month
5-10	120 Hours Per Year/10 hrs. per month
11+	184 Hours Per Year/15.33 hrs. per month

- e. Any employee who ceases employment prior to the completion of an anniversary year, shall receive vacation pay pro rated in accordance with the number of months employed. Credit is given for the month of termination only if the termination date falls after the 15th of the month.
- f. An employee is entitled to payment for any unused vacation time upon termination of employment, regardless of the reason for the termination.

## **Wage Deductions**

**Purpose:** To comply with state and federal laws concerning deductions that may be made from an employee's paycheck.

**Policy:** EMS of LeFlore County will deduct from each paycheck only those amounts required by law or authorized by the employee.

### **Procedure:**

#### **I. Standards.**

- a. All deductions as required by state, federal, or local law, or by court order (e.g. garnishment of wages), shall be made.
  1. The amount of the deductions will depend on earnings and on the information furnished on each W-4 form regarding the number of dependents and/or exemptions claimed.
  2. The W- 2 form received each year will indicate precisely how earnings were deducted for these purposes.
- b. Payroll deductions include, but are not limited to:
  - A. Federal Withholding.
  - B. FICA.
  - C. State Income Tax.
  - D. Local Wage Tax and/or Occupational Tax
  - E. Retirement Savings.
  - F. Correction of errors or obligations.
  - G. Miscellaneous Voluntary Deductions.
  - H. Other deductions authorized in writing by the employee.

## **Wages and Pay Period**

**Purpose:** To ensure high quality of care and maintain integrity in the workplace and to make certain that staff members report to work and document the time worked.

**Policy:** As an emergency response agency, it is essential that all employees report to work on time and that they record work time completely and honestly.

### **Procedure:**

#### **I. Standards.**

- a. All employees should have time recorded and be at their assigned workstations ready to respond at the start of their shift.
- b. All employees shall adhere to the terms of the “Scheduling” Policy, including the provisions for calling off, and trading shifts with other personnel.
- c. Due to the nature of our business, there are no designated meal breaks during the scheduled shift for operational staff. Operational staff are paid for the full work shift and are permitted to take meal breaks as the call volume permits. All operational staff must remain ready to respond during meal breaks.
- d. Non-operational staff receives unpaid meal breaks. These employees (such as billing or office staff) should not perform any work tasks during their assigned meal break.
- e. Operational staff are expected to work their full shift, as reported on the work schedule, unless provisions have been made and approved by a supervisor, or unless an emergency situation warrants an early departure. In all cases, changes to the schedule must be approved of by your supervisor, and appropriate coverage must occur.

#### **II. Definitions.**

- a. For purposes of this Policy, “Operational Staff” means EMTs, Paramedics, and others actively engaged in patient care in the field.
- b. For purposes of this Policy, “Non-Operational Staff” means all administrative and financial staff who perform business functions and are not engaged in directly providing EMS or ambulance service.

#### **III. Work Week.**

- a. The designated “work week” for EMS of LeFlore County for calculating overtime eligibility and other purposes is the seven (7) consecutive days starting at 0800 a.m. Sunday and ending at 07:59 a.m. the following Sunday.

**IV. Hours of Work.**

- a. All employees will be assigned and expected to work the shift periods assigned to them.

**V. Recording Work Time.**

- a. Employees are responsible for punching in and punching out when reporting for work or leaving work.
- b. Anyone found falsifying a time sheet or anyone completing another employee's time sheet or clocking in for another employee will be subject to discipline.
- c. Timesheets, and the correctness of, is the responsibility of the employee.
- d. EMS of LeFlore County may utilize mechanical or electronic time clock systems that may modify employee responsibilities under this policy.

**VI. Pay Day.**

- a. The official pay period is bi-weekly and automatic deposit of payroll is completed every other Wednesday for the preceding two week pay period. In the event of holiday, payroll will be issued the previous day whenever possible.

**ATTACHMENT A**  
**Position Description – EMT**

**POSITION TITLE:**

Emergency Medical Technician

**POSITION IDENTIFICATION**

Reports to: Supervisor  
Employees Supervised/Directed: None  
FLSA Code: Non-Exempt

**POSITION PURPOSE AND SUMMARY:**

The ideal Emergency Medical Technician (“incumbent”) will perform duties associated with providing rescue services and emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and EMS of LeFlore County policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The incumbent must possess and apply knowledge and skills necessary to perform the duties of an emergency medical technician and rescuer, in a dignified and compassionate manner, including:

- Responding to emergency and non-emergency calls calmly, efficiently and promptly;
- Administering basic and advanced life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards;
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
- Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques;
- Treating patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, local, laws, regulations, and standards;
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Maintaining order at scenes, including crowd disbursement and restraint of family and friends; and
- Completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion.

The incumbent must perform all job responsibilities in a manner that protects patient privacy:

- The incumbent is expected to protect the privacy of all patient information in accordance with the Company's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Company's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Company operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in Company privacy training and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with Company Policy.

The incumbent must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:

- Responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local law, regulations and standards;
- Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and this equipment is in good working order at all times;
- Cleaning, organizing and restocking vehicles in a ready condition after each transport;
- Receiving requests for emergency and non-emergency ambulance service and other duties-related communication via two-way radio and other communication devices;
- Maintaining accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of EMS of LeFlore County and as directed by superiors;
- Handling telephone communications professionally and efficiently with careful regard to the divulgence of information;
- Coordinating requests for non-emergency transports in accordance with the non-emergency transport policies;
- Monitoring communication equipment to maintain contact with the dispatcher;
- Performing rescue operations; and
- Maintaining apparatus and equipment.

The incumbent must perform routine tasks in and around the ambulance service building, including:

- Checking, restocking, inventorying and cleaning any apparatus operated by EMS of LeFlore County;
- Cleaning, doing dishes, emptying trash and other related duties in the fire station;
- Washing and drying towels, coveralls, and other laundry in the provided heavy duty washing equipment;
- Representing the ambulance service while on duty at public service functions, expositions, and other public events;
- Providing ambulance stand-by services at sporting events or any other activities designated by the supervisor; and
- Performing any other duty related to EMS of LeFlore County as designated by the supervisor.

The incumbent must also:

- Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards;
- Be flexible, as emergency services operate on a 24-hour clock; the incumbent's assigned work shift schedule may vary and the incumbent should be available to respond immediately for a call during the assigned work period, and the start and shift times may vary due to the nature of the business;
- Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses; and
- Assure that all certifications, licenses and registrations are up-to-date.

## QUALIFICATIONS

### Educational Requirements

The incumbent must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, and must have and maintain current state emergency medical technician certification (license, if applicable).

### Certificates, Licenses And Registrations

The incumbent must possess and maintain a valid driver's license, current state EMT certification (license, if applicable), American Heart Association BCLS certification, EVOC/EVDT certification, Hazardous Materials Operations, PALS, ACLS, and other certifications as required.

### Minimum Experience, Abilities Required And Special Requirements

This position requires one year of experience in the field of rescue and emergency medical services. Additionally, the incumbent must possess basic working knowledge of an IBM-compatible computer, and be able to enter necessary data into a computer.

#### PHYSICAL REQUIREMENTS OF THE POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position: (*Occasionally equals 1-33%; Frequently equals 34%-66%; and Continuously equals 67-100% of a typical work day.*)

**STANDING/WALKING:** Frequently to continuously when responding to calls. Optional while at rest at the facility. This usually includes: going to and from the emergency vehicle, getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the incumbent must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

**SITTING:** Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

**LIFTING AND CARRYING:** Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. Incumbents will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10-inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.

**BENDING AND STOOPING:** Frequently throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the

ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop 1 to 15 times per incident.

**CROUCHING AND KNEELING:** Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for a duration up to 30 minutes or greater.

**CLIMBING:** Occasionally. This is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the incumbent be lifting and carrying heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

**REACHING:** Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The incumbent may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

**PUSHING AND PULLING:** Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

**HANDLING OR GRASPING:** Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral grasping and spherical grasping.

**HAZARDS:** The incumbent, when responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. Driving at speeds beyond the posted limit may occur and, therefore, the incumbent may be exposed to vehicular accidents at a higher speed than normal. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers.

MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly; coolly and collectedly under all types of stressful situations;
- Get along well with diverse personalities;
- Communicate with patients and others with empathy and respect;
- Create and maintain a positive and cooperative working environment in stressful situations;
- Work smoothly and professionally in an environment where teamwork is essential;
- Analyze and interpret difficult and complex patient care and personnel situations;
- Work independently with a minimal supervision for assigned tasks;
- Exercise sound independent judgment within general Policy and procedural guidelines;
- Anticipate and identify problems and take initiative to prevent or correct them;
- Establish and maintain effective working relationships with all levels of personnel within the medical community, EMS of LeFlore County, outside agencies, patients, and members of the community;
- Understand and follow federal, state and local laws, and EMS of LeFlore County policies, procedures, and rules;
- Follow orders;
- Remember and apply concepts, knowledge and principles; and
- Appropriate deal with stress and maintain composure when encountering serious injuries or illnesses.

DISCLAIMER

*The information provided in this description is designed to indicate the general nature and level of work performed by incumbents within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.*

ACKNOWLEDGMENT

I, \_\_\_\_\_, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of the Company. I also understand that if employed by the Company, I am employed as an at-will employee and that the Company or I may terminate the employment relationship at any time, without notice, and for any lawful reasons

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

**ATTACHMENT B**  
**Position Description - Paramedic**

POSITION TITLE:

Emergency Medical Technician-Paramedic

POSITION IDENTIFICATION

Reports to:	Supervisor
Employees Supervised/Directed:	None
FLSA Code:	Non-Exempt

POSITION PURPOSE AND SUMMARY

Under the supervisor, the ideal incumbent will perform duties associated with providing emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and Company policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities

The incumbent must possess and apply knowledge and skills necessary to perform the duties of an Emergency Medical Technician and Emergency Medical Technician Paramedic, in a dignified and compassionate manner, including but not limited to:

- Responding to an emergency efficiently and promptly;
- Administering basic and advanced life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards, and in accordance with Company policies and guidelines;
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
- Treating patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards, and in accordance with Company policies, rules, and guidelines;
- Effectively communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Maintaining order at scenes, including crowd dispersement and restraint of family and friends;
- Completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion;
- Adhere to and follow all Policies and Procedures concerning safety and contamination by bloodborne pathogens; and

- Educate and /or train squad personnel, EMS trainees and the public.

#### Job Responsibilities Related to Patient Privacy

1. The incumbent is expected to protect the privacy of all patient information in accordance with the Company's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Company's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with EMS of LeFlore County.
2. The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Company operations.
3. The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer.
4. The incumbent is expected to actively participate in Company privacy training and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with Company Policy.

#### Additional Obligations and Skills

The incumbent must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including but not limited to:

- Promptly responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, and local laws, regulations and standards, and in accordance with Company policies, rules, and guidelines;
- Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and that the equipment is in good working order at all times;
- Cleaning, organizing and restocking vehicles in a ready condition after each transport;
- Receiving and responding to requests for emergency ambulance service and other duties-related communication via two-way radio or other communication devices;
- Maintaining accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of the Company and as directed by superiors;
- Properly document each transport on the approved Patient Care Report in accordance with Company Policies and Procedures;

- Handling telephone communications professionally and efficiently with careful regard to the divulgence of information respecting confidentiality requests at all times;
- Coordinating requests for non-emergency transports in accordance with the Company's non-emergency transport policies;
- Monitoring communication equipment to maintain contact with the dispatcher; and
- Maintaining apparatus and equipment in accordance with all policies, procedures and direction.

The incumbent must perform routine tasks in and around the ambulance service building, including but not limited to:

- Checking, restocking, inventorying and cleaning any apparatus operated by the Company;
- Cleaning, doing dishes, emptying trash and other related duties in the station;
- Washing and drying personal protective equipment in heavy duty washer and dryer;
- Representing the ambulance service while on duty at public service functions, expositions, and other public events; and
- Performing any other duty related to the Company as designated by the supervisor or Chief.

The incumbent must also:

- Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards;
- Be flexible, as emergency services operate on a 24-hour clock; the incumbent's assigned work shift schedule may vary and the incumbent should be available to respond immediately for a call during the assigned work period, and the start and shift times may vary due to the nature of the business;
- Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses;
- Assure that all certifications, licenses and registrations are up-to-date; and
- Conduct him/herself in a courteous, helpful, dignified and professional manner at all times when dealing with patients, co-workers, supervisors and or the public.

## QUALIFICATIONS

### Educational Requirements

The incumbent must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, and must have and maintain current

paramedic certification. An incumbent must also maintain the required annual continuing medical education credits as set forth by the State EMS Office.

#### Certificates, Licenses And Registrations

The incumbent must possess and maintain a valid driver's license, Paramedic certification, ACLS, American Heart Association BCLS certification, EVOC/EVDT certification, Hazardous Materials Operations, PALS and BTLS or PHTLS certification.

#### Minimum Experience, Abilities Required And Special Requirements

This position requires one year of experience in the field of rescue and emergency medical services. Additionally, the incumbent must possess basic working knowledge of an IBM-compatible computer, and be able to enter necessary data into a computer.

#### PHYSICAL REQUIREMENTS OF THE POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position: Occasionally equals 1-33%; Frequently equals 34%-66%; and Continuously equals 67-100% of a typical work day.

**STANDING/WALKING:** Frequently to continuously when responding to calls. Optional while at rest at the facility. This usually includes: going to and from the emergency vehicle, and getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the incumbent must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

**SITTING:** Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation. The facility is equipped with a small lounge area that is furnished.

**LIFTING AND CARRYING:** Frequently required to lift and carry weights ranging from a few pounds to ten pounds and above. Occasionally required to lift and carry weights in excess of 100 pounds or more. Incumbents will need to lift and carry with one team member adult patients, lifting them from various positions (such as a bed or a chair) onto various

patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10 inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.

**BENDING AND STOOPING:** Frequently. Frequently throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop any number of times per incident.

**CROUCHING AND KNEELING:** Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident.

**CLIMBING:** Occasionally. This is required when climbing steps up and down with a patient on a cot or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the incumbent be lifting and carrying heavy objects such as a cot or other device with a patient on it. Balancing may be required when backing down staircases.

**REACHING:** Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The incumbent may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

**PUSHING AND PULLING:** Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

**HANDLING OR GRASPING:** Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and operating medical equipment boxes that may weigh approximately fifty pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral grasping and spherical grasping.

**HAZARDS:** The incumbent, when responding to emergency situations, may be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers. At all time the incumbent is expected to adhere to all applicable Policies and Procedures concerning safety and the prevention of contamination and infection due to bloodborne pathogens.

#### MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly, coolly and collectedly under all types of stressful situations;
- Get along well with diverse personalities;
- Communicate with patients and others with empathy and respect;
- Create and maintain a positive and cooperative working environment in stressful situations;
- Work smoothly and professionally in an environment where teamwork is essential;
- Analyze and interpret difficult and complex patient care and personnel situations;
- Work independently with minimum supervision for assigned tasks;
- Exercise sound independent judgment within general Policy and procedural guidelines;
- Anticipate and identify problems and take initiative to prevent or correct them;
- Establish and maintain effective working relationships with all levels of personnel within the medical community, the Company, outside agencies, patients, and members of the community;
- Understand and follow federal, state and local laws, and Company policies, procedures, and rules;
- Establish and maintain effective working relationships with others;
- Follow orders;
- Remember and apply concepts, knowledge and principles;
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

#### DISCLAIMER

*The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

#### ACKNOWLEDGMENT

I, \_\_\_\_\_, have read this position description in its entirety and fully understand and understand the expectations, requirements and hazards associated with this

REVISION DATE: MARCH 18, 2013  
OCTOBER 20, 2014

position, and that the job description and duties are subject to change at the discretion of the Company. I also understand that if employed by EMS of LeFlore County, I am employed as an at-will employee and that the Company or I may terminate the employment relationship at any time, without notice, and for any lawful reasons

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

**ATTACHMENT C**  
**Handbook Acknowledgment**

This Personnel Handbook describes important information about EMS of LeFlore County, and I understand that I should consult with EMS of LeFlore County management regarding any questions not answered in the Handbook. However, it is not all-inclusive of the policies or procedures of EMS of LeFlore County.

The information, Policies and benefits described in this Handbook are subject to change. Whenever possible, all such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies at any time and without any prior notice.

If I am an employee, I have entered into my relationship with EMS of LeFlore County voluntarily and acknowledge that there is no guarantee of employment. Accordingly, either EMS of LeFlore County or I can terminate the relationship at any time. I understand that this Handbook is not a contract of employment or membership, and does not alter the "at-will" nature of my employment or membership where the "at-will" relationship already exists.

I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE NAME (TYPED OR PRINTED)

**ATTACHMENT D**  
**Confidentiality and Non-Disclosure Statement**

The protection of confidential business information and trade secrets is vital to the interests and the success of EMS of LeFlore County. Such confidential information includes, but is not limited to:

- Patient Information
- Compensation Data
- Patient and Customer Lists
- Financial and Billing Information
- Marketing Strategies
- Pending Projects and Proposals

All personnel are required to respect the confidentiality of all proprietary or confidential information and are expected to not disclose such information to individuals outside of EMS of LeFlore County. We may require our personnel to sign a non-disclosure agreement as a condition of membership or employment. Personnel who improperly use or disclose any confidential information (including confidential business information or patient information) will be subject to disciplinary action, up to and including expulsion and termination.

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SIGNATURE

DATE

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PRINTED NAME

## **ATTACHMENT E**

### **Exit Interview Questionnaire**

EMS of LeFlore County conducts exit interviews with all employees who leave the organization. This interview is conducted by your supervisor and is designed to help the organization determine its strengths and weaknesses, and to identify important issues affecting the workplace, as well as identify possible compliance problems. This information is treated as confidential information.

The following questions may be included in the Exit Interview, and are in no way meant to be exhaustive. Any affirmative answers to questions about misconduct should be followed up with detailed questions designed to identify: (1) participants in the conduct, (2) witnesses to the conduct or others with knowledge of the conduct, (3) the date and place of the conduct, (4) location of any documents or physical evidence, and (5) any other information necessary to ABC Ambulance to either verify or disprove the allegations.

#### About your departure

1. Do you feel that you are leaving on good terms with ABC Ambulance?
2. Tell me about why you've come to the decision to leave ABC Ambulance.
3. What are your main reasons for leaving?
4. How long had you thought about leaving?
5. Do you have another job to which you are headed?
6. If so, what does it have that ABC Ambulance can't offer to you?
7. What could have been done to prevent your departure?
8. Would you like us to be a reference for you in the future?
9. Would you consider working here again? If not, why?
10. Would you recommend the Company as a place of employment/membership for family and friends? If not, why?

#### About your experience at ABC Ambulance

11. How satisfied were you working here?
12. What was most satisfying about your job?
13. What was least satisfying about your job?
14. If you could change anything at ABC Ambulance, what would it be?
15. Do you feel that you received adequate feedback, training and support while with ABC Ambulance? If not, what could be improved?
16. Did you receive adequate job performance evaluations, as outlined by ABC Ambulance policies? If not, what was missing?
17. Were you happy with the job expectations, pay, benefits, Policy requirements, etc.? If not, why, and what was inconsistent with your expectations?
18. Did any Policy requirements make your performance more difficult, or impose obstacles on your performance?
19. Were you happy with your supervisor? If not, why?
20. If so, is there anything that could be done to improve his/her management style?

#### Work environment

21. What suggestions can you offer to prevent other employees from departing in the future, under similar circumstances?
22. Do you feel that you could have done more here, or expanded your horizons and shown more of your capabilities and potential, but were denied that opportunity?
23. What is your impression of the way ABC Ambulance handles internal communications (e.g. the ability to make complaints, request change, and offer advice to make things better)?
24. Do you have any suggestions as to how working conditions, benefits, and relationships between employees and management could be improved?
25. What can ABC Ambulance do better to retain its best employees?
26. Were you the victim of any hostility, harassment, or other mistreatment, during your employment, and especially, after your announcement to leave?
27. What could be done to improve ABC Ambulance as a whole?
28. Based upon your job description at the time of hire, do you feel that ABC Ambulance met your expectations?
29. Did ABC Ambulance help you to advance your career goals?
30. Did ABC Ambulance provide a friendly, safe and pleasant work atmosphere?

#### Compliance

31. Did you ever witness any activity you thought was inappropriate (e.g. improper billing, poor quality of care, improper conduct, Policy violations)?
32. If so, did you ever report your concerns to management? If not, why?
33. If so, do you feel your concerns were adequately addressed?
34. If so, were the problems corrected and have they not recurred?
35. Are you aware of any activities that you feel may be construed as fraudulent and abusive, or in violation of Medicare program standards?
36. Are you aware of any conduct you feel is unethical, illegal, or observe any other activity in violation of policies? If so, elaborate.
37. Have you heard substantive rumors or reports (i.e., those you felt had some credibility) of alleged unethical or illegal conduct by other ABC Ambulance employees or volunteers?
38. Are you aware of instances where personnel removed ABC Ambulance documents or computer files without returning them to the ABC Ambulance?
39. Are you aware of instances of breaches of confidentiality, involving ABC Ambulance patient information or proprietary ABC Ambulance information?
40. Do you believe that security, enforcement, and other privacy, confidentiality, and proprietary standards were adequately met?

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Interview conducted by

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Interview Date

**ATTACHMENT F**  
**Authorization for Reference Checks, Criminal History Checks and  
Drug and Alcohol Testing**

I have applied for employment with the EMS of LeFlore County. As a part of the application process, I understand that EMS of LeFlore County will conduct a background and reference check which may include a review of public records, criminal history check, and inquiries of my former employers and references which I have provided regarding my qualifications and suitability for employment, as well as verification of any information I have provided in this application. As part of this inquiry, I understand that EMS of LeFlore County will obtain a report of criminal history information and driver's license history, from applicable law enforcement agencies, or, in some cases, the Federal Bureau of Investigation, and that applicable state law may prohibit the employment of persons convicted of certain crimes. I also understand that the application process includes a Drug and Alcohol test, which may also be conducted at various times throughout my employment.

I hereby give my permission to any of my listed references to release to EMS of LeFlore County any information regarding my work and volunteer experience, including, but not limited to performance of expected duties and disciplinary information, to EMS of LeFlore County.

I hereby authorize EMS of LeFlore County to conduct this background and reference check, as well as a Drug and Alcohol screen as part of the application process, and I release from liability EMS of LeFlore County and its representatives for seeking, gathering, and using such information. I also release any individual or entity from any liability whatsoever for providing EMS of LeFlore County with any information concerning my qualifications and suitability for employment, including the former employers and personal references I have identified on the application.

I authorize EMS of LeFlore County to send a copy of this authorization to my listed references or anyone else contacted by the Company to provide information about me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_

**ATTACHMENT G**  
**Application for Employment**

EMS of LeFlore County considers applications for employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class. EMS of LeFlore County IS A DRUG-FREE WORKPLACE

PLEASE PRINT

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Are you at least 18 years of age? YES NO Date Available to Start: \_\_\_\_\_

Hours Requested (please circle) Full Time Part Time

How did you find out about this position? \_\_\_\_\_

Do you have any relatives or friends working/volunteering here? \_\_\_\_\_

Please list: \_\_\_\_\_

**POSITION INFORMATION**

Position(s) Applying For: \_\_\_\_\_

Have you ever worked/volunteered for this organization? \_\_\_\_\_

If so, date(s) \_\_\_\_\_ Prior position(s) here: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**CERTIFICATION INFORMATION**  
(List only current certifications - photocopies required at interview)

Certification	Certification Number	Expiration Date	Certifying Agency
CPR			
EMT/EMT-P			

(Circle One)			
National Registry			
PALS			
ACLS			
BTLS			
EMD			
CDL			
Other: _____			

**WORK REQUIREMENTS  
 AND GENERAL INFORMATION**

Can you provide proof, if hired, that you are eligible to work in the U.S.?      YES    NO

Do you have a valid Driver's License?      YES    NO    Class: \_\_\_\_\_

Issued by what State? \_\_\_\_\_      Driver's License #: \_\_\_\_\_

List all moving violations (convictions) and accidents and any suspensions or revocations of your license in the last five years: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted, or pled guilty or no contest to a felony or misdemeanor, including a DUI/DWI or similar offense, had any moving violations, or had your license revoked or suspended?      YES    NO

If yes, explain: \_\_\_\_\_

*A conviction will not necessarily disqualify you from employment.*

Have you ever been excluded or are you currently excluded from participating in any federal health program such as Medicare or Medicaid?      YES    NO

If yes, explain: \_\_\_\_\_

**EMPLOYMENT HISTORY**  
 (List your last three employers or volunteer activities, starting with the most recent.)

I.

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_      Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_      Salary: \_\_\_\_\_

End Date: \_\_\_\_\_      Salary: \_\_\_\_\_

Job Description (including duties and responsibilities): \_\_\_\_\_

\_\_\_\_\_

Employer's Telephone #: \_\_\_\_\_ May we contact?: YES NO

Reason for leaving: \_\_\_\_\_

II.

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Salary: \_\_\_\_\_

End Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Job Description (including duties and responsibilities): \_\_\_\_\_

\_\_\_\_\_

Employer's Telephone #: \_\_\_\_\_ May we contact?: YES NO

Reason for leaving: \_\_\_\_\_

III.

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Salary: \_\_\_\_\_

End Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Job Description (including duties and responsibilities): \_\_\_\_\_

\_\_\_\_\_

Employer's Telephone #: \_\_\_\_\_ May we contact?: YES NO

Reason for leaving: \_\_\_\_\_

MILITARY:

BRANCH OF SERVICE	DATE BEGAN	DATE ENDED	RANK & DUTIES	DATE DISCHARGED	LOCATION

--	--	--	--	--	--

Explain any gaps in employment: \_\_\_\_\_

\_\_\_\_\_

**PAST EMPLOYMENT**

Have you ever been:

- |  |     |    |
|--|-----|----|
| Disciplined or terminated for reckless driving?                    | YES | NO |
| Placed on probation or terminated for excessive absenteeism?       | YES | NO |
| Disciplined or fired for insubordination?                          | YES | NO |
| Disciplined or fired for violation of safety rules?                | YES | NO |
| Disciplined or fired for assault or fighting?                      | YES | NO |
| Disciplined or fired for harassment?                               | YES | NO |
| Disciplined or fired for patient abuse?                            | YES | NO |
| Disciplined or fired for alcohol or drug related activity at work? | YES | NO |

If you answered yes to any question above, please explain: \_\_\_\_\_

\_\_\_\_\_

*Answers of Yes for any of the above questions will not necessarily disqualify you from employment.*

**EDUCATION AND TRAINING**

**HIGH SCHOOL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Years completed: \_\_\_\_\_

\_\_\_\_\_

Did you graduate? YES NO

If not, highest grade completed: \_\_\_\_\_

Have you received your GED? YES NO

**COLLEGE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Years completed: \_\_\_\_\_

\_\_\_\_\_

Did you graduate? YES NO

If not, highest year completed: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

**OTHER COLLEGE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Years completed: \_\_\_\_\_

\_\_\_\_\_

Did you graduate? YES NO

If not, highest year completed: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

**TECHNICAL SCHOOL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Years completed: \_\_\_\_\_

\_\_\_\_\_

Did you graduate? YES NO

If not, highest year completed: \_\_\_\_\_

Certificate: \_\_\_\_\_

License: \_\_\_\_\_

Expires: \_\_\_\_\_

Expires: \_\_\_\_\_

**OTHER SCHOOL/TRAINING:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Years completed: \_\_\_\_\_

\_\_\_\_\_

Did you graduate? YES NO

If not, highest year completed: \_\_\_\_\_

Certificate: \_\_\_\_\_

License: \_\_\_\_\_

Expires: \_\_\_\_\_

Expires: \_\_\_\_\_

OTHER: \_\_\_\_\_

EMS/FIRE SERVICE RELATED TRAINING NOT LISTED ABOVE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMS/FIRE/PROFESSIONAL AFFILIATIONS (other than listed under prior employment):**

\_\_\_\_\_

\_\_\_\_\_

Describe any additional qualifications or information, personal or professional, that you feel would be beneficial for us to know when considering your application:

---

---

**REFERENCES**

List **three** persons, other than relatives, who have knowledge of your work experience and/or education.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Years Known: \_\_\_\_\_  
Telephone Number (including area code): \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Years Known: \_\_\_\_\_  
Telephone Number (including area code): \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Years Known: \_\_\_\_\_  
Telephone Number (including area code): \_\_\_\_\_

**ACKNOWLEDGMENT**

I certify that the information I have given on this application is true, complete and correct, and I understand that any false information, or the omission of information may be considered as sufficient reason for my discharge if hired. I recognize that completion of this application does not mean that job openings exist and does not obligate the Company in any way. Applications will remain active for six months, after which time re-application will be necessary. If hired, employment will be "at will" and either I or the Company is free to terminate the employment relationship at any time without cause and without prior notice. This application is not an agreement or a contract for employment.

If offered a position and at any time thereafter, I consent to medical examinations as may be required to determine my fitness to perform the job duties.

I understand that I may be required to undergo drug screening tests as a condition of employment. To comply with this requirement, I consent to providing a sample of my urine or other physical samples (such as blood or hair) prior to employment and again at any time so requested. Specimens will be tested for both legal (prescription drugs) and illegal substances. A positive test for legal substances will require proof of a current prescription. I further consent to allow any doctor, hospital or testing laboratory to conduct any medical test or examination as may be required by the Company as a condition of my employment, and I hereby give my consent to the release of all information which the Company deems necessary to determine my ability to perform job duties now or in the future.

I further understand that refusal to submit to an alcohol or drug screen test at any time will result in immediate discharge from this Company.

I hereby authorize the Company to investigate my employment history with former employers and to make any further investigation deemed necessary in connection with my application for employment, including a criminal history check, driving history check, child abuse clearance check, and other such inquiries. I release the Company and all informants from all liability resulting from such inquiries. I waive all rights to see or review the information so furnished.

I certify that I am not now, nor have I ever been excluded from any state or federal health care program. I further understand that if it is determined that I was so excluded, my employment with the Company may be terminated.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**ATTACHMENT H**  
**Employee's Report of Work Related Injury Form**

**To be completed immediately after an accident and submitted to your supervisor.**

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
No. of Dependents: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Gross wages (biweekly): \$ \_\_\_\_\_  
Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_  
Location of Accident: \_\_\_\_\_  
Name of witness(es) to accident: \_\_\_\_\_

Describe in detail how the accident occurred (include how injury occurred, work related activity you were engaged in at the time of the accident, and the cause of the injury):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part of body injured (specific: right thumb, lower back, etc.): \_\_\_\_\_  
Type of injury (sprain, burn (degree), cut, etc.): \_\_\_\_\_

Was medical treatment sought? YES NO  
If so, name of medical provider: \_\_\_\_\_

No. of days missed from work: \_\_\_\_\_  
Return to Work Date (as indicated by physician): \_\_\_\_\_  
Type of leave requested: \_\_\_\_\_

Was safety equipment provided? YES NO      Was safety equipment used? YES NO

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT I**  
**Supervisor's Report of Work Related Injury Form**

**To be completed and forwarded to Workers' Compensation Carrier.**

Name of injured employee: \_\_\_\_\_

Date of accident: \_\_\_\_\_

Date Employer/Supervisor was notified: \_\_\_\_\_

Location of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Describe in detail how the accident occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Part of body injured: \_\_\_\_\_

Type of Injury: \_\_\_\_\_

Return to work date (as stated by the physician): \_\_\_\_\_

No. of days missed from work: \_\_\_\_\_ Type of leave used: \_\_\_\_\_

No. of days worked with restrictions: \_\_\_\_\_

Witnesses to Injury: \_\_\_\_\_

Do you agree with the employee's description of the accident: YES NO

If no, explain: \_\_\_\_\_

\_\_\_\_\_

Was safety equipment provided? YES NO Was safety equipment used? YES NO

If no, explain: \_\_\_\_\_

Recommendation on how to prevent this type of accident from recurring:

\_\_\_\_\_

\_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT J**  
**Accident Witness Statement Form**

**To be completed and returned to Supervisor as soon as possible.**

Name of injured employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location of accident: \_\_\_\_\_

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Describe in detail how the accident occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was safety equipment provided? YES NO      Was safety equipment used? YES NO

If no, explain: \_\_\_\_\_

Name of witness (print or type): \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_