



**MARSING AMBULANCE
EMS DISTRICT
PERSONNEL MANUAL**

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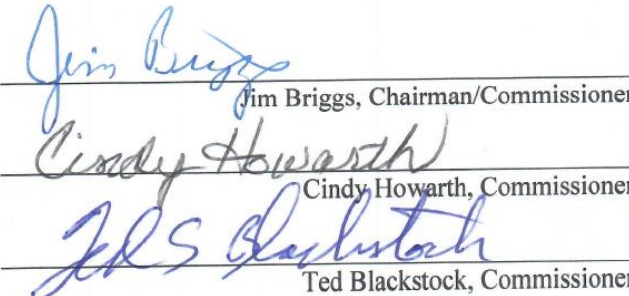
WELCOME

Welcome to Marsing Ambulance EMS District! We are excited that you have chosen to volunteer here and thank you for joining our team. At Marsing Ambulance, we are proud and grateful for the opportunity to provide friendly and high-quality services to the citizens of our community. We truly believe that it is an honor to be allowed to care for our community neighbors and do not take that privilege lightly. You are joining a group of volunteers who hold the highest level of integrity, ethical values, and dedication to service.

We created this manual to provide guidelines and practices that reflect the values and principles we expect from all District employees/volunteers. This manual is not intended to replace direct regular communication, however we feel it is a readily available reference on many matters and we trust you will find it useful.

We are proud of the service we provide at Marsing Ambulance EMS District (MAEMSD) every day and are particularly proud of those we do it with.

If you have questions, concerns, or believe yourself unable to comply with any provision of this manual for lawful reason, please contact the Chief.



Jim Briggs, Chairman/Commissioner
Cindy Howarth, Commissioner
Ted Blackstock, Commissioner

1.0 INTRODUCTION AND PURPOSE

1.01 Introduction

The Board of Marsing Ambulance EMS District Commissioners (Board) believes in promoting an atmosphere of open communication and cooperation amongst our personnel. This Personnel Manual reflects that philosophy and provides our employees and volunteers with an overview of our current plans, policies, procedures and benefits. No policy manual can be a complete, all-inclusive policy statement. Instead, this manual should be used as a policy guide.

This manual supersedes and replaces in all respects any prior personnel manual, personnel rules, policy manual, benefits or practices of the District, except where MAEMSD have adopted other written policy manuals or statements.

The Board, Chief and Legal counsel, at their sole discretion, expressly reserve the right to unilaterally amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this manual.

1.01.A At-Will Employment

Unless expressly documented in a mutually signed contract or other writing authorized by the Board, all District employees and volunteers are employed on an at-will basis. This means that the employee or volunteer may voluntarily terminate employment/affiliation with the District for any or no reason at any time, with or without notice, and the Chief may terminate the employee's employment or volunteer's affiliation status for any lawful reason, with or without cause.

Nothing in this manual guarantees employment or volunteer status for a specified period or should be otherwise understood to limit the authority of the District to terminate employment or volunteer status pursuant to the at-will doctrine. Neither the Chief nor any other supervising

authority may, without express written approval of the Board, offer or imply to any employee or volunteer a benefit or advantage that changes in any material respect the fundamental at-will nature of the employment relationship or volunteer status between the employee/volunteer and District. Any statement or writing that would appear to modify the at-will nature of employment or volunteer status with the District that does not include an express written approval of the Board is void.

1.02 Terminology

For purposes of this manual, the following terms are defined.

The term “at-will” refers to a legal relationship between an employer and employee where the employment is for an indefinite period and may be terminated by either party at any time with or without prior notice.

The term “employee” is any person, excluding elected officials, who works in one or more departments or capacities of Marsing Ambulance EMS District and is paid an hourly or salary wage. At the time of this publishing, the Chief is the only “employee”.

The term “Volunteer”, is any person who works in one or more departments or capacities of Marsing Ambulance EMS District, usually as driver or EMT, and gives of their time and service/expertise to the organization regardless of monetary return.

The term “Board of Ambulance District Commissioners”, also referred to as “Board” is any individual elected into office by popular vote that has direct responsibility for the Marsing Ambulance EMS District.

The terms “office” and “field” are used interchangeably throughout this manual for convenience.

1.03 Mission

Marsing Ambulance EMS District is dedicated to providing the citizens and visitors of the District with quality and timely emergency medical response through cooperation with its many partnering agencies to, where possible, prevent or reduce injury suffering, and death. It is important for the District and its employees/volunteers to embrace the highest ideals of ethical behavior to maintain and enhance public trust.

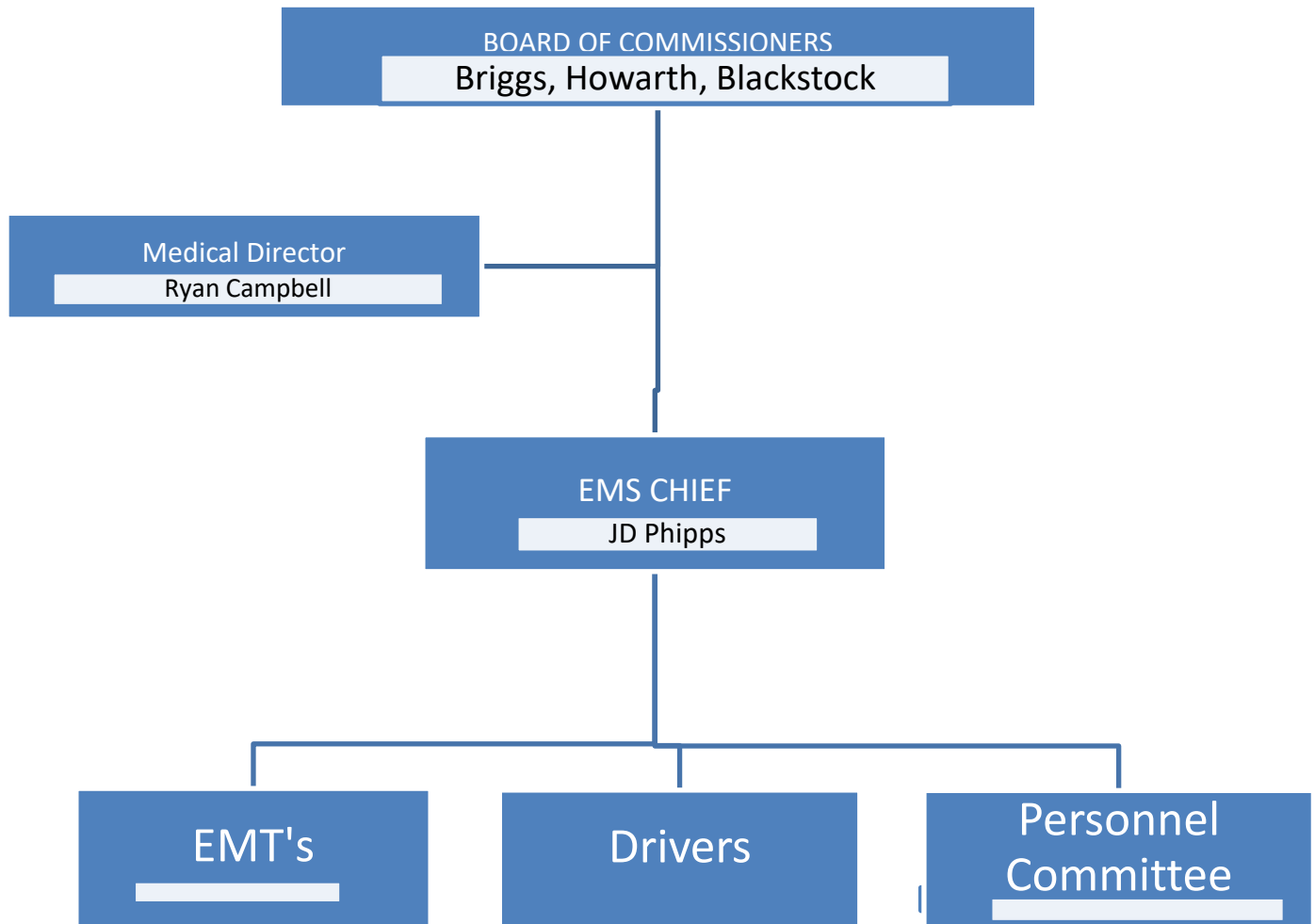
1.04 Vision/Objectives

Marsing Ambulance EMS District's long-term strategies and short-term actions will be molded by a set of core values that are shared by each team member. We will continue to mold, grow, and adapt to the needs of the community we serve and to do so by leaning into the changes of the industry and community. To provide the highest quality service possible to our neighbors and District visitors. MAEMSD seeks to be a model for other rural EMS agencies.

1.05 Values/Ethics

All employees and volunteers are representatives of Marsing Ambulance EMS District. As such, all individuals are held to the highest ethical standards. Every position in the District is service-oriented and the community we serve expects employees and volunteers to make ethical decisions based on the values of honesty, integrity and equality.

1.06 Organizational Chart



1.07 Applicability and Scope

The Board has voluntarily adopted the policies contained in this manual. This manual governs applicable District employees and volunteers, as later described, except as the policies may be superseded by any agreement the District has entered into with a third party. All

employees and volunteers, except those specifically excluded, are subject to the policies contained within this policy manual.

1.07.01 Excluded Employees:

The following persons and employees, in consideration of their elected, appointed, exempt, or unpaid status; nature of duties; or, hours allowed to work, are excluded from application of certain policies contained in this manual. Such exemptions are noted within the applicable policies.

1. Elected Officials (Board).
2. District Chief appointed by the Board.

1.07.02 Benefits Entitlements: The only full-time benefitted position within the organization is that of the EMS Chief.

1.08 Office or Department Manuals

The Chief may issue operational guidelines for the District in the form of standard operating procedures. The Chief in accordance with state and federal law shall resolve any conflict between this District manual and the standard operating procedures after consulting the Board. Any policy or manual that grants or implies a financial or legal obligation against the District must be approved in writing by the Board to have effect. No Board member, District Chief or other supervising official can offer, whether expressed or implied, any employee/volunteer a benefit or advantage that changes, in any material respect, the fundamental at-will nature of the employment/volunteer relationship between the employee/volunteer and Marsing Ambulance EMS District.

1.09 Administrative Responsibilities: The general management of District activities and operations for the District is the responsibility of the EMS Chief. The District Chief has the right and the responsibility to:

1. Direct employees/volunteers within the District;
2. Hire/affiliate employees/volunteers in positions and take action as necessary to suspend, demote, discharge/unaffiliate or take other disciplinary action against employees/volunteers within the District;
3. Maintain the efficiency of the operations legally entrusted to or required of the District;

1.10 Legal Advisor - Counsel

Legal Counsel may be sought by, and at the discretion of, the Board concerning the operation in order to assure compliance with state and federal law.

1.11 Severability and Savings Clause

If any provision of these policies and procedures or the application thereof is found to be in conflict with any state or federal law, the conflicting part is hereby declared inoperative to the extent of the conflict, but such conflict shall not affect the operation of the remainder of these policies and procedures or any of their application.

1.12 Distribution of Manual

The Marsing Ambulance EMS District Personnel Manual is available on the District website. District employees/volunteers are strongly encouraged to access this manual through electronic means, thereby ensuring all individuals have access to the most current and complete version, as well as conserving resources. Management is responsible for processing requests for

hard copies for their employees. The original manual is maintained and stored by the District Chief under the direction of the Board.

1.13 Changes to the Manual

Changes to the manual are required occasionally, as necessitated by state or federal law, or as mandated by the Board. Notice of manual changes will be sent to all employees electronically via email. The District has the right to unilaterally change the manual at any time or for any reason.

2.0 RELEVANT EMPLOYMENT LAWS

It is Marsing Ambulance EMS District's policy to comply with all applicable federal, state, and local laws. This includes, but may not be limited to, the following relevant employment laws and principles.

2.01 Equal Employment Opportunity (EEO)/Title VII Policy Statement

The District supports and commits to the principle of equal employment opportunity. Discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history) is illegal and will not be tolerated. It is our policy to recruit, hire/affiliate, train and promote individuals, as well as administer any personnel actions, without regard to race, color, national origin, religion, sex, physical or mental disability, age, veteran status or any other characteristic protected by applicable law.

2.02 Americans with Disabilities Act ("ADA") and the Americans with Disabilities Act Amendment Act ("ADAAA") Policy Statement

It is the policy of Marsing Ambulance EMS District to comply with all federal and state laws concerning the employment/affiliation of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the District policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring/affiliation, advancement, discharge, compensation, training or other terms, conditions and privileges of employment/affiliation. Individuals who are currently engaging in the illegal use of drugs are excluded from coverage under the District ADA/ADAAA policy.

2.02.01 Requesting an Accommodation as an Applicant. The District will provide reasonable accommodations to applicants and employees/volunteers who need them for medical or religious reasons, as required by law. Individuals who need reasonable accommodation to complete an application, interview or test should notify the EMS Chief at his/her earliest convenience so the District can assist the individual in the application, hiring/affiliation or testing process.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the individual will be given the same consideration for employment/affiliation as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired/affiliated.

2.02.02 Requesting an Accommodation as an Employee/Volunteer. An

employee/volunteer needing accommodation should submit a request, either verbally or in writing, to the Chief. The employee/volunteer may be asked to complete an accommodation form, which gives the District enough information to determine if the employee/volunteer qualifies under the ADA.

The District will engage in an interactive process with the employee/volunteer, the Board and the District Chief by requesting additional information from the employee/volunteer and with employee/volunteer consent, his/her health care provider to determine what accommodations are reasonable to enable the employee/volunteer to perform the essential functions of the position. If the employee/volunteer fails to provide the requested information, the request for accommodation may be denied or delayed pending the receipt of the requested information.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, every effort will be made to accommodate the employee/volunteer. Requests for accommodations that are deemed unreasonable or create an undue hardship on the District may be denied after legal counsel review.

Any actions taken by the District, whether or not identified as an “accommodation”, to assist a person with a qualifying disability to perform the essential functions of their job will be considered an accommodation for purposes of ADA.

2.03 Age Discrimination in Employment Act (ADEA)

All District employees/volunteers are expected to abide by the provisions of the Age Discrimination in Employment Act (ADEA), which prohibits discrimination of an employee/volunteer or applicant who is at least forty (40) years of age. This includes all aspects of employment/affiliation, including hiring/affiliation, termination/un-affiliation, compensation, benefits, schedules, and leave availability.

Some examples of age discrimination include advertising for younger workers, making age-related comments or slurs, or making employment/affiliation decisions based on stereotypes of older workers.

2.04 Uniformed Services Employment and Reemployment Rights Act (USERRA)

Marsing Ambulance EMS District is committed to protecting the rights of employees/volunteers related to military leave. USERRA applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed Services,” which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. In accordance with federal and state law, it is the District’s policy that no employee/volunteer or prospective employee/volunteer will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied initial employment/affiliation, reemployment/affiliation, retention in employment/affiliation, or other benefit of employment/affiliation based on a past, present or future service obligation. Furthermore, no person will be subjected to retaliation or adverse employment/affiliation action because such

person has exercised his or her rights under applicable law or District policy. If any employee/volunteer believes that he or she has been subjected to discrimination in violation of District policy, the employee/volunteer should immediately contact the Chief or the Board.

Employees/Volunteers on military leave are eligible for various benefits under this policy. Military leave includes absences by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees/volunteers requesting leave for military duty should contact the Chief to request leave as soon as they are aware of the need for leave.

2.05 Reporting Violations of Employment Laws

Violations of state and federal employment laws are very serious for both Marsing Ambulance EMS District and employees/volunteers, and could result in the loss of time, reputation and considerable expense. It could also result in disciplinary action, up to and including termination/un-affiliation. Therefore, Marsing Ambulance EMS District employees/volunteers are required to report any known or suspected violation of state or federal laws to the District Chief or the Board. Employees/volunteers are encouraged, but not required, to rely upon the Conflict Resolution process outlined in Section 10.04 to facilitate communication.

The employee/volunteer who reported the violation may be asked to participate in an investigation. Every effort will be made to keep an individual's privacy maintained.

Employees/volunteers who report violations of these laws shall not be subject to retaliation or

reprisal of any kind, if the complaint is made in good faith and with a reasonable belief that a violation has occurred.

2.06 Whistleblower

A whistleblower is any employee/volunteer who in good faith communicates the existence of any waste of public funds, property or work force, or a violation or suspected violation of a law, rule or regulation. Marsing Ambulance EMS District is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, the District requires any employee/volunteer who is aware of illegal or unethical activity to immediately report such activity to the Chief or the Board.

Marsing Ambulance EMS District commits to investigating all reported activity to the extent deemed necessary to reach a reasoned and factually supported conclusion. The District will strive to keep the identity of the individual confidential, to the extent possible. However, an employee's/volunteer's identity may be disclosed to conduct a thorough investigation and to comply with the law.

Marsing Ambulance EMS District will not take adverse action against an employee/volunteer who in good faith reports a violation of District policy, or state or federal law. An employee/volunteer who intentionally files a false or frivolous report of wrongdoing may be subject to discipline, up to and including termination/un-affiliation.

2.07 Retaliation

Retaliation against an employee/volunteer who reports a violation of any District policy, state or federal law, or who participates or cooperates in an investigation, is strictly prohibited and will not be tolerated. Retaliatory acts may include but are not limited to unwarranted changes in

assignments or duties, related negative treatment by coworkers or management, or unsubstantiated negative performance appraisals. Retaliation does not include disciplinary actions taken against an employee/volunteer for performance issues not related to the violation complaint or investigation when such discipline is not intended as retaliation, nor does it include disciplinary action taken against an employee/volunteer for making a false claim in bad faith.

Any employee/volunteer who feels he/she has been retaliated against should report it immediately to the Chief or the Board. Reports of retaliation will be promptly investigated. Disciplinary action, up to and including termination, may be taken against anyone who violates this policy.

3.0 EMPLOYMENT/AFFILIATION

3.01 Recruiting for New and Vacant Positions

3.01.01 Recruiting: Hiring/affiliation decisions affecting applicants and current employees/volunteers in the District shall be on the basis of their qualifications and perceived ability, knowledge and skill levels related to the vacant position.

3.01.02 Disqualification: The Board or Chief may reject any application which indicates that the applicant does not possess the minimum qualifications required for the position or if the applicant submits an incomplete application packet. Applicants and subsequently hired/affiliated applicants who make false statements or who are found to have engaged in any type of deception or fraud in the application, hiring/affiliation or testing process may be disqualified, removed from eligibility or immediately terminated/un-affiliated.

3.01.03 Eligibility Roster(s): Applicants for a position who meet the minimum qualifications may be given notice of placement on the District eligibility roster if one exists for the position.

All applicants, as well as current staff, will be verified against the List of Excluded Individuals and Entries (LEIE”), updated by the Office of Inspector General (“OIG”). Section 1128B(f) of the Social Security Act (“SSA”) defines a “Federal health care program” as “any plan or program that provides health benefits, whether directly, through insurance, or otherwise, and that is funded directly, in whole or in part, by the U.S. Government or a state health care program.” There are two types of exclusions: permissive and mandatory.

- Permissive exclusions: the OIG has discretionary authority to exclude individuals and entities from participation in all Federal health care programs for a number of

reasons, including but not limited to misdemeanor convictions relating to the unlawful manufacture, distribution, prescription, or dispensing of controlled substances; suspension, revocation, or surrender of a license to provide health care for reasons bearing on professional competence or financial integrity; submission of false or fraudulent claims to a Federal health care program; defaulting on health education loan or scholarship obligations; and controlling a sanctioned entity as a manager, officer, or owner.

- **Mandatory exclusions:** the OIG has the authority to exclude individuals and entities from federally funded health care programs pursuant to Sections 1128 and 1156 of the SSA. The OIG is required by law to exclude from participation in all Federal health care programs individuals and entities on a number of grounds, including but not limited to conviction of Medicare or Medicaid fraud; patient abuse or neglect; felony convictions for other health care-related fraud, theft, or other financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances.

Permissive and mandatory exclusion results in exclusion from all Federal health care plans. These programs include Medicare, Medicaid, and all other programs funded directly or indirectly by the U.S. Government that provide health benefits, with the exception of the Federal Employees Health Benefits Plan.

3.02 Selection Process

The personnel committee and District Chief shall review all applications and may establish a roster of eligible applicants based upon an evaluation of the applicant's education, training, experience, and related qualifications.

The District Chief and personnel committee shall then conduct interviews and/or employ various selection criteria or other tests to determine the best candidate for the position. Upon completing the selection process, an applicant will be referred for initiation of the "ride along" phase of evaluation. During this phase (lasting approximately 30 - 90 days with regular reviews by the personnel committee), the applicant will be issued a District radio and provided instruction on the dispatch process and how to appropriately identify themselves as responding to an event. The applicant will ONLY be a third person with no expectation of performing any duties if not completely comfortable with a request to act on scene by District staff. During this mutual exploratory period, both the applicant and the District are able to determine if continuing along the application process is appropriate. The District often has applicants with no prior experience and acknowledges that the 911 system can be stressful and traumatic and not for everyone. Either the applicant or the District can choose to sever the application process during this phase.

Applicants successfully completing the "ride along" phase will be moved to the "student" phase of evaluation. During this phase (lasting approximately 30 - 90 days with regular reviews by the personnel committee), the student is provided instruction and support by senior members with the goal of progressively increasing the student's knowledge and practical skills

demonstration. Again, either the applicant or the District can choose to sever the application process during this phase if it is determined the student is failing to progress.

Once all phases of onboarding are completed, a final offer of affiliation with the District may be extended to the applicant.

3.03 Offers of Employment/Affiliation

Offers of employment/affiliation should not be extended prior to the successful completion of a background check. Conditional offers of employment/affiliation may be extended pending the successful completion of the background check and drug screen. Only the District Chief is authorized to extend offers of employment/affiliation.

3.04 Background Checks

A general background check is required for all District positions. The District may conduct background checks on job applicants and employees/volunteers concerning references and prior employment, as well as education, criminal and credit history, to the extent permitted by federal, state and local laws. The District will determine the nature and scope of the background check. The background check will be consistent with the needs of the job applicant or employee's/volunteer's position.

The District will ask job applicants or employees/volunteers to initiate a background check via the Idaho Department of Health and Welfare background check unit authorizing the District to conduct a background search. If applicants or employees/volunteers refuse to complete this step, the District may no longer consider job/volunteer applicants as candidates. If the District discovers that job/volunteer applicants or employees/volunteers falsified or omitted information

on during the background application process, applications of employment/affiliation may be denied and employees/volunteers may be subject to discipline, up to and including termination/un-affiliation.

03.04.01 Background Checks for Contractors: Background checks conducted by either the District, third party or a state agency may be performed on all contractors who are hired to work in District buildings, on District premises, or who need independent access to any District buildings or premises. Background checks may be completed prior to giving these individuals access to the District or other District property. If a third party or state agency, a copy of said background check must be delivered to the Chief prior to access being given.

03.05 Reporting of Arrests or Potential Prosecutions:

Employees/volunteers are required to notify the EMS Chief as soon as possible of a criminal arrest and/or potential for criminal prosecution. Many events such as Driving Under the Influence result in temporary or permanent loss of eligibility from State and Federal guidelines. This section is not intended to address civil matters.

4.0 COMPENSATION AND PERSONNEL RECORDS

4.01 Compensation and Pay Equity

In accordance with Idaho Code, the Board shall establish compensation. Salary for any given position is subject to the annual budgetary process and as such may remain the same, increase or decrease for any fiscal year period. The District compensation plan is designed to be equitable among all employees/volunteers and to demonstrate responsible use of public funds.

4.01.01 Stipends

The District establishes stipend rates for each position which includes duty hours, time of day, transports vs non-transport, chart stipend, and extra on scene. Stipends are strictly hours based and not subject to “overtime” as staff are volunteers. Increases to the established stipend rates are entirely at the discretion of the Board and apply to all members within that position classification (EMT/Driver).

4.02 Time Records

All District employees/volunteers are required to maintain true and correct time records and to follow departmental procedures regarding the reporting of hours. Employees/volunteers must fill out their own timecards unless permission is given in writing to his/her supervisor to do so on his/her behalf. This includes employees/volunteers who are on extended medical (FMLA) or personal leave.

In the event an employee is incapacitated and unable to give written or oral permission, the Chief may complete a timesheet on the employee/volunteer’s behalf, noting such circumstance, as well as any changes and/or approvals in the note section of the timesheet. Employees/volunteers should, upon their return, immediately report any issues with the designation made on their behalf.

It is the employee/volunteer’s responsibility to ensure timesheets are accurately completed and submitted on time, even when on personal leave. Employees/volunteers should ensure that information entered into the hours spreadsheet is a true representation of actual time.

4.03 Paydays

All District employees/volunteers are paid monthly. Direct deposit is strongly encouraged. For those who receive paper checks, the checks are mailed directly to the employee/volunteer's home address as provided by the employee/volunteer.

4.04 Pay Advances

Marsing Ambulance EMS District does not allow pay advances to any employee/volunteer.

4.05 Payroll Deductions

Employee/volunteer paychecks will reflect the employee/volunteer's total earnings for that pay period, as well as mandatory and voluntary deductions. Mandatory deductions are state and federal taxes that Marsing Ambulance EMS District is required by law to withhold. Voluntary deductions are those the employee/volunteer approves to be deducted.

In the event of a lost or incorrect paycheck, the employee/volunteer must notify the Chief as soon as possible in writing before a replacement check can be issued or corrections made. If an employee/volunteer's marital status or the number of exemptions previously claimed increases or decreases, it is the responsibility of the employee/volunteer to promptly notify the Chief and submit an updated Form W-4.

4.06 Personnel Records

The official personnel records of each employee/volunteer shall be kept by the Chief in a confidential file that can be inspected by the Board. These files may also be released to third-party attorneys or insurance companies, upon legal advisor review, to assist with lawsuits and other matters of business. These records, which belong to the District, shall contain, as appropriate:

- a. Record of application for employment/affiliation

- b. Performance evaluations
- c. Formal commendations, reprimands or corrective actions
- d. Records of actions affecting employee status or standing
- e. Leave requests
- f. ADA records, including documentation of interactive processes and accommodations efforts
- g. Any other information the Chief requests be placed in the file

The District will, upon written request and five (5) business days' notice, supply the employee/volunteer with a copy of any document in the employee/volunteer's file. As governed by law, an employee/volunteer has the right to review the contents of his or her human resources record and request amendment thereto. - See Idaho Code Section 74-113. If a disciplinary action is rescinded or disapproved upon appeal, all forms, documents and records pertaining to that action shall be removed from the personnel file record and transferred to the District's legal advisor for safekeeping, as necessary.

Personnel file records are private and available for review only by the employee/volunteer, the Chief, the Board and users as determined by the Board to have a legitimate "need to know." Information regarding duration of employment/affiliation, position or title, and compensation of government employees are considered public records under Idaho law.

When completing requests for verification of employment or responding to reference checks on previous and current employees/volunteers, the District will respond as permitted by Idaho law. Generally, all records related to all employees/volunteers shall be retained for a minimum of ten (7) years following termination of employment/affiliation.

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5.0 LEAVES

5.01 Vacation

Vacation time is not accrued or offered for volunteers of the District.

5.02 Leaves of Absence

Leaves of absence may be needed periodically to assure volunteers are able to meet other obligations in their lives such as military duty, jury duty, family events, etc. The District believes and strongly encourages employees/volunteers need to assure they are mentally and physically healthy to meet the demands of emergency medical services. As all volunteers work on an “as available” nature, all leaves are without pay.

5.03 Notification and Reporting Requirements: When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee/volunteer is required to provide 14 days advance notice of their intent to take leave and make efforts to schedule leave so as to not to disrupt District operations whenever practicable. When circumstances require a leave to begin in less than 14 days, as with a premature birth, sudden changes in a patient's condition, the employee/volunteer must give as much notice as practicable. In cases of illness, the employee/volunteer is required to maintain regular contact with the Chief to report on his/her leave status and intention to return to availability status.

5.04 Fitness for Duty Certification: Employees returning from leave due to a serious health condition will be required to furnish the Chief with a Fitness for Duty Certification, which can be obtained from their medical provider. The District may require that a Fitness for Duty Certification specifically address the employee/volunteer’s ability to perform the essential job

functions of the position. A job description outlining the essential job functions will be provided to the employee/volunteer's physician, along with the Fitness for Duty Certification form.

5.13 Unauthorized Leave of Absence

An absence of an employee/volunteer from duty, that is not authorized by a specific grant of leave of absence under the provisions of these policies shall be deemed to be an absence without leave. Any such absence may be subject to disciplinary action, including possible termination. These situation shall be addressed via the personnel committee and any action to be taken will be handled by the Chief.

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6.0 PERFORMANCE MANAGEMENT

6.01 Performance Appraisals

Performance reviews may be conducted at any time, at the Chief's discretion. Performance reviews should be used as an employee/volunteer development tool to assist employees/volunteers in accomplishing individual and department goals, as well as determining appropriate training. The personnel committee may be actively involved in reviewing performance and determining appropriate training.

The appraisal should be based upon qualifiable job factors, which may include any relevant factor including some or all of the following: level of knowledge, skills and abilities required for satisfactory work performance; complexity and diversity of work, including judgment, originality and initiative required; responsibility for decisions and consequence of error; nature and extent of supervision received and guidelines available; amount of independent judgment and discretion exercised; importance of subject matter; level, purpose, nature, frequency and complexity of personal contacts and/or relationships; supervision of others, if any, including directing, instructing and reviewing subordinates' work, plus the overall scope of operations supervised; attitude and behavior; and, accountability for results.

The employee/volunteer should be notified in writing of deficiencies in performance and of specific improvements, which must be made within a specified period and shall be provided a copy of the appraisal.

The District is free to develop their own performance appraisal system that meets the needs and requirements of their respective positions.

6.02 Training and Development

Marsing Ambulance EMS District has established training programs for all employees/volunteers that are offered primarily through via staff monthly meetings, either in person or through electronic programs, IT or an outside vendor. Employees/volunteers are encouraged to enroll in courses to learn more about effectively and efficiently working with each other, communication, problem solving, building effective working relationships, stress management and related or similar topics, and the District supports attendance at such courses at outside seminars when possible.

Emergency training will be included as part of the employee/volunteer's orientation. Thereafter, the employee/volunteer will be scheduled for refresher training on a periodic basis.

7.0 Worker's Compensation

The provisions of the State Workers' Compensation Act may cover an employee/volunteer, injured or becomes ill while performing his or her work. Any employee/volunteer that has, or thinks he/she may have a workers' compensation claim must contact the Chief and file a claim within 24 hours of the incident. Incident Report Forms are available from the Chief. If the employee/volunteer is unable to complete the Incident Report Form for any reason, then the Chief may complete the Incident Form on the employee/volunteer's behalf.

Marsing Ambulance EMS District adheres to all applicable State and Federal laws governing Workers' Compensation. For more information, please visit the State Insurance Fund website at <http://www.idahosif.org/>, the Idaho Industrial Commission website at <http://www.iic.idaho.gov/>.

8.0 ON-THE-JOB

8.01 Attendance, Punctuality and Dependability

Punctuality and rapid response to 911 requests for service is an essential responsibility of each District employee/volunteer. Any tardiness or absence causes problems for fellow employees/volunteers and our patients.

Employees/volunteers are expected to report to the station when dispatched on time and prepared to provide care. Employees/volunteers who reside within 10 minutes of the station may be “available” from home. Employees/volunteers who reside outside of this time window are expected to remain at the station for their entire scheduled shift. Late arrival, early departure, or other absences from scheduled hours are disruptive and should be avoided.

8.01.01 Job Abandonment. Any employee/volunteer who fails to schedule shifts for a month without notification to the Chief may be considered to have voluntarily terminated their employment/affiliation relationship and/or could face disciplinary action.

8.02 Appearance

District employees/volunteers are required to comply with reasonable dress standards. The Chief may set reasonable dress standards but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a professional appearance to the public.

Employees/volunteers are expected to be neat, clean and well-groomed while on the job. No District employee/volunteer shall wear clothing that is too tight, revealing, low-cut, short, or that shows undergarments. Clothing should be in good repair and free from rips, tears or excessive fraying. The District understands the nature of rural farming communities and that periodically responding volunteer personnel may not be able to meet the above standard.

Any departmental dress standards shall be reviewed and approved by the Board.

8.03 Personal Performance and Behavior

Each employee/volunteer of the District is expected to perform and behave in a manner that reflects favorably upon the District. Every employee/volunteer must recognize that public employees are subject to additional scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the District, each employee is expected to absolutely avoid personal behaviors that would create unfavorable public impressions of the District and its officials. To accomplish this, the following is a representative list of rules, which are not all-inclusive that each employee/volunteer shall follow:

1. Engage in no conduct which violates state ethics laws
2. Not accept gifts or gratuities in any personal or professional capacity, which could create the impression that the giver is seeking favor from the employee/volunteer
3. Not serve on any board or commission which regulates or otherwise affects the official duties or personal interest of the employee/volunteer in a way that could create advantage for the employee/volunteer
4. Not release confidential information without the express authority of the Board or Chief
5. Not engage in any conduct at or away from work which reflects adversely upon the District and its officials
6. Not engage in conduct while operating a motor vehicle which impairs the ability of the employee/volunteer to perform job functions. An employee/volunteer shall not consume any alcoholic beverages during off-duty hours if the employee/volunteer is

required to be on-call

7. Not engage in a conflict of interest or even the appearance of a conflict of interest

8. Not engage in criminal conduct of any kind while on duty or off. District employees/volunteers are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees/volunteers by the public and the appointing official. District employees/volunteers must immediately report any non-routine contact with law enforcement officers to the Chief

8.04 Workplace Conduct

Each employee/volunteers will be expected to perform and behave in the workplace in accordance with the following rules, which are not all-inclusive of the conduct expected of Marsing Ambulance EMS District employees/volunteers. Each employee/volunteer shall:

1. Abide by all state, federal or local laws and rules.
2. Adhere to any recognized code of ethics applicable to their respective department.
3. Follow established rules for care and use of District property to assure that the public investment in equipment is protected and that the safety of the public and other workers/volunteers is maintained.
4. Abide by all rules and directives, whether they are written or oral by the supervisor. The employee/volunteer must cooperate in any investigation conducted pursuant to Section 10.02. However, no employee shall be required to follow the directive of a supervisor which they know clearly violates the law. In this instance, the employee shall notify the Chief or member of the Board to report such violation.

5. Abide by District policies concerning the release of information to the public from public records or about public matters. Each employee/volunteer shall maintain the confidential nature of records, which are not open to public scrutiny in accordance with the direction of the District.
6. Adhere to any established District work schedule and any procedures established for departing from the normal work schedule.
7. Report all work time accurately.
8. Follow District procedures regarding the reporting of work hours and pay record submittal.
9. Follow all rules and procedures for reporting accidents on the job.
10. Follow all safety rules and procedures in the workplace whether established formally by the District or by outside agencies. Employees/volunteers are encouraged to suggest ways to make the workplace or work procedures safer.
11. Maintain a current driver's license. Each employee/volunteer shall report any state-imposed driving restrictions to the Chief. Each employee/volunteer shall notify the Chief if his/her driving abilities are impaired in any way.
12. Perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal cost and with limited risk to the public and fellow workers/volunteers.
13. Not engage in criminal conduct of any kind while on duty or off. District employees/volunteers are expected to behave in a lawful manner and failure to do so is a

violation of the trust placed in such employees/volunteers by the public and the appointing official.

14. Maintain a positive and professional attitude in the workplace, avoiding hurtful attitudes and actions such as gossip, excessive complaining, sarcasm, and short-temperedness; preserve others' self-confidence and dignity.

15. Work harmoniously with others to get a job done, and respond positively to instructions and procedures.

8.05 Prohibited Workplace Conduct

The following is a representative list of prohibited workplace conduct. Including but not limited to the following, employees/volunteers of Marsing Ambulance EMS District shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other substances which would impair the ability of the employee/volunteer to perform competently or which would threaten the safety or well-being of other workers/volunteers or the public.
2. Engage in abusive conduct to fellow employees/volunteers or to the public, or use abusive language in the presence of fellow employees/volunteers or the public. Abusive language shall include profanity and loud or harassing speech.
3. Engage in political activities while on duty. This rule shall not apply to the Board or persons running for elected positions with the Board's written approval. Note that if an employee/volunteer initiates candidacy against an incumbent Board member to whom the employee/volunteer is subordinate, and there is a reasonable prediction of disruption in the District in consequence, the employee/volunteer may be requested to resign or have

their employment/affiliation terminated. Employees/volunteers shall enjoy full political rights while not on duty and not using District property.

4. Provide false or misleading information on applications, performance reports, any documents or papers, in reports filed as part of duty, or in response to official inquiries.
5. Smoke except in designated smoking areas on District property. This includes the use of E-cigarettes.
6. Chew tobacco while in patient care.
7. Violate laws or rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the District or by other public officials.
8. Violate policies concerning absences from the workplace without proper leave.
9. Use telephone or the computer in the office or workplace in a manner that disrupts the work or workflow.
10. Engage in criminal conduct of any kind while on duty or off. District employees/volunteers are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees/volunteers by the public and the appointing official.
11. Violate any rule or procedure established by the appointing official to maintain order and productivity in the workplace.
12. Commit unlawful harassment as defined by these policies.
13. Engage in behavior that is unkind to coworkers/volunteers or have an attitude that is disruptive to the District.

17. Conduct behaviors sexual in nature.

8.06 No Expectation of Privacy

Marsing Ambulance EMS District respects the individual privacy of its employees/volunteers. Employee/volunteer privacy does not extend to the employee/volunteer's work-related conduct or to the use of District provided equipment or supplies. Considering the practical realities of working/volunteering for the District, other employees/volunteers regularly have a need to access the offices, desks, file cabinets and computers of those employed/volunteering with the District. Therefore, all employees/volunteers of Marsing Ambulance EMS District should be aware that they do not have a reasonable expectation of privacy in their offices, lockers, work areas, desks, office furniture, District vehicles, computers and filing cabinets or any other District property. Employees/volunteers who keep private, personal information and/or items in the above-described areas do so at their own risk. Sending data through or across the District network, or using District equipment, should be considered the same as correspondence on official memo or letterhead.

The Board, Chief, or his/her designee, may at any time search the office, work area, desk, locker, computer, office furniture or file cabinet of an employee/volunteer to obtain evidence of work-related misconduct. The Board, Chief, or designee, may not search personal property such as purses, bags or personal electronic devices, such as cell phones.

All employees should be aware that Marsing Ambulance EMS District maintains records of all phone calls made from or received by various extensions or devices in the Marsing Ambulance EMS District. Employees/volunteers have no reasonable expectation of privacy in

communication made from or received through District telephones or in electronic mail or otherwise created, transmitted, or stored on or by District equipment.

Employees/volunteers should not conduct private, personal conversations on the District telephones and should not use the District's electronic e-mail for private personal purposes.

8.07 E-mail and Internet Policy

Marsing Ambulance EMS District recognizes that use of the Internet and email has many benefits for the District and its employees/volunteers. The use of the Internet and email can make communication more efficient and effective. Therefore, employees/volunteers are encouraged to use the Internet appropriately. Unacceptable usage of the Internet and email can place the District and others at risk.

It is acceptable for District employees/volunteers to use the Internet and email systems for the following reasons:

1. Communication and information exchanges directly relating to the mission, charter and work tasks of the District;
2. Announcements of District ordinances, procedures, hearings, policies, service or activities;
3. Use for advisory, research, analysis and professional society or development activities related to the user's District duties;
4. Use in applying for or administering grants related to District business.

It is unacceptable to knowingly or intentionally submit, publish, display, transmit, retrieve or store on the network or any computer system any information or image which:

1. Violates or infringes on the rights of any other person, including the right to privacy;

2. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory or illegal material;
3. Violates District personnel or departmental policies including, but not limited to, sexual harassment;
4. Restricts or inhibits other users from using the system or the efficiency of the computer systems;
5. Encourages illegal activity;
6. Contains inflammatory statements which might incite violence or which describes or promotes the use of weapons or devices associated with terrorist activities.

It is also unacceptable for District employees/volunteers to use the facilities and capabilities of the system to:

1. Conduct private or any non-approved business;
2. Solicit the performance of any activity that is prohibited by law;
3. Transmit materials, information, images or software in violation of any local, state or federal law;
4. Conduct any political activity;
5. Conduct any non-governmental related fund raising or public relations activities, including the promotion of any non-profit charitable organization or event;
6. Engage in any activity for personal gain or personal business transactions;
7. Place advertisements for commercial enterprises including, but not limited to, goods, services or property;

8. Abuse electronic mail privileges. An occasional note to another person, similar to a telephone call, may be acceptable;
9. Download, disseminate, store or print copyrighted materials in violation of copyright laws;

This policy is a minimum standard for the usage of computers, the Internet and email. The Board or Chief may implement policies that are more restrictive. Violations of this policy may result in disciplinary action taken against the employee/volunteer in accordance with the District's policies, up to and including termination of employment/un-affiliation.

8.08 Use of District Equipment and Computer Systems

Office aids, including but not limited to office supplies, photocopying equipment, computers, electronic e-mail, and internet and telephone service provided to District employees/volunteers for furtherance of official business purposes. These items are not for personal use. They are not an informal "fringe benefit" of employment/volunteering with the District.

8.09 Cellular/Telephone Use

The reasonable use of the telephone for local calls of short duration is allowed but not for social conversations. Personal telephone calls (including FAX) are prohibited from being charged to the District.

8.10 Tape Recording Policy

Idaho law requires only one-party consent to record phone conversations. The District reserves the right to record conversations to and/or from any District owned telephone, cellular phone or other mobile device.

8.11 Use of District Mobile Electronic Devices

Employees/volunteers with a business need as determined by the Board or Chief may be assigned a District-owned mobile device. Mobile devices include cell phones, smart phones, tablets, and wireless Personal Digital Assistants (PDA) such as a Blackberry, Netbook, iPad, etc. that have a cell phone, email or web browser feature. These devices are District property and all reasonable care must be exercised to maintain them in working order. The employee/volunteer may be held responsible for careless handling, loss, or damage to the device.

Mobile devices are tools that enhance employee/volunteer productivity and provide a higher level of service to our citizens. Mobile device services are also more expensive than landline phones and desktop computers because of the airtime costs associated with mobile device usage. Therefore, employees/volunteers are asked to:

- a) Use a landline if one is available;
- b) Avoid lengthy conversations on District mobile devices;
- c) Minimize use of your mobile device outside of the home service area to avoid expensive and unnecessary roaming charges; and,
- d) Remember that any information sent or received by District-owned equipment is presumptively a public record, and that employees/volunteers have no reasonable expectation of privacy in such communications.

8.11.01 Personal Use of District Mobile Devices. Use of mobile devices supplied by the District is intended to be restricted to District business. Personal cellular calls (incoming or outgoing) and non-business wireless data use should be limited and infrequent. Personal calls, text and data use should be of short duration.

8.11.02 Public Disclosure of District Mobile Device Records. Employees/voluntters should be aware that records associated with District-supplied mobile devices and services are subject to public disclosure. Calls made from and received by District-supplied phone services may be disclosed due to public records requests, so be aware that normal privacy expectations will be compromised while using District phones for personal use.

8.11.03 Access to District Email and Data Systems. Employees/volunteers who use personally owned mobile devices to access District email systems, internal web sites, or internal IT applications may be exposing the District to risk should those devices be lost, stolen, damaged or otherwise compromised by unauthorized access.

8.12 Outside or Self-Employment

Employees/volunteers are prohibited from holding outside, self-employment, or volunteer service that would conflict or interfere with Marsing Ambulance Service EMS District. "Outside and self-employment" are defined as work for personal economic gain. Outside employment is only approved if the following items are understood and agreed to by the employee/volunteer:

1. There is no conflict of interest between the District job and the proposed outside work.
2. The proposed work does not confer an advantage, or give the appearance of conferring to the outside employer, a business advantage over other similar businesses.
3. The proposed work complies with the "Ethics in Government Act."
4. The proposed work or service must not reflect adversely on the District.

The employee/volunteer should understand that if the preceding items are not met, the employee/volunteer would be asked to resign either from the outside work or from the District.

8.13 Social Media Policy

8.13.01 Purpose. Marsing Ambulance EMS District recognizes that employees/volunteers may engage in “social networking” while off duty. The purpose of this policy is to establish appropriate guidelines for expected use by District employees/volunteers as it relates to his/her employment/volunteer status with Marsing Ambulance EMS District or his/her conduct as an employee/volunteer of Marsing Ambulance EMS District. All other policies contained in this manual and within individual Sections Policies and Procedures Manuals, such as appropriate use of District property, including email and website systems, and expectation of privacy, remain in effect. Employees/volunteers that are tasked with maintaining blogs and websites, or establishing a social media presence on behalf of the District are guided by separate policies and procedures addressing those responsibilities.

8.13.02 Definition. “Social networking”, for purposes of this policy, includes all types of postings on the Internet, including but not limited to, social networking sites such as Facebook© or LinkedIn©; blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro-blogging, such as Twitter©; and the posting of video on YouTube© and similar media. Social networking also includes permitting or not removing postings by others where an employee/volunteer can control the content of postings, such as on a personal profile or blog.

8.13.03 District Employees’ Use of Social Media Sites. Employees/volunteers who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the District’s reputation and legitimate business interests. For example, information posted could violate District confidentiality laws, or readers could view the employee/volunteer as a *de facto* spokesperson for the District.

District employees/volunteers using personal or non-District social media sites should be aware that all social media sites are or may be accessible to the public, including other District employees/volunteers and officials.

District employees/volunteers shall not use personal or non-District social media sites in any way that may adversely affect his or her employment/volunteer status, workplace and/or that of other District employees/volunteers, including but not limited to bullying, gossiping, sexual harassment, abuse of District or other public resources, violation of District policies, or illegal activity. At all times employees/volunteers should be respectful of the District as well as its employees, volunteers, customers, vendors and competitors. Employees/volunteers are ultimately responsible for their own online behavior and should avoid content or actions that are defamatory, pornographic, proprietary, harassing, libelous or threatening. Employees/volunteers risk legal action by other employees/volunteers, vendors or other individuals affected by such content.

Employees/volunteers using social media sites should never reveal information that is considered confidential, including releasing any information related to District technology systems or programs, or related to District building security. Such use of a personal or non-District social media site may result in disciplinary action, up to and including termination.

Where a District employee/volunteer wishes to use or comment on a social media site in his or her personal capacity regarding work or subjects associated with the District, or where such employee/volunteer is or would reasonably be believed to be speaking in his/her professional capacity as a representative of the District, the provisions of this and other District policies shall apply and where necessary, the following disclaimer must be used: **“The postings on this site**

are my own. They have not been reviewed or approved by Marsing Ambulance EMS District, and do not necessarily represent the District's positions or opinions."

District employees/volunteers should realize that they represent the District during work and non-work hours and are a vital part of the District's reputation. Before engaging in any social networking that identifies him or her as an employee/volunteer of the District, or that identifies the District, employees/volunteers should consider whether they are damaging the District's reputation. If an employee/volunteer is uncertain, he/she should consult with the Chief or a member of the Board before posting.

The District believes that employees/volunteers are more likely to resolve complaints about work by speaking directly to the co-worker or supervisor or other management-level personnel than by posting complaints on social media sites (please see Section 10.04 on Conflict Resolution.) If the employee/volunteer decides to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the District or any of the District's employees/volunteers or be prepared to face possible consequences.

The District may, at its discretion, review an employee's/volunteer's social networking activities. Please note that this policy applies even if the employee's/volunteer's social networking is anonymous or under a pseudonym. If an employee/volunteer engages in such social network, he/she should be aware that in appropriate circumstances the District would take steps to determine an employee's/volunteer's identity.

The District may request, in its sole and absolute discretion that an employee/volunteer temporarily confine his/her social networking to matters unrelated to the District if the District

determines this is necessary or advisable to ensure compliance with State or Federal laws, or local statutes.

Failure to comply with this policy may lead to discipline up to and including termination/un-affiliation and if appropriate, the District will pursue all available legal remedies. The District also may report suspected unlawful conduct to appropriate law enforcement authorities. Note, however, that nothing in this policy will be interpreted to limit or interfere with an employee's/volunteer's rights under Section 7 of the National Labor Relations Act.

8.14 Visitors

While Marsing Ambulance EMS District respects work/life balance, it must first take into consideration a safe and productive work environment for all employees/volunteers.

At no time should a family member of an employee/volunteer use District equipment, including computers, phones, copiers, etc., or have access to any District documents. Nor should family members or visitors of employees/volunteers access unauthorized areas of District properties.

This policy should not discourage employees/volunteers from inviting family members to District-sponsored family events.

8.15 Media Inquiries

From time to time, employees/volunteers may be approached by reporters or other members of the media and asked questions regarding District business. All media should be first referred to the Chief or Board Chairman. The Chief may also designate certain employees/volunteers to respond to media inquiries, when appropriate.

8.16 Smoking and E-Cigarette Use

Marsing Ambulance EMS District abides by all state and federal laws related to a smoke-free workplace. Employees/volunteers and guests are prohibited from smoking tobacco cigarettes or “e-cigarettes” inside any District building or within twenty-five (25) feet of any doorway to a District building where employees/volunteers or guests may enter or exit. Employees/volunteers and guests may smoke tobacco cigarettes or utilize “e-cigarettes” in designated smoking areas on the District campus.

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9.0 WORKPLACE SAFETY AND SECURITY

9.01 Workplace Violence Prevention Policy

9.01.01 Zero Tolerance: Marsing Ambulance EMS District is committed to providing a reasonably safe environment for employees/volunteers and visitors. In order to provide a safe environment, Marsing Ambulance EMS District has a "zero tolerance for violence" policy.

Marsing Ambulance EMS District defines "violence" to include physically harming another person, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and threats or talk of violence. No talk of violence or joking about violence by an employee/volunteer, vendor or visitor will be tolerated. If an employee/volunteer displays any violence in the workplace or threatens violence in the workplace, the employee/volunteer is subject to immediate termination/un-affiliation.

9.01.02 All Weapons Banned:

All employees acting within the scope of their official duties outside District premises are prohibited from carrying or transporting weapons (excluding pocket knives) when using District provided vehicles in conjunction with District business or on their person. Employees/volunteers that use their own vehicle for District business are not required to remove personal weapons that they normally have in their vehicle, if they comply with all state, federal and local laws regarding said weapon.

9.01.03 Disciplinary Action: Disciplinary actions associated with workplace violence issues will be in accordance with District policy including this manual.

9.01.04 Reporting Violence: It is everyone's responsibility to prevent violence in the workplace. Since an employee/volunteer may be in a better position than management to know

what is happening with the employees/volunteers they work with, the employee/volunteer can help by reporting what the employee sees in the workplace that might indicate a co-worker may become violent. Employees/volunteers are encouraged to timely and accurately report any incident that may involve a violation of any of the District's policies that are designed to provide a reasonably safe workplace environment. Concerns may be presented to the Chief or any member of the District's Board.

All reports will be investigated and information will be kept confidential, except where there is a need to know in order to affect a solution to the problem.

9.01.05 Incident Management: In the event of a major workplace incident that affects, or has the potential to affect, the mental health of the District's work force, the District will seek initial counseling and support services to employees/volunteers and the employee's/volunteer's immediate family members through local resources or community crisis services.

9.02 Safety Administration

Marsing Ambulance EMS District strives to maintain a workplace that is safe and healthy for all employees/volunteers and guests. Employees/volunteers are required to immediately report any hazards or unsafe areas or practices to the Chief to prevent workplace injuries.

It is the responsibility of each employee/volunteer to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area, department or office. Employees/volunteers are also required to utilize all safety tools provided by the District and to inform District management if safety tools or gear is not being provided. Failure to follow

District safety and health guidelines or engaging in conduct that places the employee/volunteer, visitor, or District property at risk can lead to employee/volunteer disciplinary action.

Any employee/volunteer involved in a non-vehicular accident while on official business must report the accident in a format approved by the Chief. The report must be submitted to the Chief within 24 hours of the accident, when practicable. The Chief shall submit the report to the Board immediately upon receipt.

9.03 Accident/Illness Reporting

Any employee/volunteer involved in an accident while on official business must immediately report the accident to the Chief. The Chief shall submit a report to the Board as soon as possible after receipt of the report.

9.04 Non-Discrimination and Anti-Harassment Policy Statement

The District prohibits unlawful harassment of any kind, and will take appropriate action swiftly to address any violations of this policy. The Department of Labor defines unlawful harassment as verbal or physical conduct based on an employee's/volunteer's sex, age, color, race, national origin, religion, disability or other recognized protected class status designed to unlawfully threaten, intimidate or coerce. Unlawful harassment does not include lawful management actions including duty assignments, disciplinary actions, and performance evaluations.

No employee/volunteer of the District is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in Marsing Ambulance EMS District business. Likewise, a District employee/volunteer while on District property protects visitors and vendors from harassing behavior.

The District does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction or condone such conduct on the part of any employee/volunteer, including elected officials or management employees. The District has adopted procedures (noted in Section 2.02) available to employees who have complaints regarding claimed violations of the Americans with Disabilities Act (“ADA”) or Americans with Disabilities Act Amendment Act (“ADAAA”), this provision, or other applicable law or regulations.

This policy is not intended to protect anyone who makes a false allegation of discriminatory harassment. The District reserves the right to take appropriate disciplinary action against any employee/volunteer who makes a false allegation of harassment.

This policy is not intended to insulate any employee/volunteer, visitor, or vendor from an environment where less than ideal treatment might occur.

9.04.01 Anti-Sexual Harassment Policy: For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, meaning harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

The District's policy is that no employee/volunteer, male or female, be subjected to sexual harassment, requests for sexual favors or other verbal or physical conduct of a sexual nature that takes place under any of the following circumstances:

- a. When submission to the sexual advance is a condition of keeping or getting a job, whether said sexual advance is expressed in explicit or implicit terms;
- b. When a person in a supervisory role makes a personnel decision based upon an employee's/volunteer's submission;
- c. When sexual conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment;
- d. Verbal abuse, or joking, that is sex-oriented and considered unwelcomed by the employee/volunteer to whom it was directed;

- e. Any type of sexually oriented conduct that would unreasonably interfere with any employee's/volunteer's work performance;
- f. Creating a work environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, comments, suggestions, requests, demands, physical contacts or attentions.

9.04.02 Reporting Harassing Behavior: A recipient of such unwelcome behavior, or any other employee/volunteer who is aware of any unwelcome behavior, must assume responsibility for informing the District and must immediately report the incident(s) to the Chief. The facts of each case will be confidentially investigated, to the extent possible, and appropriate discipline, if warranted, will follow. Investigations will be prompt and thorough.

9.05 Drug-Free Workplace

Marsing Ambulance EMS District has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees/volunteers and to the security of our equipment and facilities. For these reasons, the District is committed to maintaining a drug-free and alcohol-free workplace, fulfilling its obligation to provide the citizens of the District with safe and efficient public services, and maintaining compliance with Idaho Title 72, Chapter 17.

Marsing Ambulance EMS District prohibits any employee/volunteer from reporting for work or working impaired by any substance that is legal or illegal. "Impaired" means under the influence of a substance such that the employee's/volunteer's motor senses (i.e. sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.

No employee/volunteer at any work site will possess any quantity of any substance, legal or illegal, which in sufficient quantity could cause impaired performance, except for authorized substances. Work sites include any office, building, or property (including parking lots) owned or operated by the District, or any site at which an employee/volunteer performs work for the District. "Possess" means to have a drug or drugs either in or on an employee's/volunteer's person, personal effects, motor vehicles, tools, and areas entrusted to the employee/volunteer such as desks, files and company vehicles. If the employee/volunteer is taking a medical substance, which may impair job performance, he/she must advise the Chief. Employees/volunteers should not, however, disclose underlying medical conditions unless directed to do so.

Employees/volunteers found to be in violation of this policy could, at the discretion of the Chief face disciplinary action, including termination/un-affiliation. Employees/volunteers with suspected use may be required to consent testing.

9.05.01 Required Testing. Any mandated testing shall be provided at the expense of the District. Testing shall be completed by a Third Party agency/entity. Marsing Ambulance EMS District reserves the right to require the following tests:

1. **Pre-employment/affiliation:** Certain safety-sensitive positions within the District such as emergency response or operators, may require applicants to pass a drug test before beginning work or receiving an offer of employment/affiliation. Refusal to submit to testing will result in disqualification of further employment/affiliation consideration.

2. **Reasonable Suspicion:** Employees/volunteers are subject to testing based on observations by the Chief or a member of the Board of apparent workplace use, possession or impairment.

3. **Post-accident:** Employees/volunteers are subject to testing when they cause or contribute to accidents that seriously damage a District vehicle, machinery, equipment or property and/or result in an injury to himself or herself or another individual requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

4. **Follow-up:** Employees/volunteers who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination of employment/un-affiliation. Depending on the circumstances and the employee's/volunteer's work history/record, the District may offer an employee/volunteer who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee/volunteer either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from District employment/affiliation.

9.05.02 Consequences. An employee/volunteer or applicant who tests positive for drugs or alcohol shall be given written notice of that test result, including the type of substance involved, by the District. The employee/volunteer or applicant will be given an opportunity to discuss and explain the positive test result with the Chief. Any employee/volunteer or applicant

who has a positive test result may request that the same sample be retested by a mutually agreed upon laboratory. A request for retest must be done within seven (7) working days from the date of the first confirmed positive test notification and may be paid for by the employee/volunteer or applicant requesting the test. If the retest results in a negative test outcome, the District will reimburse the cost of the retest, compensate the employee/volunteer for his/her time if suspended without pay, or if terminated solely because of the positive test, the employee/volunteer shall be reinstated with back pay. Applicants who refuse to cooperate in a pre-employment/pre-affiliation drug test or who test positive will not be eligible for (re)hire/affiliation. Actions for failure to comply with the District policy on an alcohol and drug free work place may include a) A requirement that the employee/volunteer enroll in an employer-approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, as a condition of continued employment/affiliation; (b) Suspension of the employee/volunteer with or without pay for a period of time; (c) Termination/un-affiliation of the employee/volunteer; (d) Other disciplinary measures in conformance with the District's usual procedures. Actions taken under this provision will result in a claimant's ineligibility to receive benefits under the provisions of section 72-1366(4), (5), (6) or (7), Idaho Code

Employees/volunteers being tested under reasonable suspicion will be suspended pending the results of the drug/alcohol test. After the results of the tests are received, a date and time will be scheduled to discuss the results of the test. This meeting will include the Chief and Board Chairman or Board Chairman's designee.

9.05.03 Confidentiality. Information and records relating to test results, drug and alcohol dependencies and legitimate medical explanations provided to the Chief will be kept confidential

to the extent required by law. Idaho law limits external disclosure of any information in an employee's/volunteer's personnel file. Internally, it is the District's policy to restrict availability of information to those with a legitimate need-to-know.

9.05.04 Inspections. Marsing Ambulance EMS District reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees/volunteers, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees/volunteers who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination of employment/un-affiliation.

9.05.05 Crimes Involving Drugs. Marsing Ambulance EMS District prohibits all employees/volunteers from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on the District premises or while conducting District business. Employees/volunteers are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

10.0 DISCIPLINE AND CONFLICT RESOLUTION

Employees/volunteers of Marsing Ambulance EMS District are expected to conduct themselves in a professional and acceptable manner at all times. Violations of the policies contained in this manual, as well as any other behavior not implicitly or explicitly outlined in this manual, that may adversely affect the health and safety of the District employees/volunteers or guests, or disrupts the efficient operations of the District business, could result in disciplinary action against the employee(s)/volunteer (s) involved. The District retains the right to terminate/un-affiliate any employee/volunteer at any time, with or without cause, just as each employee/volunteer may resign at any time.

The District is bound by state and federal laws and will ensure employment/affiliation decisions are in the best interest of both the District and other employees/volunteers when making decisions affecting employee/volunteer violations of these laws. Disciplinary action at a lesser degree, fitting to the transgression of the employee/volunteer, is also at the discretion of the Chief.

10.01 Discipline

10.01.01 Purpose of Discipline Policy. The purpose underlying the discipline policy of the Marsing Ambulance EMS District is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace and for the best interest of the District. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy. Marsing Ambulance EMS District is an at-will employer, and a finding of “cause” is not necessary for termination of employment/affiliation or imposition of discipline. The disciplinary procedure is set forth in order

to present guidelines for processing issues relating to suitable behavior and a suitable working environment.

Marsing Ambulance EMS District, through its Chief, reserves the right to approve appropriate disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ and the level of disciplinary action may vary, depending upon such factors as the nature of the offense, whether it is repeated, the employee's/volunteer's work record and the impact of the conduct on the organization.

10.01.02 Progressive Discipline Not Required. The District does not require “progressive discipline” and has refused to adopt a policy of progressive discipline. The disciplinary action taken shall be that deemed appropriate to the violation by the Chief. The form of disciplinary action may include, without limitation, the following:

1. Termination/un-affiliation;
2. Reassignment;
3. Probation;
4. Suspension for a variable or fixed period; or
5. Reprimand;

10.01.03 Reprimand and other Written Documents. Reprimands may be given to an employee/volunteer orally or in writing. The Chief should document both oral and written reprimands. The Chief should keep oral reprimand documentation for future review. Written reprimands shall be placed in an employee's/volunteer's personnel file. The employee/volunteer

shall be given a copy of any written reprimand or other document that is to be placed in the employee's/volunteer's file.

10.01.04 Administrative Leave. Any employee/volunteer may be placed on administrative, non-disciplinary suspension or leave pending the completion of an investigation concerning alleged employee/volunteer misconduct, the employee's/volunteer's competency or ability to perform their duties or for just cause as determined by the Chief. The employee/volunteer shall receive written notice of the administrative suspension and shall cooperate in any investigation as noted in Section 10.02.

10.01.05 Disciplinary or Deficiency Probation. The Chief may place an employee/volunteer on probation if the employee/volunteer violates these policies, or is deficient in performance. A probationary period imposed pursuant to this policy shall be for a definite period not to exceed 12 months and the employee/volunteer shall be given specific written instructions as to the cause of the probation, and any terms of the probation and/or expected improvements in conduct and performance. This probationary period may be imposed along with any other appropriate disciplinary action taken by the Chief. A discipline or deficiency probation affords no special status or rights to the employee/volunteer who is placed on probation, and is not a guarantee of employment/affiliation for any period. That employee/volunteer may be terminated/un-affiliated or further disciplined at any time during the period of disciplinary or deficiency probation.

10.01.06 Involuntary Termination. Involuntary termination/un-affiliation typically involves a termination of employment/affiliation at the request of the District. Termination of employment/un-affiliation requires the Chief's approval.

10.01.07 At-Will Terminations. As an at-will employer, Marsing Ambulance EMS District and its respective Chief, reserve the right to terminate employment/un-affiliate at any time for any lawful reason and nothing in this manual should be construed to imply otherwise. The District is committed to ensuring all such decisions are in compliance and consideration of applicable employment laws and the expressed public policy of the State of Idaho.

10.02 Investigations

10.02.01 Cooperation in Employee/Volunteer Investigations. Any employee/volunteer being investigated for alleged violation of District policies shall cooperate in the investigation. The employee/volunteer must respond completely and honestly to any investigation regarding their conduct. Employee/volunteer cooperation is required to resolve the situation as quickly as possible. The employee/volunteer shall have an opportunity to respond to and clarify any statement made against them. Failure to cooperate may result in the employee's/volunteer's discharge from District employment/affiliation.

Pursuant to *Garrity v. State of New Jersey*, 385 U.S. 493 (1967), and its progeny, this duty to cooperate shall not require the employee/volunteer to give up their state and federal constitutional rights against self-incrimination. Any statement, or refusal, an employee/volunteer chooses to make during an internal or administrative investigation can only be used in the administrative proceedings. In other words, the District cannot force any employee/volunteer to provide a statement that could be used against that employee/volunteer in a criminal proceeding, but can require the employee/volunteer to offer a statement for use in the internal investigation.

10.02.02 No Harassment for Testifying. No employee/volunteer shall be subjected to discipline, harassment, intimidation, retaliation, discrimination or reprisal for reporting misconduct, testifying at any inquiry, investigation or hearing authorized by these policies and/or county, state and federal law.

10.03 No Harassment for Invoking of Policies

No employee/volunteer shall be subjected to discipline, harassment, intimidation, retaliation, discrimination, or reprisal for exercising any right or privilege afforded by these policies and/or County, state and federal law.

10.04 Conflict Resolution

Marsing Ambulance EMS District understands that from time to time employees/volunteers will experience conflict with co-workers and management. Problems, misunderstandings and frustrations may arise. While most of this conflict resolves itself, sometimes it can grow to a point where it disrupts the productivity and work environment of the employees/volunteers involved and others around them. Employees/volunteers and managers are strongly encouraged to attempt to informally address any concerns they may have as soon as possible with each other directly.

However, Marsing Ambulance EMS District understands that this approach may not always be successful. Therefore, the District provides this policy as a guideline to quick, effective and consistently applied methods for an employee/volunteer to present his/her concerns to management and have those concerns internally resolved.

Only individual employees/volunteers (not groups of employees/volunteers, or employees/volunteers acting as representatives on behalf of other employees/volunteers) may initiate the Conflict Resolution process.

10.04.01 Step One - Notify the Chief: Employees/volunteers should initially direct their concerns to the Chief. The Chief will ask for details regarding the conflict such as the parties involved, the complaint itself, and possible solutions to the conflict. If the Chief is out of the office for an extended period or the conflict involves the Chief, the employee/volunteer should contact the Board Chairman. Employees/volunteers are required to make this notification within one (1) calendar week of becoming aware of the conflict or upon reaching an impasse in resolving the conflict by less formal means.

10.04.02 Step Two – Chief’s Response to the Complaint: The Chief has ten (10) business days to respond in writing to the complaint. The Chief may have a discussion with the employee/volunteer making the complaint to get further details about the issue and to discuss options for resolving the complaint. If the Chief does not resolve the complaint to the satisfaction of the employee/volunteer or does not respond to the complaint, the employee/volunteer may get in contact within five (5) business days of the initial deadline with the Board Chairman and submit a formal appeal. The complaint must now also include:

- The problem and the date when the incident occurred.
- Suggestions on ways to resolve the problem.
- A copy of the Chief’s written response or a summary of his or her verbal response and the date when the employee/volunteer met with the Chief. If the Chief provided no response, the complaint should state this.

Upon receipt of the formal appeal, the Board Chairman is encouraged to schedule a meeting with the employee/volunteer to discuss the complaint. Within ten (10) business days after such discussion, the Board Chairman should issue a decision in writing to the employee/volunteer filing the complaint. The Board Chairman may recommend a meeting with the parties to facilitate resolution or request legal advice in the event there is cause to believe a state or federal law is implicated by the conflict. Any resolution determined by the Board Chairman shall be considered “final” and a copy of the final resolution will be placed in the employee’s/volunteer’s personnel file.

10.04.03 Additional Guidance. If an employee/volunteer fails to appeal from one level to the next level of this procedure within the time limits listed above, the problem should be considered settled based on the last decision.

10.04.04 No Retaliation for Participating in Conflict Resolution Process. No employee/volunteer, under any circumstance, will be retaliated against for a complaint under this procedure, so long as they make the complaint in good faith. Any employee/volunteer who feels he or she has been retaliated against should contact the Chief or Board Chairman as soon as possible.

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11.0 SEPARATION FROM DISTRICT EMPLOYMENT/AFFILIATION

11.01 Resignation

The District understands that varying circumstances cause employees/volunteers to voluntarily resign employment/affiliation. Resigning employees/volunteers are encouraged but not required to give two weeks notice, preferably in writing, to facilitate a smooth transition out of the organization.

11.02 Job Abandonment

Please see Section 5.13.

11.03 Involuntary Termination

Employees/volunteers of Marsing Ambulance EMS District are employed/affiliated on an at-will basis and the District reserves the right to terminate an employee/volunteer at any time, with or without cause. However, the District recognizes the public's interest in ensuring that District employment decisions serve the public good, are not made by unlawful process or for unlawful purpose, and are based upon the reasoned consideration of available information.

11.03.01 Pre-termination Notice: The District has determined that it is in the public interest, despite the District being an at-will employer, to provide pre-termination notice to its employees/volunteers. Notice of termination/un-affiliation shall be given to an employee/volunteer in writing. The employee/volunteer shall immediately surrender any issued security devices, make arrangements with the person who delivered the notice to pick up personal belongings (see Section 11.06) and return District property (see Section 11.04), and then shall be escorted out of the workplace.

11.03.02 Good Faith Hearing. Although Marsing Ambulance EMS District is and remains an at-will employer, the District recognizes that competing interests can arise when the Chief contemplates the discharge of an employee/volunteer. For the District, these interests include but are not limited to the expeditious removal of unsatisfactory employees/volunteers, the avoidance of administrative burdens, the recognition of the constitutional authority of elected officials, and the risk of executing a termination/un-affiliation in violation of law or plainly expressed public policy. The District desires to satisfy these interests without limiting either the employee's/volunteer's or District's right to the mutual benefits of an at-will employment/affiliation relationship. Accordingly, the following procedure – WHICH IN NO EVENT SHALL BE CONSTRUED TO LIMIT THE REASONS FOR WHICH AN EMPLOYEE/VOLUNTEER MAY BE DISCHARGED, OR TO IMPLY THAT AN EMPLOYEE/VOLUNTEER MAY ONLY BE DISCHARGED FOR CAUSE, OR TO OTHERWISE ESTABLISH THE EXISTENCE OF AN INDIVIDUALIZED PROPERTY INTEREST IN CONTINUED District EMPLOYMENT/AFFILIATION – shall apply to involuntary terminations/un-affiliations of employees/volunteers.

When the Chief determines that such an employee/volunteer should be terminated/un-affiliated, written notice of that decision shall be served on the employee/volunteer. Upon service of notice of termination/un-affiliation, the employee/volunteer shall concurrently be placed on administrative leave. Within two (2) business days of service of this notice, the employee/volunteer may request a good faith hearing by delivery of a written request to the Chief or a member of the Board. Failure to request a good faith hearing constitutes a failure to exhaust remedies under these Rules.

The written request must explain the grounds for such a hearing and thoroughly address the basis of the employee's/volunteer's objection to the termination of their employment/affiliation. The Chief will hold the good faith hearing, within five (5) business days following the District's receipt of the request. Upon request of the Chief or Board, Legal counsel may be present during such hearing. Upon consultation with the Board, the Chief will issue a final written decision regarding the proposed termination within two (2) business days of the good faith hearing, and such decision is final.

This informal hearing may last no longer than one (1) hour for presentation of the employee's/volunteer's case. At which, the employee/volunteer has no right to legal counsel and must personally present his/her response and facilitate the creation of a complete record upon which the Chief and Board will base a final decision regarding that employee's/volunteer's potential discharge from employment/affiliation. As Marsing Ambulance EMS District is an at-will employer, the good faith hearing is not to determine whether "cause" for the termination exists, as no cause is required, or to protect an employee's/volunteer's non-existent interest in continued at-will employment. The purpose is to facilitate the creation of a complete record and allow employees/volunteers to be heard as to the existence and proof of any reason they believe the proposed termination is either unwarranted or unlawful. The District expressly forbids discrimination based on age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification, as well as any disciplinary action in contravention of "plainly expressed public policy" as that term is understood in law.

The good-faith hearing does not limit the authority of the Chief or Board regarding any employment/affiliation decision and is made available in the same spirit as the conflict resolution

process outlined above. To recognize, despite the unilateral authority of both employee/volunteer and employer to terminate the employment/affiliation relationship at any time with or without cause, the public's interest in ensuring that the District decisions will serve the public good and are based upon reasoned review of available information.

An audio recording of the hearing will be made and maintained as part of the personnel record.

11.03.03 Name-Clearing Hearing. The District expressly disclaims the existence of any right of its at-will employees/volunteers to a post-termination review, *Loudermill* hearing, or similar process not afforded by these Rules because the District does not recognize an individualized property interest in continued at-will District employment/affiliation.

However, the District does recognize a right of its employees/volunteers to their reputation and ability to obtain future employment and so offers a Name-Clearing Hearing as post-termination process to ensure that any false and stigmatizing public statements or charges regarding an employee/volunteer or his/her termination/affiliation may be challenged by the employee/volunteer for purposes of removal from, or modification of, their personnel record.

The name-clearing hearing is not intended to serve as an additional review of the termination/un-affiliation decision, although such outcome may be possible. Rather, an employee/volunteer whose employment/affiliation has been terminated, where such adverse action was based upon allegations of dishonesty, immorality, or criminal misconduct, is entitled to an opportunity to clear his or her name such that any falsely stigmatizing public statements or charges against them contained in the record are disproved and ordered removed from their record, or rebutted. Issues involving job performance or employee/volunteer attitude, without

allegations of dishonesty, immorality, or criminal misconduct, are not the proper subject of this procedure and will not be heard.

Within fourteen (14) calendar days of a termination/un-affiliation, that person may submit a written request to the Chief or a member of the Board for a hearing to clear his or her name. Within five (5) working days of receipt of the request for a name-clearing hearing, the District will respond to the requestor in writing and address whether a hearing will be granted and, if so, the date and time of such hearing. If granted, the hearing will occur within five (5) working days from the date of the District's response to the request.

The name-clearing hearing will be held by the Chief or Board, and without regard to formal procedures or rules of evidence. An audio recording of this informal hearing will be made and maintained as part of the personnel record, along with any written statements or questions offered by the employee/volunteer. The employee/volunteer will be provided an opportunity to present their own testimony or written evidence from any source regarding the falsity of any stigmatizing charges, and may submit written questions and argument for consideration, but will not have the opportunity to call or question witnesses. Similarly, the Chief may submit a written statement or questions, but will not have the opportunity to call or question witnesses.

After the hearing, the Chief will consult with the Board and consider all the information submitted and such other information as might be in the District's records to arrive at a decision regarding the employee's/volunteer's claim. Within five (5) working days of the hearing, the Chief will provide a written decision as to whether any specified information will be removed from the employee's/volunteer's personnel file or other relief granted.

11.04 Return of District Property

Employees/volunteers leaving Marsing Ambulance EMS District employment/affiliation for any reason must return all District property at the time of separation. Failure to return some items may result in the District taking legal action.

11.05 Exit Interviews

Exit interviews may be conducted by the Chief or Board as appropriate and should be scheduled as soon as notice is given. The interview should be on the employee's/volunteer's last day of work or another day, as mutually agreed upon.

11.06 Collecting Personal Property upon Involuntary Termination

If an employee/volunteer is involuntarily terminated, the circumstances may require the employee/volunteer to vacate the premises prior to cleaning out their work area. In such circumstances the Chief, or his designee, may enter the work area and obtain District property as well as evidence of any misconduct. The employee/volunteer will be informed as soon as reasonably possible, as determined by the Chief, when they may return and retrieve any personal items not seized as evidence of misconduct.

11.07 Final Paycheck

All employees/volunteers leaving District employment will be paid through the last day of scheduled work actually completed. The final paycheck will be processed as normal within the payroll cycle.

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12.0 RECORDS RETENTION AND DESTRUCTION

12.01 Records Retention

Marsing Ambulance EMS District will retain personnel records ten (10) years after the end of the year to which they pertain.

12.02 Requests for Information

The District will respond, as permitted by Idaho law, to all requests for information and verification of employment checks on current or former employees. Typically response to such requests will be limited to dates and employment/affiliation and eligibility for rehire/re-affiliation.

12.03 Records Destruction

In an effort to meet all federal and state laws regarding the destruction of personnel records, the Chief will ensure prior to destruction that there is no pending or current litigation involving an employee/volunteer. Should pending or current litigation exist, a “litigation hold” will be placed on those records. At the conclusion of the litigation process, the Chief will obtain an approved resolution from the Board authorizing the files to be destroyed.

12.04 Electronic Records Destruction

Electronic records will be treated the same as physical records, following the same retention and destruction protocol as indicated above.

13.0 EMERGENCY INSTRUCTIONS

Marsing Ambulance EMS District is committed to providing a safe and healthy environment for all employees/volunteers and visitors of any District property. While it is rare that serious emergencies or threats will occur, it is imperative that all District employees/volunteers understand how to respond in these situations, to protect themselves as well as co-workers and guests.

The following protocols give instructions on how employees/volunteers should respond in emergencies.

13.01 News Media in an Emergency Situation

To avoid misinformation or panicking the public, it is required that all inquiries from the news media regarding emergencies be directed to the Chief or Board Chairman.

Any employees/volunteers involved in the situation are not to discuss the situation with anyone except as necessary. Home telephone numbers and other personal employee/volunteer information are confidential and should NEVER be given out to news media or other third parties. Failure to adhere to this policy could include discipline, up to and including termination/un-affiliation.

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14.0 SELECT COUNTY POLICIES

14.01 Vehicle Use Policy

14.01.01 Purpose: This policy outlines the employee use of vehicles provided by, or used in connection with employment/affiliation in, Marsing Ambulance EMS District (District). The primary objectives of this policy are 1) to ensure the safety of employees and the general public; and 2) to promote the most cost-effective means of transportation in performing District functions.

Operators of District vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both the District property and public trust. It is the policy of the District to provide a safe working environment that protects both our employees/volunteers and our citizens from injury and property loss. The use of District vehicles is considered part of the working environment. Where applicable, this policy also applies to all employees/volunteers who operate privately owned vehicles on District business.

14.01.02 Use: District vehicles are to be used solely for District business and functions. Personal use of District vehicles, except as authorized below, is strictly prohibited. District vehicles may be taken home and used as a commuter vehicle by employees only as determined by the Board.

Employees/volunteers who drive their personal vehicles on District business are subject to the applicable requirements of this policy. In addition, the employee/volunteer must maintain auto liability insurance with minimum state limits. Employees/volunteers must maintain the

vehicle in a safe operating condition when driven on District business. The District is not responsible for repairs or upkeep of private vehicles.

14.01.03 Assigned or Permissive Drivers: Each employee/volunteer who drives a District vehicle or a private vehicle on District business is required to have a valid driver's license. Should an employee's/volunteer's driver's license expire, be revoked or suspended, the employee/volunteer shall immediately notify the Chief. At the time of the suspension, the employee's/volunteer's District vehicle use privileges will be suspended until the employee's/volunteer's driver's license has been fully restored and validated.

Only assigned and authorized District personnel may operate any District vehicle. Spouses, family members, friends or others who are not assigned or authorized District employees/volunteers are not permitted to operate a District vehicle. All members of Marsing and MRW fire departments are authorized to operate.

14.01.04 Authorized Passengers:

A. District vehicles may not be used to transport family, friends or other passengers including personal pets, unless it is for official business and authorized pursuant to District policy or regulation, or unless the employee/volunteer is officially on-call and is expected to respond without delay in the event of an emergency. On call employees/volunteers who respond to an emergency shall discharge passengers before responding if practical.

B. Persons who are not District employees/volunteers may be passengers in District vehicles when traveling to meetings and conferences related to District business only if approved by the Chief.

C. Emergency vehicle “ride-alongs” foster positive community relations. Therefore, Marsing Ambulance EMS District does allow “ride-alongs” according to department policy when there is a positive purpose and employees/volunteers and/or public safety are not compromised.

14.01.05 Driver Evaluation: Employees/volunteers will be evaluated and approved for District vehicle use based upon their driving ability. The following may be used to evaluate employees/volunteers as drivers:

- Past driving performance and work experience through reference checks with previous employers.
- The employee’s/volunteer’s Driver’s License Record (DLR).
- Possession of a valid driver’s license.
- The employee’s/volunteer’s ability to operate the type of vehicle he/she will drive.
- The employee’s/volunteer’s compliance with requested or required training.

14.01.06 Seatbelt Use: All drivers and passengers are required to utilize seatbelts as mandated by law. The employee/volunteer is responsible for ensuring all occupants, including non-employees, are in compliance with this policy. This does not apply to Emergency Responders who are following Department procedures in the active care of patients in the patient compartment.

14.01.07 Mobile Communication Device, Cell Phone and Computer Use: The driver of a District vehicle, or any other vehicle being used for District business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. This does not prohibit cell phone use by fully hands-free technology. It is important

both for safety and for the image of District drivers that common sense and courtesy be followed in using these devices.

Sending and/or reading text messages, emailing or browsing the web while operating a motor vehicle is illegal in the State of Idaho and prohibited by District policy. Drivers must be safely parked before using phone or mobile computer equipment. **This does not apply to District work-related two way radios or to Emergency Responders who are following Department procedures while responding Code 3.**

14.01.08 Smoking Prohibited in Vehicles: Smoking is expressly prohibited in all District vehicles.

14.01.09 Impaired Driving: No driver may operate a vehicle when his/her ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or by illness, fatigue or injury.

The employee/volunteer driver is obligated to report any reason that may affect his/her ability to drive safely.

14.01.10 Proof of Insurance: Employee/volunteer drivers must ensure that the current insurance card is kept in the vehicle at all times.

14.01.11 Accident Reporting: In the event of an accident while driving a District vehicle or when driving a privately owned vehicle on District business, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, the driver shall move the vehicle to a safe location out of the way of traffic.

Drivers shall always have a police officer investigate any accident that involves a District vehicle or privately owned vehicle being used on District business. This will help ensure that the District is protected from unwarranted claims. Do not discuss fault with, or sign anything from, anyone except for a police officer or an authorized representative of the District.

Drivers shall notify the Chief or Board Chairman as soon as possible of the accident and report the extent of the injuries and property damage involved.

Drivers shall fully cooperate with any District processes necessary to handle the claim.

14.01.12 Traffic Violations: All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any District vehicle. These costs are not reimbursable by the District and must be paid promptly by the driver.

14.01.13 Vehicle Maintenance and Repair: If the District vehicle is in need of repairs or maintenance (i.e. oil change, etc.), the vehicle should be taken out of service and the Chief notified of issues identified.