



# Upper Scioto Valley Ambulance District Employee Handbook

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## **1. Introduction**

### **1.1 Welcome**

Dear Valued Employee:

Welcome to Upper Scioto Valley Ambulance District, a non-profit organization located in the state of Ohio. This employee handbook (“Handbook”) contains general information on policies, practices, and benefits. It is written to introduce employees to Upper Scioto Valley Ambulance District and get familiarized with its policies, provide general guidelines on work rules, benefits and other issues related to employment. Furthermore, this Handbook should attempt to answer any additional questions in connection with our workplace environment. This Handbook is designed as an overview and guideline and therefore cannot cover everything that pertains to employment-related to Upper Scioto Valley Ambulance District. Please feel free to seek clarification from a supervisor regarding any topic of concern in this Handbook. Upper Scioto Valley Ambulance District looks forward to collaborating with you!

### **1.2 Purpose of this Handbook**

This Handbook aims to clarify, explain, and offer a handy reference for the general terms of employment with Upper Scioto Valley Ambulance District, namely general employment details, compensation, benefits, standards of conduct, and the employees’ rights and policies pertaining thereto. It cannot, by nature, cover everything and is therefore not meant to be exhaustive. It is also subject to change, and therefore not binding. It is simply a resource guide for employees to the standard policies of Upper Scioto Valley Ambulance District. As such, Upper Scioto Valley Ambulance District does not intend that anything in this Handbook constitutes an employment contract or an offer of an employment contract, express or implied, or that this Handbook is in any way deemed by any person, to create any legally binding rights to continuing employment or to a specific terms or conditions of employment.

### **1.3 Changes in Policy**

Upper Scioto Valley Ambulance District and the Chief reserve the right to modify any policies, benefits, or procedures at any time, excluding the “At-Will Employment” policy (2.1) detailed below. Ideally, timely notification will be given to employees, although changes are considered adequate without such notice.

## **2. General Employment**

### **2.1 At-Will Employment**

At Upper Scioto Valley Ambulance District, all employment is considered “at-will” meaning employees are free to resign at any time and for any reason, with or without notice. Similarly, Upper Scioto Valley Ambulance District is free to conclude an employee’s employment at any time for any lawful basis, with or without cause or notice. Unlike the general policy changes mentioned in Section 1.3, which may be amended, modified, or terminated at any time, the policy for at-will employment in this section is considered immutable except for a situation wherein it is modified via a signed, written agreement between the Upper Scioto Valley Ambulance District Board and the employee at issue.

## 2.2 Employment Classifications

For the purposes of salary administration and eligibility for overtime payments and employee benefits, Upper Scioto Valley Ambulance District classifies employees as either exempt (salaried) or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are paid a fixed amount of pay each workweek in which they are employed.

- 1.) **Full-Time.** Full-time employees are regularly scheduled to work more than or equal to an average of 40 hours per week, following a 24/72 schedule. All other employees working fewer hours per week should be considered part-time.
- 2.) **Part-Time.** Part-time employees are employees who are scheduled as needed to fill any open shift and cannot work more than 32 hours in a week.
- 3.) **Independent Contractors and Consultants.** Independent contractors and consultants are known to be self-employed and not employees as defined by the Internal Revenue Service (IRS) under this Handbook.
- 4.) **Probationary Period.** Probation (or probationary period) is a status given to new employees for a certain period after being employed by Upper Scioto Valley Ambulance District ("Probation Period"). This status allows the Employer to evaluate the performance of a newly hired employee. The Probation Period will last for a maximum of 365 days and will conclude with a formal review of the employee by the Chief. Upon satisfactory completion of the Probation Period, the employee will then enter a standard employment classification. Such classification shall allow the employee to be eligible for all benefits and paid time off (PTO) as mentioned in this Handbook. During the Probationary Period, employees will be able to access such benefits required by law such as Workers' Compensation insurance and OPERS.
- 5.) **Volunteer Employees.** Volunteer employees are employees who respond on IAR to assist on a run when not scheduled to do so. Volunteer Employees are considered "at-will" employees. Volunteer Employees are exempt employees, meaning they are exempt from federal and state overtime laws and are paid a fixed amount (compensation or on-call pager pay).

## 3. Compensation

### 3.1 Payment Schedule

Employees are paid on a bi-weekly basis unless they receive compensation pay which is paid monthly. All employees will be paid by check, direct deposit, or by any other means mutually beneficial between the employer and the employees.

### 3.2 Wages

Exempt employees (as defined in Section 2.2) will be paid based on an annually calculated salary. Non-exempt employees will be paid in accordance with all applicable federal and under Ohio law. All overtime work by non-exempt employees must be approved in advance by the Upper Scioto Valley Ambulance District Chief.

### 3.3 Deductions and Garnishment

Upper Scioto Valley Ambulance District shall make deductions from an employee's pay only in the circumstances permitted and required by applicable laws, including, but not limited to,

deductions for income tax withholding, OPERS, and Medicare contributions, and in some cases, voluntary deductions for health insurance premiums and other related contributions. In the event an employee has been ordered by a court to satisfy a just debt via wage garnishment, Upper Scioto Valley Ambulance District is obligated by law to make regular deductions from said employee's paychecks until either the debt has been satisfied or until Upper Scioto Valley Ambulance District receives notification from a competent court of jurisdiction.

### 3.4 Overtime Pay

Overtime is additional compensation provided to non-exempt employees when they work more than 40 hours in a workweek and is governed by the Fair Labor Standards Act (FLSA). The federal overtime rate is time and one-half per hour worked beyond 40 hours and does not include paid time off (PTO). Overtime must be approved by the Upper Scioto Valley Ambulance District Chief.

### 3.5 Paid Time Off (PTO)

Paid time off (PTO) includes, but is not limited to, vacation time, personal leave, federal holidays, and any other qualified reason for absence from the workplace. It is essential for regular attendance to be maintained. However, Upper Scioto Valley Ambulance District has stipulated the contexts wherein planned or emergency leaves of absence are permissible below. When possible, employees must submit a request for paid time off (PTO) at least 14 days in advance or as soon as they become aware of an emergency that would require a leave of absence. The Upper Scioto Valley Ambulance District Chief reserves the right to approve or deny such requests in their sole discretion unless otherwise required by law. If, during an employee's paid time off (PTO), said employee engages in other employment or consulting, accepts another job, or applies for unemployment insurance, they may be considered to have voluntarily resigned from Upper Scioto Valley Ambulance District. After a prolonged leave of absence by an employee, there is no guarantee that an employee will be reinstated to their exact position, or any position, except as is required by law.

The following are the reasons for which leaves of absence may be requested:

1. **Bereavement.** Eligible employees can claim up to 3 day(s) for bereavement.
2. **Holidays.** Any employee who works on a federal holiday will receive "holiday pay" (double time). Any employee who is not working on a federal holiday will not receive holiday pay.
3. **Jury Duty.** If an employee receives a jury summons, Upper Scioto Valley Ambulance District must be notified as soon as possible to plan for a leave of absence. Upper Scioto Valley Ambulance District reserves the right to require employees to provide proof of jury duty service and/or jury duty payment documentation to the extent authorized by law. Employees are expected to return to work if they are excused from jury duty during regular working hours or if released from jury duty earlier than expected. Employees will be paid their normal hourly rate during jury duty for the initial 5 days(s) less than any payments received from the court.
4. **Personal Days.** Employees are not given any paid time off (PTO) for personal use.
5. **Sick Days.** Employees earn 6.2 hours of paid sick time for every eighty (80) hours worked. Employees cannot accrue more than forty (40) hours of paid sick time in one (1) year. Unused sick time may not roll over to the following year.

6. **Vacation Days.** Eligible employees can earn vacation hours based on the timetable listed in the vacation section of your handbook 7.1.
7. **Voting.** Employees are not entitled to paid time off (PTO) for the purposes of voting in any federal or local elections. Although, Upper Scioto Valley Ambulance District recognizes the importance of each employee's right to vote and shall make accommodation, within reason, to allow employees to vote around their work schedule.
8. **Unused Vacation Days.** If an employee has any unused vacation days at the end of the year, said credits may roll over to the following year or be paid out per the employee's request.

### 3.6 Maternity/Paternity Leave.

Eligible employees disabled on account of pregnancy, childbirth, or a related medical condition are entitled to the minimum requirement of time off as governed under the Family and Medical Leave Act (FMLA) which proves to be 12 weeks. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. Eligible employees wishing to take pregnancy leave must give notice to the Upper Scioto Valley Ambulance District Chief as soon as possible. Full-time employees who wish to take maternity leave will receive 4 weeks paid time off from the Upper Scioto Valley Ambulance District, the employee is then entitled to use their sick time off for additional time off needed. Once the employee runs out of paid time off and sick time the employee can then file for FMLA for the additional 12 weeks off unpaid. Full-time employees wishing to take paternity leave will follow the same rules and regulations as maternity leave with the exception of paid time off. Full-time employees who wish to take paternity leave will receive 2 weeks paid time off from the Upper Scioto Valley Ambulance District, the employee is then entitled to use their sick time off for additional time off if needed. Once the employee runs out of paid time off and sick time the employee can then file for FMLA for the additional time off unpaid. For all other benefits, an employee on pregnancy or paternity leave will receive the same rights and benefits as employees on a paid/unpaid leave of absence. Said employee's role, title, and position will be available to them at the termination of their leave.

### 3.7 Benefits

Upper Scioto Valley Ambulance District offers the following benefits mentioned below to eligible employees. Eligibility depends on the type of employment and other factors. This section is not meant to be extensive but rather provides general explanations. For further information about eligibility or the specifics of the listed benefits, contact a supervisor.

Any benefits offered by Upper Scioto Valley Ambulance District are for all eligible employees:

1. **Health Insurance.** At the time of issuing this Handbook, Upper Scioto Valley Ambulance District does not offer a group health insurance plan to employees.
2. **Life Insurance.** At the time of issuing this Handbook, Upper Scioto Valley Ambulance District does not offer a life insurance plan to employees.
3. **401(k) Plan.** At the time of issuing this Handbook, Upper Scioto Valley Ambulance District did not offer a 401(k) plan to its employees.
4. **Commuter Benefits.** Upper Scioto Valley Ambulance District offers Mileage Payment. The employee shall be reimbursed at the IRS Standard Mileage Rate for business travel for training outside the ambulance district. This only applies to

certified employees. The employee shall keep a log of mileage occurred and submit a signed copy to the Upper Scioto Valley Ambulance District Clerk by the end of each month.

The Chief and any Executive Officer traveling for business for meetings, conferences, training, and travel occurred to perform their official duties shall be reimbursed by the Upper Scioto Valley Ambulance District Clerk in accordance with the IRS Standard Mileage Rates. The Chief or Executive Officer shall keep a log of mileage that occurred and submit a signed copy to the Upper Scioto Valley Ambulance District Clerk at the end of each month.

5. **Workers' Compensation.** Any employee who is unable to work due to a work-related injury or illness shall be eligible for Workers' Compensation benefits in accordance with federal and state laws.
6. **Social Security Benefits (FICA).** Upper Scioto Valley Ambulance District and its employees do not contribute to Social Security.
7. **OPERS.** Upper Scioto Valley Ambulance District contributes 14% to its employees who pay 10% to OPERS. OPERS replaces Social Security for all public employees.
8. **Unemployment Insurance.** The Upper Scioto Valley Ambulance District pays federal and state taxes on all paychecks to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to other circumstances described by law. State agencies directly administer this insurance determine benefit eligibility, amount (if any), and duration.
9. **Tuition Assistance Program**

Tuition Assistance is to only be used for further education as an emergency medical professional.

Submit a written letter of interest to the Chief. Once approved by the Chief, attend an Upper Scioto Valley Ambulance District Board meeting to submit a written letter of interest. Then, sign a contract with the Upper Scioto Valley Ambulance District Board agreeing to a minimum of one (1) year of active service.

All continuing education classes that offer CEU credits will be reimbursed by the Upper Scioto Valley Ambulance District Clerk.

10. **Schooling**

This policy is only for those who wish to obtain their Basic EMT, Advanced EMT, or Paramedic certifications. All full-time employees are required to hold and maintain a valid State of Ohio EMT-Basic, EMT-Advanced, EMT-Paramedic certification.

The employee must be active on the department for a minimum of one (1) year in order for the employer to pay for any additional schooling beyond Basic-EMT.

Those who are not certified as a Basic-EMT must first obtain their certification before being hired as an employee. After obtaining the Basic-EMT certification and fulfilling 1 year of active service to Upper Scioto Valley Ambulance District, the employee may be reimbursed for their Basic-EMT schooling with a receipt to verify proof of payment for the schooling.

The employer will pay all fees and costs approved by the EMS Chief for obtaining required prerequisites, health screens, tuition, books, exam fees, refresher training, and any other related costs approved by the EMS Chief. The employees are required to submit fully completed and accurate Free Applications for Federal Student Aid (FAFSA) and apply for Federal Pell Grants and any other available grants or



scholarships as determined by the EMS Chief in order to qualify for the Employer to pay these costs.

Employees shall successfully pass the National Registry of Emergency Medical Technician's examination within one hundred eighty (180) days of the last day of scheduled class of the program for which the employee is enrolled.

Employees shall remain on probation for one (1) year following receipt of the certification.

Employees must sign an agreement that if they do not pass or they pass but do not stay with Upper Scioto Valley Ambulance District for two (2) years EMT, three (3) years Advanced EMT, four (4) years Paramedic, they will be required to reimburse the full cost of the class.

Employees who do not fulfil the agreement will have their checks garnished to obtain the cost if the employee doesn't pay the cost in full.

Employees must pass the required background check and drug screening before applying for schooling.

### **3.8 Holidays**

All eligible employees are entitled to the following federal holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

All holidays are observed from midnight to midnight on the actual date of the holiday.

All holidays are paid only to those who work on the actual date of the holiday.

Office employees will have the day off with pay for eight (8) office hours.

The Upper Scioto Valley Ambulance District office will be closed on the holidays outlined in this policy.

Full-Time and Part-Time employees who work on the holidays outlined in the policy shall be paid for the hours of work from midnight to midnight on the date of the holiday at a rate of double-time. Full-Time and Part-Time employees who do not work on the holidays outlined in this policy will not receive holiday pay.

Volunteers that run on the ambulance on the holidays outlined in this policy from midnight to midnight on the date of the holiday shall be paid compensation pay doubled.

## **4 Rights and Policies**

### **4.1 Equal Opportunity Employment**

Upper Scioto Valley Ambulance District is an Equal Opportunity Employer, meaning employment opportunities are based upon one's qualification and capabilities to perform the essential functions of a particular job and free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

Upper Scioto Valley Ambulance District's Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training. Upper Scioto Valley Ambulance District strongly urges the reporting of all instances of discrimination and prohibits retaliation against any individual who reports discrimination or participates in an investigation of such reports. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

### **4.2 Immigration Law Compliance**

Upper Scioto Valley Ambulance District is committed to employing only United States citizens and aliens authorized to work in the country. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present such documentation establishing the identity and eligibility of an employee. Former employees who are rehired must also complete the form if they have not completed an I-9 with Upper Scioto Valley Ambulance District within the past three years or if their previous I-9 is no longer retained or valid.

### **4.3 Accommodation for Employees with Disabilities**

Upper Scioto Valley Ambulance District agrees to comply with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable federal, state, and local fair employment practice laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Upper Scioto Valley Ambulance District will provide reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of a job unless doing so would create an undue hardship. If any employee believes they need accommodation due to a disability, said employee is responsible for requesting any such accommodation from Upper Scioto Valley Ambulance District Chief.

An employee may make such requests orally or in writing and include relevant information, such as:

1. A description of the accommodation being requested.
2. A detailed reason for the accommodation; and
3. How the accommodation will help said employee perform the essential functions of their duties and responsibilities.

After receiving the oral or written request, the Upper Scioto Valley Ambulance District Chief will engage in an interactive dialogue to determine the precise limitations of an

employee's disability and explore potential reasonable accommodation that could overcome those limitations. Upper Scioto Valley Ambulance District encourages employees to suggest specific reasonable accommodations that they believe would allow them to perform their job; however, Upper Scioto Valley Ambulance District is not required to make the specific accommodation requested by an employee and may provide effective alternative accommodation, to the extent any reasonable accommodation can be made without imposing undue hardship on the functioning of Upper Scioto Valley Ambulance District.

If a disability or need for accommodation is not obvious, the Upper Scioto Valley Ambulance District Chief may request an employee to provide supporting documents showing that they have a disability within the meaning of the ADA, state, and local laws and that an employee's disability necessitates reasonable accommodation. If the information provided in response to this request is insufficient, the Upper Scioto Valley Ambulance District Chief may require said employee to schedule an appointment with a healthcare professional, such accommodation requests may be denied. The Upper Scioto Valley Ambulance District Chief and Board will keep confidential any medical information obtained in connection with any request for reasonable accommodation.

#### **4.4 Minors**

Upper Scioto Valley Ambulance District cannot legally hire minors.

#### **4.5 Privacy**

Upper Scioto Valley Ambulance District is respectful of each employee's privacy. All employee information, including but not limited to, personal, demographic, and any other personal details, will not be shared as required in day-to-day business activities. Upper Scioto Valley Ambulance District does not ask for, create, request, or receive private healthcare information when conducting normal business activities from its employees. If, however, any employee voluntarily shares personal healthcare information with a member of Upper Scioto Valley Ambulance District, all shared information will be kept confidential.

#### **4.6 Confidentiality, HIPAA, and Code of Conduct**

Employees and Business associates of Upper Scioto Valley Ambulance District are required to be responsible for the use and disclosure of Protected Health Information (PHI). PHI under HIPAA is defined as individually identifiable information that is created or received by a healthcare provider.

The Federal Health Insurance Portability and Accountability Act was established to improve privacy and security in patient care.

Employees of Upper Scioto Valley Ambulance District are health care providers and are considered "covered entities" and are responsible for uses and disclosures of PHI. Forms of PHI include but are not limited to digital, electronic, paper, or verbal.

Covered entities must comply with the Privacy, Security and Breach Notification rules.

Business Associates must comply with the Privacy and Security rules and the entire Security rule.

PHI received from another healthcare provider becomes PHI of the receiving provider as well and may only be used in accordance with HIPAA. This includes mistakenly or inappropriately received PHI. Once PHI is in possession of a HIPAA covered entity, the information must be protected in the same manner as PHI the covered entity created.

PHI may only be shared with another covered entity for the treatment activities of that other provider, without patient consent or authorization.

Each provider is responsible for any breach of PHI that occurs from their disclosure of loss of PHI.

Employees are responsible for reporting breach or loss of PHI to an immediate supervisor, compliance officer, or privacy officer immediately. A written incident report is also required. Breach documentation will be retained for six (6) years after occurrence.

Employees will be held liable for any costs incurred from breach of PHI due to their negligence. Violations to the policy will leave members responsible and members will then be subject to disciplinary action or legal ramifications along with costs incurred due to violations.

Each employee will be required to review and comply with HIPAA policy of Upper Scioto Valley Ambulance District. All staff members must agree to comply with all applicable HIPAA standards.

It is Upper Scioto Valley Ambulance District's policy to comply fully with HIPAA's requirements. All members must comply with these standards. Upper Scioto Valley Ambulance District reserves the right to amend or change this plan at any time without notice.

Any uses or disclosures of PHI must be made in accordance with HIPAA regulations and any deviation from these regulations is prohibited.

Upper Scioto Valley Ambulance District employees provide healthcare and related services to patients. As an employee of Upper Scioto Valley Ambulance District, you are part of a HIPAA "covered entity," and you must comply with HIPAA standards and policies in place.

HIPAA applies to all protected health information. Any information that can identify a patient and relates to their physical or mental health is PHI. The information does not have to include a patient's name to be considered PHI. Information that would identify the individual in any way is PHI. This can be hard copy, digital (including photos and videos), and verbal information.

HIPAA applies to you both on and off duty. You may only share protected health information (PHI) when HIPAA is allowable for treatment purposes. For example, when giving a report to a receiving entity (hospital, flight, or another medical provider). Any other disclosure is a direct violation of HIPAA and Upper Scioto Valley Ambulance District policies. HIPAA does NOT apply to law enforcement. Police may speak directly to your patient. When notifying police of any other information (i.e., a weapon or crime scene) HIPAA does not apply.

You may release information necessary to law enforcement when it is needed to locate or identify a suspect or witness. Also, when a crime occurs during the response (e.g., patient assaults a crew member), or when you are required to release PHI to report abuse, neglect, or a crime.

You will be trained and expected to distribute Upper Scioto Valley Ambulance District's Notice of Privacy Practices to each patient who is not in duress or experiencing a distinct medical condition. Documentation of distribution of privacy practices is required.

You may only share patient information when it is pertinent to the treatment of the patient, billing for the services you provide (with billers and reviewers), and operations for quality assurance/quality improvement activities.

You may only disclose PHI to relatives, friends or patient caregivers if doing so is in the best interests of the patient. The transport destination and general condition are an example.

You MAY NOT speak with the media. Refer all requests to the EMS Chief.

You MAY NOT post any ambulance responses on any social media, even if you believe it does not identify patients or addresses.

You may not use personal devices to capture or transmit PHI. Do not text, or photograph PHI. Electronic devices should always be locked when not in use. Report all lost or stolen devices immediately. This is to include Upper Scioto Valley Ambulance District owned devices and any devices you use to view any PHI. Including, but not limited to, home computers and cell phones. It is against company policy to access PHI on any public device (library, coffee shop, etc.). Do not disable security settings on any device and never leave an unsecured device unattended.

Report all known or suspected breaches of PHI to a supervisor, compliance officer or privacy officer IMMEDIATELY. This includes but is not limited to suspected or known improper disclosure of PHI, lost or stolen device or hard copy material (face sheet or transport packet), malware or security threat or any unauthorized access to PHI.

#### **4.7 Retention Policy**

It is the policy of Upper Scioto Valley Ambulance District to adhere to all state, federal, and local statutes governing the maintenance, retention, and release of all records within the public domain.

1. Pursuant to ORC 149.011, "records" are defined as (1) any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 (ORC), (2) created or received by, or coming under the jurisdiction of, any public office of the state or its political subdivisions, (3) which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
2. If a document or other item does not meet all three parts of the definition of a "record" above, then it is a non-record and is NOT subject to the Public Records Act, or Ohio's retention requirements.
3. All records considered to be public records under the scope of the Ohio Revised Code shall be managed in accordance with ORC statutes and the provisions of the Ohio Public Records Act.
4. Records will be kept organized and well maintained so they are readily available for inspection and copying.

5. The Board Clerk will be provided with a copy of this policy and will be required to acknowledge receipt of the copy of the Public Records and Retention Policy.
6. Exemptions to public records listed in separate statutes in Ohio Revised Code include but are not limited to, the following:
  1. Medical Records
  2. Trial Preparation Records
  3. Records containing information that is confidential under ORC sections 2710.03 or 4112.05.
  4. Intellectual property records.
  5. Records of which are prohibited by state or federal law.
  6. Requests subject to ORC 149.43 division (B)(8).
  7. Information, data, and records collected for use and maintained by the Ohio Violent Death reporting system (pursuant to ORC 3701.9212).
  8. Information obtained or maintained under the partner notification system (pursuant to ORC 3701.243).
  9. Personal Health Information (PHI) is included in the HIPAA Policy in this manual.
    - a.) Email must meet all three parts of the definition of a record.
    - b.) Personal correspondence that is used to document a decision to discipline a public employee qualifies as a “record.”
    - c.) Personal written notes do not constitute records. Employee notes are not public records if they are kept as personal papers, not official records, kept for the employee’s convenience and other employees do not use or have access to the notes.
    - d.) Draft documents that meet the three-part definition are subject to the Public Records Act.
    - e.) Upper Scioto Valley Ambulance District’s Record of Retention (RC-2) Schedule can be located on the door of the Fiscal Officer.
    - f.) Pursuant to ORC 149.351, all records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the records commissions provided for under ORC section 149.38.
    - g.) Records will be destroyed or archived in accordance with the RC-2 Schedule.
    - h.) After records have satisfied their approved retention period, the disposition of the record will be documented.

- i.) A Certificate of Records Disposal (RC-3) will be filed with the State Archives at the Ohio History Connection at least fifteen (15) business days prior to the destruction of public records to allow the State Archives to select records of enduring historical value.
- j.) This Public Records Policy will be reviewed every 5 years to ensure compliance with state and federal regulations and to ensure compliance with state and federal regulations and to ensure there are no updated legal statutes.
- k.) Substantial changes will require renewed approval from the Upper Scioto Valley Ambulance District Board.

#### **4.8 Anti-Nepotism Policy**

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism. Nepotism is inconsistent with the departments' employment decisions and other business decisions based solely on departments' needs and individual qualifications, skills, ability and performance.

##### **POLICY:**

No department employee or any volunteer may make, participate in, or attempt to influence employment or other business decisions involving a relative or pressure or cause others to do so. Therefore, there can be no direct reporting or supervisory relationship between relatives, and all "employment decisions" must be made by others. If an individual is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a relative, a management plan must be devised and approved by the head of the organizational unit (e.g., Chief). In the event the employee is a family member of the Chief, oversight of the employee will be handled by another officer on the department. In the event the employee is a relative of a board member, the oversight will be handled by the remaining board members.

A management plan is also required when an individual already assigned to a position becomes a relative of a supervisor, subordinate, or someone who works for the same immediate supervisor.

The purpose of the management plan is to outline supervision and evaluation procedures that will mitigate possible conflicts of interest. The management plan must address reporting relationships, supervision, and evaluation that will ensure that there will be no decision making based upon relationships between relatives in promotion, compensation, hours, or other conditions of employment or any approvals required for the expenditure of department funds or the use of department resources. The plan should address the management of the approval and review process to preclude any potential appearance of nepotism, conflict of interest, or conflict of commitment. To ensure continuity and appropriateness, a unit review of the approved

management plan should take place in the event of any change in reporting relationships.

#### MEMBERS OF AN AUDIT TEAM:

No relative of any department faculty member, staff, or any other employee or volunteer may serve on any audit team (either Internal Audit or external auditors) which provides auditing services to the department.

#### DEFINITIONS:

Nepotism: favoritism in the workplace based on kinship, which ordinarily consists of making employment or other business decisions based on a family relationship.

Employment decisions: the full spectrum of employment or volunteer related actions, including but not limited to decisions related to hiring, supervision, direction of work, promotion, compensation, work/volunteer hours, performance evaluation, termination and all other terms and conditions of employment or volunteer related actions.

Business decisions: decisions related to the full spectrum of department commercial activities (e.g., buying, hiring, selling, contracting, licensing, leasing) or otherwise involving the expenditure of Department funds or the use of Department resources.

Relative: the spouse, domestic partner, anyone in a romantic relationship and, whether by blood, adoption, marriage or domestic partnership, the child, parent, grandparent, sibling, grandchild, aunt or uncle, niece or nephew, or any person residing in the immediate household (or the household of the spouse or domestic partner of any of these relatives) of the Department employee, or his or her spouse or domestic partner, or person in a romantic relationship.

#### GUIDELINES:

1. This policy does not prohibit (but does not encourage) the department from simultaneously employing relatives or engaging in commercial activities with the relatives of employees. For example, relatives are permitted to work in the same department or unit so long as the relatives comply with the requirements outlined above (e.g., there is no direct reporting or supervisory relationship between the relatives and all employment decisions are made by others).
2. This policy is in addition to the department's Conflict of Interest Policy. If a department employee's relative is also employed by the department, volunteers at the department, or engages in commercial activities with the department, the relationship should be disclosed in the annual conflict of interest disclosure form.
3. Employees and volunteers must self-report in writing to the head of their organizational unit before they make, participate in, or attempt to influence (or cause others to make, participate in, or attempt to influence) decisions covered by this policy. If the



relationship involves the leader of an organizational unit (e.g., a Chief, Captain), the report must be made in writing to the next most senior leader to whom the employee is accountable.

4. This policy applies to instances of nepotism that existed before the enactment of this policy. Any existing relationships or situations must be disclosed immediately, evaluated, and managed as provided in this policy.
5. Legitimate issues may arise and thus must be disclosed and managed under this policy with regard to: (i) relatives who do not fit the definition of relative provided above; or (ii) situations where the employee or volunteer is directly or indirectly involved in the department's engagement or potential engagement (e.g., as a contractor) of a relative.

The fundamental goal of the management plan is to mitigate actual and perceived favoritism and conflicts of interest and loyalty by establishing appropriate processes for employment decisions or volunteer-related actions. Depending on the employment classification of the individual with whom the employee or volunteer has a relationship, a management plan should be devised by, as appropriate, the unit's academic affairs administrator, or Human Resources, and must be approved by the head of the organizational unit (e.g., Chief, Council). At a minimum, management plans must: (i) address reporting relationships, supervision, and evaluation in a way that will assure that there will be no participation in employment decisions or volunteer related actions as prohibited by this policy and (ii) establish a review and approval process for expenditures to sufficiently mitigate or preclude favoritism or the appearance of favoritism. To ensure continuity and appropriateness, periodic review and, as needed, revision of the approved management plan should occur at least annually and also whenever there is a relevant change in reporting relationships. If the relationship involves a member of leadership, the management plan must be reviewed and approved by the organizational leader to whom that member of leadership is accountable.

6. Concerns or complaints about possible violations of this policy should be submitted to Human Resources. All such complaints will be treated confidentially as feasible and will be addressed by Human Resources or his/her designee.
7. Violations of this policy may result in discipline up to and including termination of employment.

#### **4.9 Alcohol and Drug Free Workplace**

Upper Scioto Valley Ambulance District is committed to providing a safe work environment and to fostering the well-being and health of its employees. This commitment is jeopardized when any Upper Scioto Valley Ambulance District employee misuses prescription or over-the-counter drugs, uses illegal drugs any time or alcohol on the job, comes to work with these substances present in his/her body, possesses, distributes, or sells legal/illegal drugs or alcohol in the workplace. The safety and health of employees, protection of the environment, quality of our patient care, and financial

performance of our company can be directly affected using illegal drugs and misuse of alcohol.

The company believes that it is particularly important to provide a safe workplace for all its employees. In so doing, the company is taking steps to address the problem of substance use that negatively affects every workplace, including ours. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that alcohol abuse and illegal drug use are unacceptable with employment at Upper Scioto Valley Ambulance District. This policy applies to all employees of the company, including management. We cannot condone, and will not tolerate behaviors on the part of employees that relate to prohibited substance use, such as:

- The use of illegal drugs,
- The misuse of alcohol,
- The misuse of prescription or over-the-counter medications,
- The sale, purchase, transfer, manufacture, use or possession of any illegal drugs.
- Arrival or return to work after having used any drug or alcohol or being under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is affected.

#### **4.10 Tobacco Products**

No Upper Scioto Valley Ambulance District employee, member of the public, rider, patient, or family member is allowed to smoke or use tobacco products of any kind, this includes chew/dip, pouches and even vapes, in any company vehicle or in any company building or facility. To do so is a violation of Federal Law and will result in appropriate disciplinary action.

Smoking is only permitted to take place in designated smoking areas.

#### **4.11 Public Records Policy**

Upper Scioto Valley Ambulance District acknowledges that it maintains records that are used in the administration and operation of Upper Scioto Valley Ambulance District. In accordance with state law, Upper Scioto Valley Ambulance District has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These records that are stored on paper or computer are created, received, or sent under the authority of Upper Scioto Valley Ambulance District and document the organization, functions, policies, decisions, procedures, operations, or other activities of Upper Scioto Valley Ambulance District. (R.C 149-011(G); R.C 149.43(A)(1)). The records maintained by Upper Scioto Valley Ambulance District and the ability to access them are a means to provide trust between the public and Upper Scioto Valley Ambulance District.

1. All public records maintained by Upper Scioto Valley Ambulance District shall be promptly prepared and made available for inspection to any person during regular business hours as well as a copy of Upper Scioto Valley Ambulance District's current Records Retention Schedule(s). (R.C. 419.43(B)(1)). Promptness is to be determined by the facts and circumstances of each public records request. Regular business hours for Upper Scioto Valley Ambulance District are Monday through Friday (except holidays), from 7am to 3:30pm.
2. To enhance the ability of Upper Scioto Valley Ambulance District to identify, provide for prompt inspection, as well as provide copies of the requested items in a reasonable

period of time, Upper Scioto Valley Ambulance District shall provide the requestor with a Records Request Form to complete.

- a.) Prompt inspection and copies of records within a reasonable amount of time contemplates the opportunity for legal review.
  - b.) Although the requestor may be asked to make the request in writing, for the requestor's identity, and the intended use of the information, the requestor shall be advised that: requests are not mandatory, and the requestors refusal to complete a Records Request Form does not impair the requestor's right to inspect and/or receive copies of the public record (R.C. 419.43(B)(5)).
  - c.) Any person, including corporations, individuals, and even governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.
3. In the event a request is made to inspect and/or obtain a copy of a record maintained by Upper Scioto Valley Ambulance District whose release may be prohibited or exempted by either state or federal law, the request shall be forwarded to legal counsel of Upper Scioto Valley Ambulance District for research and/or review. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempt information is not improperly released by Upper Scioto Valley Ambulance District.
  4. Records whose release is prohibited or exempt by either state or federal law, or not considered public records as defined by R.C. 149.43(A)(1), shall not be maintained by Upper Scioto Valley Ambulance District, which may not be inspected or copied:
    - a.) Social Security Numbers 5.U.S.C 552(b)
    - b.) Confidential Medical Records R.C. 419.43(A)(1)(a); R.C. 419.43(A)(3).
    - c.) Residential addresses, residential telephone numbers of Upper Scioto Valley Ambulance District employees. R.C. 149.43(A)(1)(p); R.C. 149.43(A)(7); State ex rel. Dispatch Printing Company c. Johnson (2005), 106 Ohio St. 3d 160.
  5. Mailed Records for Public Records:
    - a.) Upon receiving a written request for copies of a public record made in accordance with 149.43 of the Ohio Revised Code via the United States Postal Service, Upper Scioto Valley Ambulance District shall promptly respond to the request.
  6. When practical, Upper Scioto Valley Ambulance District may forward copied records by any other means acceptable to the requestor.
    - a.) If a person requests a copy of a public record, Upper Scioto Valley Ambulance District shall permit the requestor to have the public record duplicated on paper or upon the same medium upon which Upper Scioto Valley Ambulance District maintains the public record or upon any other medium on which the record can reasonably be duplicated as an integral part of the normal operations of Upper Scioto Valley Ambulance District, or the responsible Upper Scioto Valley Ambulance District employee for the public record. (R.C. 419.43(B)(6)(7)).
    - b.) People seeking copies of public records are not permitted to make their own copies of the requested records by any means. (R.C. 419.43(B)(6)).
  7. In accordance with 419.43(B)(7) of the Ohio Revised Code, Upper Scioto Valley Ambulance District limits the number of requested public records, to be transmitted through the U.S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in the file, will not be used for commercial purposes.

- a.) “Commercial purposes” shall be narrowly constructed and does not include reporting or gathering news, reporting, or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.
- 8. Authorized Upper Scioto Valley Ambulance District employee shall comply with the following procedures upon receiving a valid public record request through the United States Postal Service:
  - a.) Upper Scioto Valley Ambulance District employees shall promptly process the request.
  - b.) Requestors shall be charged the postage fees and the cost of the envelope required to promptly send the requested records through the mail. Requestors shall be charged \$0.05 per page.
- 9. Written or verbal requests for copies made by the public records requestor or their designee shall be processed in the same manner as mailed requests.
- 10. Response and Denials: Requests for inspection and/or copies of public records, which are not maintained by Upper Scioto Valley Ambulance District shall be processed in the following manner:
  - A.) If Upper Scioto Valley Ambulance District receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requestor shall be so notified in writing utilizing a form that one of the following applies.
    - a.) Their request involved records that have never been maintained by Upper Scioto Valley Ambulance District
    - b.) Their request involved records that are no longer maintained or have been disposed of or transferred pursuant applicable Upper Scioto Valley Ambulance District Schedules of Record Retention and Disposition (RC-2)
    - c.) Their request involves a record that has been disposed of pursuant to an Application of the One-time Records Disposal (RC-1)
    - d.) If the record that is requested is not a record maintained by Upper Scioto Valley Ambulance District, the requestor shall be notified that in accordance with the Ohio Revised Code 149.40, that Upper Scioto Valley Ambulance District is under no obligation to create records to meet public records requests.
- 11. If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the Upper Scioto Valley Ambulance District employee responsible for the requested public record cannot identify what public records are being requested:
  - a.) Upper Scioto Valley Ambulance District may deny the request.
  - b.) However, Upper Scioto Valley Ambulance District shall provide the requestor with an opportunity to revise the request by informing the requestor of the way records are maintained by Upper Scioto Valley Ambulance District in the ordinary course of business. (R.C. 149.43(B)(2)).
- 12. Upper Scioto Valley Ambulance District may deny a request for a record maintained by Upper Scioto Valley Ambulance District if:
  - a.) The record that is requested is prohibited from release due to applicable state or federal law.
  - b.) Employees of Upper Scioto Valley Ambulance District shall consult legal counsel if they are unsure of whether the records requested should be withheld from disclosure.

- c.) As governed by R.C. 149.43(B)(2), if a request is denied, in part or in whole, Upper Scioto Valley Ambulance District shall provide the requestor with an explanation, including legal authority setting forth why the request was denied.
- 13. “Redaction” means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a “record” in 149.011 of the Ohio Revised Code. (R.C. 149.143 (A)(1)).
  - a.) A redaction shall be deemed a denial of a request to inspect or copy the redated information, except if federal or state law authorizes or requires a public office to make the redaction. (R.C. 149.43(B)(1)).
  - b.) If a request is denied, in part or entirely, Upper Scioto Valley Ambulance District shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied. (R.C. 149.43(B)(3)).
- 14. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the record, Upper Scioto Valley Ambulance District shall make available all the information with the public record that is not exempt.
- 15. When making that public record available for public inspection or copying, Upper Scioto Valley Ambulance District shall notify the requestor of any redaction or make the redaction plainly visible. (R.C. 419(B)(1)).
- 16. The releasing employee shall then reproduce a copy of the page with the redactions, the resulting copy shall be the page that is released to the requestor.
- 17. The first reproduction page with the original redactions made by the employee is the worksheet. It shall be attached to the original record and maintained in accordance with the retention period established for the original document.
- 18. If a person allegedly is aggrieved due to the inability to inspect a public record, or due to the inability to receive a copy of a public record, the person should be advised they may: Contact the Upper Scioto Valley Ambulance District Chief. If the person is not satisfied after contacting the Upper Scioto Valley Ambulance District Chief, they shall be advised that the Ohio Revised Code 149.43 provides legal means for addressing their complaints in these disputes. (R.C. 149.43(C)(1)(2)).
- 19. Upper Scioto Valley Ambulance District continues to update and address all education, training, disclosures, and policy requirements mandated by (R.C. 109.43 and R.C. 419.43(E)(1)(2)).

#### **4.12 No Weapons Policy**

In the interest of maintaining an environment that is safe and free of violations for its employees and visitors, Upper Scioto Valley Ambulance District prohibits the wearing, transporting, storage, presence, or use of dangerous weapons on the Upper Scioto Valley Ambulance District’s property, regardless of whether the person is licensed to carry the weapon. Any employee who violates this policy is subject to disciplinary action, up to and reported to police authorities. This policy does not apply to any law enforcement or security personnel engaging in official duties.

Upper Scioto Valley Ambulance District’s property covered by this policy includes Upper Scioto Valley Ambulance District owned or leased building and surrounding areas, such as sidewalks, walkways, parking lots, and driveways under the Upper Scioto Valley Ambulance District’s ownership or control. Furthermore, this policy applies to all Upper Scioto Valley Ambulance District’s property.

“Dangerous Weapons” include, but not limited to handguns, firearms, knives, and other weapons further defined by Ohio statute and/or local ordinance.

If employees have a question regarding whether an item is covered under this policy, they should contact the Chief. Employees have the responsibility to make sure that any item that is possessed by them is not prohibited by this policy.

Upper Scioto Valley Ambulance District reserves the right at any time and at its discretion to search all Upper Scioto Valley Ambulance District owned or leased vehicles, packages, containers, briefcases, purses, lockers, desks, and people entering Upper Scioto Valley Ambulance District’s property or premises in violation of this policy. Any employee failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including termination.

#### **4.13 Damage To Company Property**

Any damage done to company equipment and/or vehicle is to be reported immediately to the Chief. If the damage is such that it renders the equipment and/or vehicle inoperative or unsafe, the Chief shall plan for replacement and/or repair, if possible. An “out of service” tag shall be completed and affixed to the damaged property.

An Incident Report detailing the cause, severity and nature of the damage will be completed as soon as possible after the incident occurs. This Incident Report shall be completed by the crew members involved or responsible for the damage.

The Chief shall be responsible for investigating the damage and the circumstances surrounding the same, and for completing the necessary investigative report. Carelessness or negligence which causes damage to any company property will result in appropriate disciplinary action being taken. See Discipline Policy.

#### **4.14 Portable Two-Way Radios**

The portable radio will always be carried by either crew members when the unit is away from the station, or the crew is away from the unit. Since portable radio stations sometimes provide intermittent coverage in certain parts of our service area, as well as in buildings and hospitals, crews should always advise dispatch of their location when out of the unit.

### **5 Standards of Conduct**

#### **5.1 General**

Upper Scioto Valley Ambulance District’s rules and standards of conduct are essential to a productive working environment. All employees, including board members, must familiarize themselves with the Upper Scioto Valley Ambulance District’s rules and standards as each employee or its associates will be held to them. Any employee or associate who disregards or deviates from the Upper Scioto Valley Ambulance District’s rules and standards may be subject to disciplinary action, up to and including termination of employment. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct in the workplace or online (i.e., on social media), may result in disciplinary action, up to and including termination of employment for the following employee actions:

1. Theft or inappropriate removal or possession of the Upper Scioto Valley Ambulance District’s property.

2. Falsification of an employee's timekeeping records.
3. The possession, distribution, sale, transfer, public discussion or use of alcohol or illicit drugs in the workplace.
4. Fighting or threatening violence in the workplace.
5. Gossiping or spreading rumors about other employees.
6. Boisterous or disruptive activity in the workplace.
7. Negligence or improper conduct leads to damage of employer-owned or patient-owned property.
8. Insubordination or other disrespectful conduct.
9. Violation of safety or health rules, which may not specifically mean breaking a rule of Upper Scioto Valley Ambulance District but includes putting others in danger.
10. Smoking inside the vehicles or inside the building.
11. Sexual harassment or other unwelcome verbal abuse.
12. Excessive absenteeism or any absence without notice.
13. Unauthorized use of telephones, computers, or other employer-owned equipment.
14. Divulging the Upper Scioto Valley Ambulance District's business practices or any other confidential information.
15. Direct misrepresentation of Upper Scioto Valley Ambulance District or any aspect of their business to any third party.

If an employee has further questions regarding the standards of conduct, they should speak directly with Upper Scioto Valley Ambulance District Chief.

## **5.2 Attendance**

Absenteeism and tardiness place an undue burden on other employees and on Upper Scioto Valley Ambulance District as a whole. Upper Scioto Valley Ambulance District expects that every employee will be regular and punctual in their attendance. If an employee is unable to arrive at work on time, or if an employee is late for any reason, said employee must notify a supervisor as early as possible, but prior to their scheduled starting time. In general, employees must make every effort to speak with their supervisors directly, it is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day to other employees to inform them of the severity of the situation. Employees who are going to be absent for more than one day should contact their supervisor each day.

The Upper Scioto Valley Ambulance District Chief reserves the right to ask for a physician's statement in the event of long-term illness (3 consecutive shifts), multiple illnesses, or injuries. If an employee fails to notify their supervisor after two (2) consecutive shifts of absence, Upper Scioto Valley Ambulance District will presume that the employee has voluntarily resigned, and the employee will be removed from the payroll. The Upper Scioto Valley Ambulance District Chief will review any extenuating circumstances presented by an employee that may have prevented them from calling before being removed from the Employer's payroll. If an illness or emergency occurs during work hours, the said employee should promptly report the incident to the supervisor. When possible, employees are required to notify of any medical-related or

dental-related appointments as soon as possible to Upper Scioto Valley Ambulance District Chief. A person becomes dedicated to a shift on the day the schedule is posted or after a shift request has been approved. If a person's availability changes from the time the schedule is posted, they must contact the Chief.

All personnel to include Full-Time, Part-Time and Volunteers, are required to attend all scheduled meetings and training courses hosted by the Chief at the station. All personnel will be paid hourly wages to attend the meetings and training courses.

Disciplinary procedures will follow:

If you are scheduled for a shift and call off for that shift,

If you are on call and do not respond to a run that goes out during that time,

If you are scheduled for a Special Event (any hour) and call off.

If you have agreed to pick up a shift for another employee and do not show up for that shift.

If you are late for your shift more than 2 times without a reason approved by the Chief.

Upper Scioto Valley Ambulance District considers attendance and punctuality to be the foundation for an excellent team structure. Should any undue or recurrent absence and tardiness be apparent, such employees may be subject to disciplinary action, up to and including termination of their employment.

**Excused absences:**

- Doctor's note
- Death of an employees' immediate family member/in-laws. A copy of an obituary must be brought in.
- Birth of a child.

**Unexcused absence:**

- Anything not stated above.

If an employee calls off, but finds their own coverage, no disciplinary actions will follow. The employee must reach out to part-time employees to fill their position before asking full-time employees. Overtime hours must first be approved by the Chief. No one is allowed to approve of someone staying over or working additional unscheduled hours other than the Chief.

A 2-week notice is required for all vacation requests unless the employee finds coverages for all shifts during the request period. Special circumstances will be managed on a case-by-case basis and approved or denied at the Chief's discretion.

### **5.3 Station Rules and Regulations**

All stations will always be kept neat and clean. Station cleaning is to be done immediately after the ambulance checklist and cleanup have been finished. If the station is not cleaned in the early part of the shift due to an early call or special detail, it will be done as soon as you return to your station. Specifically, crews are responsible for the following:



1. Trash will be emptied daily from the living quarters, bathrooms, and bay. Trash cans will be washed out with detergent as needed. Trash will be disposed of in the dumpster.
2. Sinks, toilets, countertops, microwaves, refrigerators, etc., will be washed daily.
3. Ambulances and bay floors will be kept clean daily.
4. Carpet is to be swept daily.
5. Crews leaving food in the fridge must be labeled with the employee's name and date.
6. Appropriate cleaning solutions and materials will be used. All solutions shall be stored in proper containers with labels affixed to them.
7. Crews should follow the chore schedule for the specific daily cleaning.
8. Station access shall be limited to Upper Scioto Valley Ambulance District employees.
9. All approved visitors and/or third riders must leave by no later than 2200.
10. Station doors and windows shall remain closed and locked when the station is not occupied.
11. Overhead garage doors should be kept closed when the station is not occupied.
12. Overhead garage doors are to be closed by dusk and when no one is able to monitor the bay to ensure people are not entering the building without the crew being aware.
13. Trucks must be swept and mopped both front & back following each squad run.
14. Trucks must be wiped down inside both front & back and supplies put away following each squad run.
15. Trucks are to be kept at no less than a half tank of fuel.
16. Truck checks are to be completed each morning.
17. Full-time crew members will each oversee certain tasks at the station to include Medications, Supplies, Building/Maintenance, Vehicle/Maintenance, Training, Safety, Clothing/Radio, and Equipment. These may change at the discretion of the Chief.

Crew and station safety:

1. The station shall be equipped with a smoke and carbon monoxide detector in every room. If one of these detectors is noted to not be working, it should immediately be reported to the Chief.
2. Crews can utilize the Upper Scioto Valley Ambulance District provided microwave and grill. Cooking shall be done with extreme care. When leaving the station on a call, all items should be turned off.
3. When operating either company or personal vehicles on any property in or around the station, all posted regulations and rules shall be followed. Reckless and/or careless operation of any vehicle will result in disciplinary action.

#### **5.4 Dress Code**

Upper Scioto Valley Ambulance District and its employees agree that a dress code exists and is described as:

- All full-time/part-time/scheduled employees are required to wear blue/black EMS pants, USV EMS polo, USV EMS pullover, black boots.
- All volunteer employees are required to wear blue/black EMS pants or EMS shorts or jeans, a USV EMS shirt, close-toed tennis shoes or boots.

## 5.5 Safety

The Upper Scioto Valley Ambulance District is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. All employees must comply with all occupational safety standards and health regulations established by the Occupational Safety and Health Act (OSHA) including state and local laws.

All employees are expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to a supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. Any questions regarding this policy should be directed at the Upper Scioto Valley Ambulance District Chief.

### **General Safety Rules:**

1. If an employee is not sure how to perform a job or task that they have been instructed to do, they should stop and request specific instructions from a supervisor.
2. If any equipment of Upper Scioto Valley Ambulance District is not working properly, the equipment's condition should be reported to the supervisor. No employee is expected or will be required to repair equipment that they are not educated or authorized to repair.
3. Employees are required to use all furnished safety equipment and to be trained in its proper use.
4. Employees are required to do whatever is reasonable and necessary to keep their work area both clean and safe.
5. Employees are expected to report any unsafe conditions directly to a supervisor as soon as possible. If an employee is injured at work, they must report the injury immediately.
6. If an employee feels they cannot perform their job safely, for any reason, they should alert their supervisor prior to starting employment or when they first become aware that they cannot perform their job safely.
7. Employees are never to be in possession of or under the influence of controlled substances, including drugs and alcohol, while on the job. If an employee conducts themselves in a manner, they shall be subject to disciplinary actions which may include termination of employment. If an employee is taking prescribed medication, they must advise Upper Scioto Valley Ambulance District Chief prior to starting work if the medication should affect their ability to perform their tasks and if it should pose a safety risk. Employees are subject to a drug and/or alcohol test in the event of an injury while being employed.
8. Employees are required to follow all safety rules, signs, policies, training directives and instructions always. Any employee who compromises workplace safety and health is subject to discipline, up to and including termination of employment.
9. Should any employee have any questions concerning work rules, safety guidelines, training guidelines, educational materials, or the operation of any equipment or machinery, they should contact a supervisor directly.

## 5.6 Emergency Action Plan (EAP)

This is a written Emergency Action Plan (EAP) for Upper Scioto Valley Ambulance District that follows the EAP Standard 29 CFR 1910.38. The program specifies employer and employee actions during workplace emergencies.

The EAP guides employees during workplace emergencies.


### 1. Program Administration

1. Upper Scioto Valley Ambulance District directs employees, and their responsibilities assigned under the EAP. This written plan is available to all employees during any working hours.
2. Chief/Captains coordinates and manages the EAP and may assign functions to other personnel. Chief/Captains implement the plan in specific work areas and ensure employees follow the plan and the training they receive.

### 2. Program Specific Elements

1. Location of EAP Document- 29 CFR 1910.38(b)
  - a. The written EAP for this location is in the Meeting Room.
2. Procedures for Reporting- 29 CFR 1910.38(c)(1)
  - a. Employees activate the 911 system as needed.
3. Procedures for Emergency Evacuation- 29 CFR 1910.38(c)(2)
  - a. Attachment A & B are diagrams of the facility which clearly display evacuation routes. Employees evacuate by the nearest available marked exit.
  - b. All facilities have a designated meeting area(s) following any evacuation. The meeting area(s) are:
    - c. Primary Outside Location- **Front Bay Area**
    - d. Secondary Outside Location- **Corner of parking lot by the roadway**
    - e. Off-site Location- **Alger Carry Out**
  - f. Attachment A



- g. 
- h. Attachment B
- i. +



- i.
- j. Employees do not leave the designated meeting area or return to their regular duties until Chief/Captain gives the “all clear.”

#### 4. Shelter in Place

- a. During an emergency requiring shelter within the facility (e.g., a tornado, hazardous chemical release, etc.) employees go to the designated interior safe area.
- b. The interior safe areas are Supply Closet, Bathroom.

#### 5. Procedures to Account for Employees

- a. The Chief/Captain is to account for employees:
- b. Take attendance at the designated meeting/safe area.
- c. Confirm all people are present and/or accounted for.
- d. Report “all here” or any missing persons.
- e. Keep all evacuees together until given further instructions. Do not allow people to leave the area until further instructions.
- f. Assume the role of the department contact to answer questions.
- g. Prevent re-entry. Under no circumstances should anyone re-enter the evacuated building.
- h. Procedures for Employees Performing Rescue or Medical Duties
- i. Certified first-aid responders give basic first aid (within their capabilities) during emergency situations. Notify local Emergency Medical Services about events beyond basic first aid.

#### 5.7 Emergency Vehicle Operation

1. **Maximum Speed** On emergency runs, emergency vehicles are to be operated at a speed which is reasonable and prudent. At no time will a vehicle be operated at an excessive speed that prevents it from stopping at an assured clear distance ahead. Taking into consideration road and weather conditions, traffic volume, pedestrian traffic, etc., a vehicle may need to be operated under the posted speed limits. Speed shall also be reduced in subdivisions and residential neighborhoods. Careless or reckless operation of any vehicle will not be tolerated and will result in disciplinary actions and termination.
2. **Intersections.** Emergency vehicles will enter through a green light intersection at a speed slow enough to enable the vehicle to come to a complete stop should that unexpectedly become necessary. Ambulances approaching red traffic signals and/or

stop signs shall come to a complete stop and ensure it is clear before proceeding through the intersection. For multi-lane intersections, a complete stop will be made at each lane to ensure it is clear before proceeding. At no time will an ambulance use gas stations, parking lots, or private property to avoid intersections.

3. **Passing.** Passing is to be done to the left of the vehicle being passed. As motorists are instructed by law to pull far right upon the approach of an emergency vehicle, right-side passing is extremely dangerous. If passing on the right is the only available option, extreme care and caution must be exercised.
4. **Crossing Center Line Using Turning Lane.** Crossing the center line or traveling in the turn lane is only permitted when all normal lanes of traffic are occupied and stopped. Be sure that all oncoming vehicles are stopped and watched for turning traffic. You must proceed slowly enough to stop in time to avoid cars turning left in front of you. Under NO circumstances shall an ambulance pass any traffic by crossing the double yellow line while on a hill or curve.
5. **School Zones and School Buses.** Speed shall always be reduced when in these areas. Emergency vehicles, whether on an emergency call or not, shall come to a complete stop when approaching a loading or unloading school bus. The ambulance shall remain stopped until waved on by the school bus driver or the school bus lights are deactivated. Speed shall also be reduced in subdivisions or residential neighborhoods.
6. **Use of Safety Belts.** All occupants of Upper Scioto Valley Ambulance Districts' vehicles are to be securely belted anytime the vehicle is in motion. All straps on the patient cot and/or squad bench are to be securely fastened. It should be remembered that these devices are the patient's "seatbelt." It is recognized that there may be times while caring for a patient that the attendant's use of seatbelts may be impractical. They should, however, be used whenever possible.
7. **Escorts.** At no time will an ambulance escort, or accept an escort from, any other emergency vehicle.
8. **Eating and/or Drinking in Vehicles While in Emergency Status.** At no time is the driver allowed to eat or drink while the vehicle is in motion during an emergency call. The driver's concentration is always to be on the safe operation of the vehicle. Eating and/or drinking is not allowed in the patient compartment.
9. **Non-Emergency Driving.** All traffic laws will always be obeyed. Due to the extremely high visibility, we enjoy our position in the community, every effort to extend courtesy to other drivers and pedestrians is expected. Rude and/or antagonistic behavior cannot and will not be tolerated.

Vehicles will be driven in a conservative manner. Acceleration and deceleration will be done slowly and deliberately.

10. **Non-Upper Scioto Valley Ambulance District Drivers.** Upper Scioto Valley Ambulance District approved employees will always drive, except when it is essential to patient outcome to have all Upper Scioto Valley Ambulance District employees attending the patient. In these cases, police officers or firefighters may be permitted to drive, provided they are familiar with ambulance driving and operation. These individuals are covered under our vehicle insurance policy.
11. **Two Units Back-to-Back Driving.** Drivers are cautioned when following another emergency vehicle through intersections. As drivers expect to see only one emergency vehicle, as a rule, if following another unit, remain as close to the first unit as safely possible. If this is not possible, sufficient time and space should be

allowed so drivers recognize there are additional units asking for the right of way, independent of the first. Using different siren tones is recommended.

- 12. Use of Spotlights and Bright Headlights.** Drivers are cautioned to refrain from driving with high-beam headlights on continuously, or with spotlights aimed directly down the roadway. These practices blind oncoming traffic, and bright lights tend to “wash out” your emergency lights. Use of the headlight “wigwag” mode or quick on-off switching of the bright headlights and quick, once, or twice, side-to-side sweeping motion of the spotlight will prove more successful in alerting traffic to your approach. Low-beam headlights will be used anytime you are on an emergency call and anytime you are transporting a patient, emergency or not. Scene/ditch lights will not be left on when the vehicle is in motion.
- 13. Scene Safety.** The unit should be parked in a manner that will best protect you while working on your scene and will allow the most efficient use of the emergency lighting systems to warn of approaching traffic. When parking on any street or highway, full emergency lighting should be utilized. Allow enough room for fire suppression, extrication, and spinal immobilization. Plan to leave a way out of the scene so you may transport from the scene without delay. High visibility vest/coat is required when there is a danger or risk of being struck by public traffic.
- 14. Braking and Following.** Maintain a four (4) second following distance when driving non-emergently, and at least a six (6) second following distance (more with greater speeds) when driving emergently. Always keep more than enough stopping distance and adjust your speed according to weather and road conditions to give you a measure of safety. Tailgating is unsafe and is not allowed.

## **5.8 Motor Vehicle Accidents with Company Vehicle**

### **1. Procedure**

If transporting a patient, immediately notify dispatch that you have been involved in an accident and give the exact location. Request law enforcement and another ambulance to continue to transport the patient.

If there is no patient on board, notify the Chief and contact law enforcement.

- Check for any injuries (in all vehicles involved, etc.) and request whatever assistance is needed.
- Provide whatever treatment is necessary.
- A police report must be made.
- Make no statements to other drivers or bystanders.
- Give your statement of what happened or what you observed to the investigating officer when you are asked for it.
- Provide all the information possible to the Upper Scioto Valley Ambulance District Chief.
- Upon returning to your station, complete an Incident Report. Be as detailed as possible. Draw a diagram of the accident scene, direction of vehicles, location of vehicles, etc. Consult your Chief for guidance and further direction in completing the Incident Report. The Incident Report should be turned in immediately to the Chief.
- Each person in the vehicle will be required to complete a separate Incident Report.
- The employee that was driving the vehicle must complete a drug screen before returning to work or going home after the incident.

## **5.9 Driver Safety**

Drivers must have a valid driver's license, and a satisfactory driving record based on the company.

Notify the Chief as soon as possible if your driver's license is suspended. You may not drive for company business until the driver's license is reinstated and you are approved again to drive for company business.

- Drivers must not use intoxicants, drugs or medications that could impair their judgement or ability to drive.
- Drivers must inspect the vehicle before using it by walking around the vehicle and performing a pre-trip vehicle inspection.
- Do not drive vehicles that are unsafe to drive.
- Never use a company vehicle for personal business unless approved in writing by the Chief.
- Drivers must follow all traffic regulations, drive courteously, never engage in aggressive driving, never use obscene gestures, or other means of intimidation.
- Drivers must use and require seat belts for all passengers.
- No smoking in company vehicles.
- Drivers shall maintain the vehicles assigned to them and may be liable for improper care and abuse of the vehicle.
- Mobile phones or similar electronic devices are not permitted while driving. To safely use an electronic device, find a safe place to pull off the road and place your call, text, or enter GPS locations. If you receive a call while driving, let the call go to voicemail and answer when it is safe to do so.
- Never text or read texts while driving.
- Never place calls or receive calls while driving.
- Never input GPS locations while driving.
- Never eat while driving.
- If feeling fatigued, drivers should find a safe place to stop, park the vehicle and contact the Chief immediately.
- All moving violations or crashes, regardless of severity, must be reported to the Chief immediately.
- Drivers must report any motor vehicle incident that results in damage, injury, or a citation to the Chief as soon as possible.
- Non-employees, such as spouses or children, are never allowed to use a company vehicle.
- Never transport non-employees in a company vehicle unless expressly approved by the Chief.
- You may not change or add accessories to a company vehicle.
- You may not use radar detectors or similar devices.
- Drivers are responsible for all traffic and parking violations/citations they receive.

## **5.10 Use of Non-Company (Personal) Vehicles for Work**

Any employee responding from home to scene in their personal vehicle must carry liability insurance as required by the State of Ohio.

This company does not supply liability insurance for employees who use their own vehicles to respond to scene.

Employees who use personal vehicles are responsible for all liability resulting from the use of their personal vehicles.

Any employee who drives a personal vehicle and does not keep liability insurance at minimum is not permitted to respond to the scene. If using lights and sirens in your personal vehicle you must have an Ohio Department of Commerce inspection completed by the Ohio Fire Marshall and turn a copy into the EMS Chief.

#### Vehicle Service and Maintenance:

Vehicle repair/service intervals are determined by the vehicle manufacturer or the Chief.

Repair/service only by a qualified auto or truck mechanic. Keep a signed and dated record of all repair/service work in the vehicle maintenance log in the supply room.

Place a copy of the bill on the door of the clerk.

Drivers should not perform any vehicle maintenance themselves unless verbally approved to do so by the Chief.

#### Emergency Roadside Breakdowns:

In case of emergency roadside breakdowns, drivers should pull off the side of the road to a safe location and contact emergency roadside assistance.

If the driver does not feel safe remaining in the vehicle, they should retreat to a safe location.

### **5.11 Third Rider Policy**

1. Third riders are employees, students or the public who ride in addition to the assigned crew for the purpose of observation and or educational purposes.
  - All third riders are required to comply with Upper Scioto Valley Ambulance Districts HIPAA Policy and sign all required HIPAA release documents in addition to the release of liability documents prior to riding.
  - Participation times are limited. During the 24 hours shift a third rider may ride a maximum of 12 hours from 8AM until 8PM. They will not be allowed to cover contracted, stand-by or special events unless approved in advance by the Chief.
  - Riders for non-educational purposes are considered a one-time only experience. Exceptions must be pre-approved by the Chief.
  - All third riders must be at least 18 years of age. Any exceptions must be pre-approved by the Chief.
  - Third riders are required to wear the uniform for the service they represent. If their service does not have a uniform or if they are not representing a service, they should present in dark pants, light shirt, appropriate jacket and close-toed shoes or boots.
  - All scheduling of third riders will be done by the Chief. Only one third riders will be permitted per day with any individual crew.
  - Ambulance crews are encouraged to allow student riders the opportunity to view and treat victims under their direct supervision. Treatment by students should not be allowed if patient care or promptness of care suffer. It should be explained to the third rider that the attending crew member is responsible for the care rendered to the patient. Treatment by third riders shall be limited to the level of training or licensure of the third rider.



- Any complaints with riders or complaints of riders towards staff should be made in writing and given to the Chief.

#### **5.12 Fire Scene Operations**

- On occasion, crews are requested to respond to or stand by at a fire. This policy is designed to outline the role and responsibilities of an EMS crew on the fire scene, provide the most efficient operation and maintain the safety of crew members and equipment.
- The crew shall remain on the scene until released by the fire scene commander.
- If a unit transports from a scene, advise the fire scene commander and dispatch. Dispatch will provide additional coverage if needed.
- Upon arrival at the scene, the crew shall contact the fire scene commander to announce their arrival. The ambulance should establish an area close enough to the scene for all EMS activities but must also allow for easy entrance and exit of EMS vehicles and must not obstruct the movement of a fire apparatus.
- At no point while on a fire scene should a member of Upper Scioto Valley Ambulance District enter a structure that is being investigated or a confirmed fire/smoke.
- In addition to the care of victims that present with injuries, crews shall also make themselves readily available to assess firefighters. Firefighters who do not appear medically or physically able to continue their duties shall be reported to the fire scene commander.

#### **5.13 Medication Replacement**

- All medication except for Aspirin, Nitroglycerin, and Epi Pens should be replaced by a nurse at Lima Memorial Hospital or Mercy Health St. Ritas Hospital. Fill out the form in the EMS room at the hospital and take it with you to a nurse and request the medication from them.
- The medication request form is to be signed by the nurse that filled the medication as well as the provider that provided the medication to the patient.
- All medication that is wasted is to be filled out on a medication waste form and witnessed by a nurse.
- All medication bags in the ambulance are to be sealed with a blue drug seal.
- Any time a drug seal is broken to enter the bag the old seal number and the new seal number are to be logged in the drug seal book in the back of the ambulance.

#### **5.14 Discrimination and Sexual Harassment**

The Upper Scioto Valley Ambulance District is committed to fostering a work environment in which all employees are treated with respect and dignity. Therefore, Upper Scioto Valley Ambulance District expressly prohibits any kind of discrimination including all forms of harassment based on race, ethnicity, religion, sex, gender, national origin, age, disability, military or veteran status, and any status in any group protected under federal, state, or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct

explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, and offensive work environment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to conduct is made either explicitly or implicitly a term or condition of employment; (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or (3) The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are limited to:

- a.) Unwanted sexual advances or requests for sexual favors.
- b.) Sexual or derogatory jokes, comments, or innuendo.
- c.) Unwelcomed physical interaction. Insulting or obscene comments or gestures.
- d.) Offensive emails, voicemails, or text messages.
- e.) Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons.
- f.) Making or threatening reprisals after a negative response to sexual advances.
- g.) Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- h.) Verbal sexual advances or propositions.
- i.) Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- j.) Any other unwanted sexual advances that include visual, verbal, or physical conduct or behavior deemed inappropriate; and
- k.) Harassment based on any other protected characteristic.

Upper Scioto Valley Ambulance District strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If any employee believe they have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, said employee should promptly report the incident to a supervisor. Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment, including additional legal actions.

## **5.15 Substance Abuse**

Upper Scioto Valley Ambulance District is committed to maintaining a workplace free of substance abuse. No employee shall be allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs at the workplace or during work hours. The use of over-the-counter drugs and legally prescribed drugs is permitted if they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to perform their job safely.

Upper Scioto Valley Ambulance District does not tolerate employees who report for work while impaired using alcohol or drugs. All employees should report evidence of alcohol or drug abuse to a supervisor immediately. In cases in which the use of alcohol or drugs

creates an imminent threat to the safety of persons or property, employees are required by Upper Scioto Valley Ambulance District to report the violation to the proper legal authorities. Failure of any employee to violate this section may result in disciplinary action, up to and including termination of employment.

As part of Upper Scioto Valley Ambulance District's effort to maintain a workplace free of substance abuse, as a condition of employment, there may be drug tests administered from time to time and without notice.

### **5.16 Social Media Policy**

It is extremely important that all employees use common sense and careful judgment when communicating with others online. The Upper Scioto Valley Ambulance District strives to maintain a workplace free of harassment and sensitivity to the diversity of its employees. Therefore, Upper Scioto Valley Ambulance District prohibits the use of electronic devices and other communication systems that are disruptive, offensive to others, and directly or indirectly harmful.

Online communication may not be used to solicit others for personal business ventures, religious or political causes, third party organizations, or other matters unrelated to the duties and responsibilities of employment. Abuse of this policy may result in disciplinary action, up to and including termination of employment.

The following behaviors are examples of previously stated or additional actions that are prohibited and can result in disciplinary actions:

- a.) Sending or posting discriminatory, harassing, or threatening messages or images.
  - b.) Stealing, using, or disclosing someone else's passwords without permission.
  - c.) Copying, pirating, or downloading software and electronic files without permission.
  - d.) Sending or posting confidential material, patient information.
  - e.) Engaging in unauthorized transactions that may incur a cost to Upper Scioto Valley Ambulance District.
  - f.) Unwanted internet services and transmissions.
  - g.) Sending or posting messages or material that could damage the Upper Scioto Valley Ambulance District's image or reputation.
  - h.) Participating in the viewing or exchange of pornography or obscene materials.
  - i.) Sending or posting solicitations or advertisements not related to business purposes or activities.
  - j.) Passing off personal views as representing those of Upper Scioto Valley Ambulance District; and
  - k.) Engaging in any activity that is inappropriate, disruptive, or illegal.
- If any employee should become aware of another employee's acts online, it should be reported immediately to a supervisor.

### **5.17 Disciplinary Action**

Upper Scioto Valley Ambulance District's disciplinary action is intended to fairly and impartially correct behavior and performance problems early on to prevent recurrences. Disciplinary action may involve verbal warning, written warning, suspension, or termination of employment, depending on the severity of the problem and the frequency of occurrence. The Chief reserves the right to administer disciplinary action at their discretion.

and based upon the circumstances. It is recognized by the Chief and the Upper Scioto Valley Ambulance District board that certain types of employee behavior are serious enough to justify termination of employment without observing other disciplinary actions first. In the event of a conflict between the terms of this Handbook and other contract documents, the terms of the contract documents shall prevail.

## **6 Employee**

### **6.1 Job Descriptions**

#### **Qualifications and Experiences:**

- \*Possess a valid motor vehicle driver's license.
- \*Company insurance must approve driving record.
- \*Physically capable of meeting lifting requirements, see Lifting Policy.
- \*Excellent clinical and written medical skills.
- \*Current State of Ohio EMS Licensure.
- \*AHA CPR certification
- \*EVOC certification
- \*High school graduate or equivalent.
- \*Demonstrate the ability to take charge when necessary and function as an EMT.
- \*Drug and alcohol free per company policy.

#### **Post Employment Requirements:**

- \*Completion of employee orientation program.
- \*Maintaining licensure and all certification requirements.
- \*Performing patient care and functioning at licensure skill level.
- \*Working to the scope of practice per medical director and the state of Ohio.

#### **Job Knowledge:**

- \*Knowledge of medical control protocols.
- \*Knowledge of current company policies and procedures.
- \*Providing efficient, immediate medical care within the scope of training and licensure.
- \*Use of good judgement and sound decision-making abilities.
- \*Familiarity with state and local ordinances as they apply to Upper Scioto Valley Ambulance District operations.
- \*Demonstrate knowledge of geographical service area.
- \*General knowledge of vehicle operations.

#### **Technical Skills:**

- \*Proficiency in all areas of patient care including safe transport of sick or injured patients.
- \*Proficiency in safe patient handling including but not limited to stretcher operation, lifting, and loading techniques, etc.
- \*Effective radio communication skills.
- \*Ability to work as a team member or independently, as circumstances require.
- \*Ability to drive company vehicles, exercising defensive driving techniques and operating within regulations prescribed by the Ohio Vehicle Code for both emergency and routine driving.
- \*Charting clinical observations accurately and completely on designated forms and submitting documentation as required.

#### **Thoroughness:**

\*Ensuring the execution of all job duties and responsibilities of self and others in a complete and thorough manner, with follow-up conducted when required.

**Safety Consciousness:**

\*Performing all duties and responsibilities in a safe manner as prescribed by company policies and procedures, manufacturer's recommendations, or relevant governmental guidelines. This may include but is not limited to driving, use of company equipment, infection control, as well as concern for the safety of self and others.

Work area equipment upkeep:

\*Maintaining a neat and clean work area including vehicles, equipment, and station according to company policies.

\*Operating and maintaining all assigned equipment and vehicles in a proper and safe manner.

Professional Behavior:

\*Following all company policies, procedures, and protocols, including the Code of Conduct.

\*Maintaining proper hygiene adhering to uniform guidelines.

\*Demonstrating responsibility and accountability with professional conduct, including confidentiality.

\*Maintaining clinical standards in all aspects of care.

Professional Development Initiative:

\*Displaying self-directed learning and an interest in acquiring more knowledge and skills concerning your position.

\*Participating in Continuing Education and Core Competencies.

\*Participating in in-service training.

**6.2 Quantity of Work Productivity:**

- Providing proper patient care in an expedited and efficient manner to the extent that circumstances allow, including efficient chute and response times.
- Motivation, Enthusiasm and Perseverance.
- Performing all duties in an agreeable and positive manner.
- Offering to assist the company when unexpected needs arise.
- Effectively administering medical care under extraordinarily difficult or unexpected conditions.

**Participation in Organization Improvements:**

- Involvement in improving Upper Scioto Valley Ambulance District by making constructive suggestions.
- Exhibiting willingness to adapt to organizational changes.
- All employees are required to attend all meetings scheduled unless work, school or family emergencies transpire in which notification should be made to the Chief before the meeting.

**6.3 Effectiveness in Human Relations**

- Working with the Chief and staff to improve the Upper Scioto Valley Ambulance District.
- Maintaining effective relationships with the Chief and staff.
- Displaying ability to accept Quality Assurance input and accept direction from more experienced personnel.
- Exhibiting willingness to teach and guide trainees and less experienced personnel.

- Maintaining effective relationships with trainees and less experienced personnel.
- Exhibiting care and compassion for both patients and families.
- Taking steps to meet the emotional needs of patients and families, as necessary.
- Demonstrating open communication and willingness to cooperate with police officers, firefighters, hospital personnel and other patient care providers.
- Ability to tactfully maintain control of the situation, make sound judgements and deliver proper medical care in difficult situations.

#### **6.4 New Employee Training**

- New hires are required to complete the New Hire Training Packet within thirty (30) days of employment. If more time is needed, the Chief must approve the circumstances.
- While in the training program the trainee will only be scheduled to work with someone of higher certification.
- Trainees shall only be checked off in such a packet when the Captain/Chief feels they are competent enough to perform items independently.
- Paramedics are required to complete RSI training within thirty (30) days of employment.
- All new hires must be approved by the Chief to be cleared to function as an individual provider.

#### Minimum Ride Time Requirements:

EMT = 24 hours

Advanced EMT = 36 hours

Paramedic = 48 hours

#### **6.5 Training**

- All employees shall attend training provided by the Upper Scioto Valley Ambulance District.
- If an employee fails to attend these training courses without prior arrangement with the Chief, such a day will be considered an unexcused absence (See Attendance Policy). The employee shall not be permitted to work any scheduled shifts, sign up for new shifts, or special events until such training is attended at the discretion of the Chief.
- All employees will be paid hourly wages to attend all trainings and meetings scheduled by the Chief.
- All Paramedic employees must attend quarterly RSI training to maintain the ability to practice such skills. If at any time Paramedic employees let such training lapse, they will lose the ability to perform the RSI procedure until training is attended.
- Training topics can be decided by the crews on duty or the shift leader and must be taught by someone who is CE Instructor certified in the state of Ohio.
- Training courses are to be documented on paper and provided to the Chief to put in the employees' file.

#### **6.6 Mandatory Certifications**

##### **All employees:**

- Driver's License
- Basic Life Support-AHA CPR
- State of Ohio EMS License EMT or above

- High School Diploma/Equivalent
- EVOC (Emergency Vehicle Operator Course)
- NIMS ICS 100
- NIMS ICS 700

**Paramedic Employees:**

- All listed licenses listed above.
- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Quarterly RSI Class

Employees are required to report any actual or suspected license suspension or revocation, including those that result from the operation of personal vehicles to the Chief.

Employees are required to retain automobile liability insurance for bodily injury and property damage that are minimally required by the State of Ohio.

Employees are required to have a background check completed at the Hardin County Sheriff's Office.

**6.7 Provided Uniform**

Upper Scioto Valley Ambulance District provided uniforms and clothing allowance.

Full-time employees receive:

Polo

T-Shirt

Pullover duty shirt

Dress Blue Shirt

Winter coat

Clothing allowance:

\$350 per year for full-time employees only.

Unused clothing allowance may roll over to the next year.

Part time and Volunteer Employees receive:

Polo's

T-Shirts

Dress Blue Shirt

Winter coat

Pullover duty shirt

**6.8 Uniform:**

\*Pants- Navy Blue or Black EMS pants

\*Belt- Black

\*Polo- Upper Scioto Valley Ambulance District provided polo all Spring, Summer and Fall unless cold temperatures then wear pullovers duty shirts.

- \*T-shirt- Upper Scioto Valley Ambulance District provided t-shirts
- \*Pullover duty shirt- Upper Scioto Valley Ambulance District provided pullovers to be worn all winter
- \*Shoes- Black tennis shoes or black tactical boots
- \*Jacket- Upper Scioto Valley Ambulance District provided jacket
- \*Undergarments- Appropriate male/female undergarments shall be worn, including socks
- \*Turtleneck/long sleeve shirt- blue, black, or white may be worn

Upper Scioto Valley Ambulance District employees are not permitted to wear other departments' clothing while on shift or responding to any runs.

#### **6.9 Uniform cleaning:**

Employees are required to clean and maintain their own uniforms. Uniforms must always be clean and presentable.

#### **6.10 Employee uniform replacement responsibility.**

It shall be the responsibility of the individual employee to replace worn out clothing with their provided clothing allowance.

#### **6.11 Employee Hygiene.**

Employees are expected to maintain personal cleanliness and prevent bodily odors. Hair will be tied or affixed away from the face if it is shoulder length or longer. Hair will be kept clean and always groomed while on duty. Use of strong perfumes or colognes is prohibited as these may adversely affect a patient's condition. Male employees will be clean-shaven daily. Employees who elect to wear a beard, goatee, mustache must keep it clean, neat, and trimmed regularly.

If an Upper Scioto Valley Ambulance District provided t-shirt, polo, duty shirt is damaged while on a run, the item can be turned in and replaced at the discretion of the Chief.

Employees are required to return all Upper Scioto Valley Ambulance District uniforms and any other equipment/items provided within thirty (30) days of when employment has been separated. If such an employee does not comply, the employee shall pay for items not returned. If the employee fails to return or pay for the items, the employee will face legal action.

#### **6.12 Scheduling**

Full-Time schedule is a 24/72 rotation. All scheduling is done through the scheduling system by the Chief. Part-Time hours are based on availability.

#### **6.13 Maximum Allowable Work Hours**

Employees may work no more than sixty (60) consecutive hours. After sixty (60) hours employees are required to clock out for twelve (12) consecutive hours.



Part Time employees may not be scheduled for more than 32 hours a week.  
In the case of an emergency, the Upper Scioto Valley Ambulance District Chief could extend maximum allowable hours only.

#### **6.14 Discipline Procedure**

If an employee breaks or does not follow a certain policy or procedure, the following process will take place:

1. First violation- Employee shall receive a verbal warning, which is documented.
2. Second violation- Employee shall receive a written warning, which is documented.
3. Third violation- 1 shift off without pay.
4. Fourth violation- Required attendance of a meeting with the Upper Scioto Valley Ambulance District Chief.
5. Fifth violation- Disciplinary actions up to and including termination.

Each policy or procedure is broken; a separate process will be tracked.

Verbal and written violations will remain in the employee's file but will fall off the tracking system if the employee goes one (1) year without the same violation.

### **7 Leave of Absence**

#### **7.1 Vacation Leave**

All full-time employees shall be eligible for accruing vacation time according to the Ohio Revised Code 124.134 as referenced in the chart below.

All vacation time is subject to be approved or denied at the discretion of the Chief.

#### **Vacation Timetable**

**\*Cap Vacation Carry Over to 3 Years**

Years of Service	Credit Earned for 80 Hours	Vacation Credit Earned in Hours per Year	Vacation Credit Earned in Days per Year
0-4 Years	4.6	120 Hours	5 (24hr) days
5-9 Years	6.2	160 Hours	6.6 (24hr) days
10-14 Years	7.7	200 Hours	8.3 (24hr) days
15+ Years	8.1	240 Hours	10 (24hr) days

\*Sick Time- 6.2 hours credit per 80 hours. No cap on sick days. Sick time credit does not increase without reevaluation with the Chief and the board.

\*Vacation and sick time can be saved from year to year however, vacation time is capped at no more than 3 years' worth of vacation time banked.

\*If sick time is not used when resigning or retiring there is no payout.

\*If vacation time is not used when resigning or retiring the hours at a cap of 3 years will be paid out to the employee.

\*Anything beyond the 80 hours per pay period does not accumulate more vacation or sick time.

## **7.2 Sick Leave**

All full-time employees shall be eligible to accrue sick time according to the Ohio Revised Code 124.38 as stated below.

6.2 hours per 80 hours.

“Employees may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, and illness, injury, or death in the employee’s immediate family. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted from the employee’s credit based on one hour for every one hour of absence from previously scheduled work.”

“The previously accumulated sick leave of an employee who has been separated from the public service shall be placed to the employee’s credit upon the employee’s reemployment in the public service, provided that the reemployment takes place within ten years of the date on which the employee was last terminated from public service.”

If an employee wishes to utilize their sick leave, the employee shall complete a Time-Off Form and submit it to the Chief.

\*Immediate family is defined by Ohio Law Rule 3349-7-01 of the Administrative Code as:

Employee’s spouse (including individuals who are recognized as lawfully married under the law of any state), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepchildren, or a legal guardian or other person who stands in loco parentis.

\*Part-time and volunteer employees are not eligible for such leave.

## **7.3 Family Medical Leave Act (FMLA)**

Eligible employees may request a family medical leave of absence under the federal Family Medical Leave Act (“FMLA”) for any of the circumstances described below. Employees must request planned family medical leave as soon as possible before such leave begins. If the need for the leave is not foreseeable, employees must request the leave as soon as they become aware of the need for leave.

Family medical leave may be taken for the following reasons:

1. The birth of an employee’s child or the placement of a child with the employee for foster care or adoption so long as the leave is completed within two (2) months of the birth or placement of the child.
2. To care for an employee’s “serious health condition.”
3. To care for an employee’s spouse or registered domestic partner, child, or parent with a “serious health condition.”
4. To be with a spouse, child or parent of an employee that is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or
5. To care for a covered service member (who is the employee’s spouse, child, parent, or next of kin).

A “serious health condition” is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider.

#### **7.4 Bereavement**

Full-time employees receive twenty-four (24) hours of Bereavement time to use in either an increment of twenty-four (24) or two (2) twelve (12) hours. Full-time employees also may, upon approval of the employer, use up to a maximum of five (5) consecutive days of accrued sick leave in event of the death of an immediate family member as defined in the Sick Leave Policy. The five (5) days of leave shall be charged against the employee's accrued sick leave, the employee shall receive the employee's regular rate of pay for such leave.

Bereavement leave may be used to attend the funeral, make funeral arrangements, or deal with other matters related to the funeral of an immediate family member.

\*Immediate family is defined by Ohio Law Rule 3349-7-01 of the Administrative Code as:

Employee's spouse (including individuals who are recognized as lawfully married under the law of any state), parents, children, grandparents, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepchildren, stepsiblings, or a legal guardian or other person who stands in loco parentis.

Bereavement leave shall not be granted for any days following the date of the funeral unless approved by the Chief.

Part-time and volunteer employees shall be granted leave of absence without pay.

Employees requesting Bereavement leave for an immediate family member must complete a Time Off Request Form and submit it to the Chief.

#### **7.5 Military Leave**

Military leave is governed by R.C. Chapter 5903 and R.C. 124.29. In general, any employee with more than ninety (90) days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States, shall be granted military leave of absence without pay. If not accepted for active duty, the employee shall be reinstated to his or her former position without loss of seniority or status or reduction in pay.

Employees who complete their active-duty obligation (without voluntarily re-enlisting or extending that obligation) are entitled to their previous position within thirty (30) days of their written request, provided such request is submitted within ninety (90) days of discharge or release from active duty. If temporary physical disability precludes the employee's performing the job with reasonable accommodation in accordance with the A.D.A., he or she shall be allowed up to one (1) year from the date of application to overcome such disability and return to work. Employees returning to a previously held position under these provisions shall receive credit for military service in areas affecting status, rank, rating, increments, qualifications, etc., as though they had continued their Upper Scioto Valley Ambulance District employment.

**Reserve Training:** R.C. 5923.05 requires that the Ohio National Guard, Defense Corps, Naval Militia, and all U.S Armed Forces reserve component members be authorized up

to twenty-two (22) working days (or one hundred seventy-six (176) hours of forty (40) hours per week employees) leave with pay per calendar year for training purposes. Any employee called to military duty for a period more than the twenty-two (22) working days because of an executive order issued by the president of the United States, or an act of Congress may receive the difference between his or her pay and military pay, up to five hundred dollars (\$500), or a higher amount established by the Upper Scioto Valley Ambulance District Board. Along with requests for such leave, employees are required to submit the published orders authorizing the military duty or a written statement from the appropriate military commander authorizing such duty. Employees requesting such leave will also be required to complete necessary leave papers.

**Active Duty:** a permanent employee who is drafted or is called for active duty in the Armed Forces of the United States, the Coast Guard, Public Health Service, or Civil Defense, or is drafted in the Merchant Marine Service, shall (in accordance with existing law) be entitled to re-employment after honorable discharge or discharge under honorable conditions from such services, provided the employee is physical and mentally able to do the work required (reasonable accommodations under A.D.A. are applicable) and reports for work within ninety (90) days after he or she is released from hospitalization continuing after discharge for a period of not more than one (1) year. He or she shall be employed in a position or similar position to the one held at the time of entry into the Armed Forces. All salary adjustments or position upgrades shall be employed in the position or similar position to the one held at the time of entry into the Armed Forces. All salary adjustments or position upgrades shall be granted to the employee upon reinstatement. In the event his or her former job no longer exists, he or she shall be employed in such a capacity for which he or she is qualified at a salary comparable with that he or she received.

Employees are required to submit a copy of their military orders with a written request for leave (Time Off Request Form) to the Chief.

## **7.6 Civil Leave**

All employees shall be entitled to leave when subpoenaed to appear before court summoned for jury duty by the United States, the State of Ohio, or any political with the employee's personal business (e.g., criminal, or civil cases, traffic court, divorce proceedings, etc.). If the employee is a party to the action, the employee may be granted vacation time (full-time employees only) or leave of absence without pay by the employer for court appearance. This section shall not apply to employees who appear in court on behalf of Upper Scioto Valley Ambulance District as part of their employment as such appearances are compensated as hours worked.

Employees on court leave shall report to work before or following such leave if two (2) or more hours remain in the employee's scheduled workday, unless the employee has chosen to take a pre-approved leave of absence without pay, or paid time off as vacation time.

Employees shall submit a copy of the subpoena, summons, or jury duty notice to the Chief as soon as possible after receipt to receive paid civil leave.

### **7.7 Leave of Absence Without Pay**

Any employee must request a leave of absence without pay in writing. Approval of such a request is solely at the discretion of the Chief, and each request will be determined on its own merits. A leave of absence without pay for personal reasons shall not exceed six (6) months.

Upon returning from an approved leave of absence, the employee shall be placed in the employee's original position, or a similar position in the same classification should the original position be unavailable.

Failure to return to work within three (3) working days after a valid cancellation or the scheduled end of an authorized leave of absence without acceptable justification will be deemed a voluntary resignation effective as of the scheduled expiration of the authorized leave.

Employees do not earn sick and Vacation leave while on an authorized leave of absence without pay. A leave of absence without pay shall not be considered a break in service for annual step increases, layoff purposes, and vacation accrual.

If the Upper Scioto Valley Ambulance District Chief determines that an employee is not using a leave of absence for the requested purpose, the leave may be canceled, and the employee may be directed to return to work with a written notice to the employee. The employee may also be subject to discipline in such cases up to and including termination of employment.

A leave of absence without pay may be granted for a maximum period of two (2) years for the purpose of education or training which would be of benefit to the Upper Scioto Valley Ambulance District or for voluntary service in any governmentally sponsored program of public betterment.

All requests for leave of absence without pay shall be submitted to the Chief and the Upper Scioto Valley Ambulance District Board in writing (Time Off Request Form) shall state the specific reason for the requested leave and shall have all supporting documentation attached to the request.

### **7.8 Disability Leave/Separation**

Disability Leave is defined as a physically incapacitated employee, who has exhausted his/her accumulated sick leave, authorized vacation leave, and Family Medical Leave, and reasonable accommodation is not practicable, may request up to six (6) months of disability leave without pay, only if he/she can present evidence as to the probable date on which the employee will be able to return to the same or similar position within the six (6) month period. Such a request shall be submitted in writing to the Chief and presented to the Upper Scioto Valley Ambulance District Board with a copy of a physician's statement attached.

### **7.9 Involuntary Disability Separation or Termination for Failure to Report to Work:**

According to the rules of the Director of the Ohio Department of Administrative Services 123:1-33-01, involuntary disability separation is effective in the following cases:

If an employee becomes unable to perform the essential job duties of the employee's position, subject to the Americans with Disabilities Act, and if the employee has

exhausted Family Medical Leave (if eligible), the Upper Scioto Valley Ambulance District Board may involuntarily separate the employee.

If an employee on disability leave is unable to return to work when the employee's disability leave is exhausted, the Upper Scioto Valley Ambulance District Board shall involuntarily separate the employee. Disability Leave is only granted after Family Medical Leave is exhausted. The Upper Scioto Valley Ambulance District Board shall do so by completing an R.C. 124.34 order indicating the reasons as "incompetence, neglect of duty, and non-feasance" with an adequate explanation to make clear that the underlying reasons are the employee's failure to report for work and be able to perform his/her essential functions. However, if the employee refused to submit examination or to provide proof of disability, grounds for terminating employment shall be neglect of duty, non-feasance, and failure of good behavior for failure to report for work without approved leave.

If an employee is placed on leave of absence without pay and is subsequently disability separated due to the same disabling illness, injury, or condition, the total combined time of absence due to the disability shall not exceed three (3) years for purposes of reinstatement right under this chapter.

Ohio Administrative Code Section 123:1-33-02 specified when medical examination is either required or permitting in relation to Involuntary Disability Separation.

**When Required:**

When requested by the Upper Scioto Valley Ambulance District Board, a medical or psychological examination conducted by a licensed practitioner, approved in advance by the Director of Ohio Department of Administrative Services, substantiating the disabling illness, injury, or condition, shall be required prior to involuntary disability separation.

The Upper Scioto Valley Ambulance District Board shall bear the cost of the examination. Both the Upper Scioto Valley Ambulance District Board and the employee shall receive the results of the examination and related documents subject to the division. R.C. (c)(1) 1347.08

**When Permitted:**

According to the Ohio Administrative Code, the Upper Scioto Valley Ambulance District Board with the approval of the Director of the Ohio Department of Administrative Services, may require that an employee submit to a medical or psychological examination to determine the employee's capability to perform the essential job duties of the employee's position, or without a reasonable accommodation based on the employee's education, training, or experience. Such an examination shall be conducted by a licensed practitioner approved in advance by the Director of Ohio Department of Administrative Services. Prior to the examination, the Upper Scioto Valley Ambulance District Board must supply the examining practitioner with facts relating to the perceived disabling illness, injury, or condition and must supply additional information including physical and mental requirements of the employee's position. The Upper Scioto Valley Ambulance District Board shall pay the cost of the examination. Both the Upper Scioto Valley Ambulance District Board and the employee shall receive the results of that examination and related documents subject to division of R.C. (C)(1) 1347.08

The refusal to submit to the examination, the unexcused failure to appear for an examination, or the refusal to release the results of an examination will subject the employee to removal as explained above.

#### Right to Pre-Separation Conference/Rights of Appeal

The Upper Scioto Valley Ambulance District Board shall institute pre-separation proceedings when it has received the results of a medical or psychological examination conducted as provided above and initially determines that an employee is incapable of performing the essential job duties of the employee's assigned position with or without reasonable accommodation, and initially determines that the employee is not eligible to receive benefits under a program provided by the Upper Scioto Valley Ambulance District Board or is not eligible for a leave of absence without pay due to a disabling injury, illness, or condition. Under those proceedings, a conference shall be scheduled, and advanced written notice shall be provided to the employee. If the employee does not waive the right to that conference, then at that conference the employee has the right to examine the Upper Scioto Valley Ambulance District Board's evidence of disability, to rebut that evidence, and to present testimony and evidence on the employee's own behalf.

If the Upper Scioto Valley Ambulance District Board determines, after weighing the testimony presented and evidence admitted at the pre-separation conference, that the employee can perform his/her essential job duties, the pre-separation conference shall cease, and the employee shall be considered to be fit to his/her essential job duties with or without reasonable accommodations. If the Upper Scioto Valley Ambulance District Board determines, after weighing the testimony presented and the evidence admitted at the pre-separation conference, that the employee is unable to perform his/her essential job duties with or without reasonable accommodations, then the Upper Scioto Valley Ambulance District Board shall issue an order of involuntary disability separation as described in R.C. 124.34 5.10 (C)(2).

An employee so separated shall have the right to appeal in writing to the Upper Scioto Valley Ambulance District Board within ten (10) days following the filing of the order with the Upper Scioto Valley Ambulance District Board.

The Upper Scioto Valley Ambulance District Board shall notify the employee, at the time of the involuntary disability separation, of the required procedures to apply for reinstatement.

#### **7.10 Right to Reinstatement/Right to Appeal:**

An employee may make a written request to the Upper Scioto Valley Ambulance District Board for reinstatement from an involuntary disability separation, which request shall be accomplished by substantial, credible medical evidence that the employee with or without reasonable accommodations is once again capable of performing the essential functions of the employee's job, and which request shall be made not more than once every three (3) months and not later than three (3) years following an involuntary disability separation, or leave of absence followed by an involuntary disability separation.

When an involuntary disability separation employee presents to the Upper Scioto Valley Ambulance District Board substantial, credible medical evidence as provided above that the employee is once again capable of performing the essential job duties of the

employees assigned position with or without a reasonable accommodation, the Upper Scioto Valley Ambulance District Board shall either reinstate the employee or require that the employee submit to the medical or psychological examination conducted and provided above.

The Upper Scioto Valley Ambulance District Board shall reinstate the employee after receiving the results of that examination if the Upper Scioto Valley Ambulance District Board determines that the employee is once again capable of performing the essential duties of the employees assigned position with or without reasonable accommodation. The Upper Scioto Valley Ambulance District Board shall institute pre-reinstatement proceedings if the Upper Scioto Valley Ambulance District Board has received the results of the examination and initially determines that the employee remains incapable of performing the essential job duties of the employees assigned position with or without reasonable accommodation. Under these proceedings, a hearing shall be scheduled, and adequate advanced written notice shall be provided to the employee. If the employee does not waive their right to that hearing, then at the hearing the employee has a right to examine the Upper Scioto Valley Ambulance District Boards evidence of continuing disability, to rebut that evidence, and to present testimony and evidence on the employees' own behalf.

If the Upper Scioto Valley Ambulance District Board determines, after weighing the testimony presented and evidence admitted at the pre-reinstatement hearing, that the employee is once again able to perform the essential job duties of the employees assigned position with or without reasonable accommodation, then the Upper Scioto Valley Ambulance District Board shall reinstate the employee. If the Upper Scioto Valley Ambulance District Board determined, after weighing the testimony presented and evidence admitted at the pre-reinstatement hearing, that the employee is not able to perform essential duties of the employees assigned position with or without reasonable accommodations, then the Upper Scioto Valley Ambulance District Board shall not reinstate the employee.

If the Upper Scioto Valley Ambulance District Board determined that an employee, who has been involuntarily disability separated, has committed an act that is inconsistent with the employee's disability, illness, or injury, then the Upper Scioto Valley Ambulance District Board may consider the act when determining an employee's eligibility for reinstatement.

Once the Upper Scioto Valley Ambulance District Board properly determines that the employee is to be reinstated, the employee has a right to be assigned to a position in the classification of that the employee held at the time of the involuntary disability separation. If the classification the employee held at the time of the involuntary disability separation no longer exists or no longer utilized by the Upper Scioto Valley Ambulance District Board, then the employee shall be placed in a similar classification. IF no similar classification exists, the employee may be laid off in accordance with Chapter 123 of the Administrative Code and R.C. Chapter 124 or in accordance with an applicable collective bargaining agreement executed in accordance with R.C. Chapter 4117.

If the employee has been granted disability benefits by a state retirement system, the requirements of this rule shall apply for up to five (5) years, except that a licensed practitioner shall be appointed by the public employee's retirement board and application for reinstatement shall not be filed after the date of service eligibility retirement.



Any employee who refused reinstatement as provided above shall be notified in writing of the refusal to reinstate and of the right to appeal in writing to the Upper Scioto Valley Ambulance District Board within ten (10) days of receiving notice of that refusal to reinstate.

An employee who fails to apply for reinstatement within three (3) years following an involuntary disability separation, or a leave of absence followed by an involuntary disability separation, shall be deemed permanently separated from service.

#### **7.11 Shift Trades**

The Time-Off Form must be filled out with the days requested and both participating employees' signatures must be on the form.

Submit paperwork to the Chief for approval prior to the date of change.

The employee must find his/her own replacement with equal or higher qualifications.

If an employee is not equal or higher level, the Chief must approve it.

The participating employees are to ensure traded shifts are worked.

## **8 Patient Care**

### **8.1 Lima Memorial Health System Protocol**

To ensure all Upper Scioto Valley Ambulance District employees have guidelines for practicing medicine under the direction of the Medical Director.

All employees are expected to read and understand the protocols set by the Lima Memorial Health System EMS Medical Director, Todd Brookens, D.O., FACEP.

All employees agree to abide by such protocols as a condition of employment.

Should an employee have questions about such protocols, employees should consult with the Chief.

The protocols set by Todd Brookens, D.O., FACEP can be found as a paper copy on each ambulance and Responsoft as an app on any smart phone.

### **8.2 Paperwork, Documentation, and Quality Assurance**

#### **Crew Responsibility:**

All paperwork shall be done in a complete and legible manner, containing:

Complete patient information: Full name, patient address, phone number, age, DOB, Social Security Number, all insurance information, and all signatures where required.

Complete and legible patient narrative section listing: vital signs, physical exam, assessment findings, and all treatments administered during patient contact.

All paperwork pertaining to the PCR must be placed in the designated lock box, following the HIPAA policy.

All paperwork must be turned in following immediate completion of the run report.

Personnel are not permitted to take paperwork home with them. Paperwork is not to be left out in view of others.

All Patient Care Reports must be faxed to the receiving facility via fax machine if the facility is not listed in the reporting system.

PCRs are required to be completed 24 hours after the time of dispatch.

**Chief**

The Chief, or his/her designee, shall ensure that all paperwork submitted is complete and legible. Supervisors shall ensure that the writer corrects incomplete documents.

**Quality Assurance Officer**

The Quality Assurance Officer shall review all patient charts to verify compliance with system protocols and appropriate use resources.

Quality Assurance Officer needs to return a run for correction/clarification to the writer. The employee who is the author of such a run will receive a notification stating they have an open run from QA.

The Quality Assurance Officer will send a message on what items need to be addressed. The author of said run will need to complete the requested information within twenty-four (24) hours of receiving the notification.

Required Patient Care Reports to be sent to the Medical Director include Cardiac/Respiratory Arrest, STEMI Alert, Stroke Alert, Trauma Alert, and when RSI is utilized.

**8.3 Patient Transfer of Care**

When a patient is delivered to any location, the patient must be turned over to someone with a higher level of care. It is expected that after making the patient comfortable, the attendant will provide the appropriate staff with a complete report of the patient's condition, treatment rendered enroute, etc. All the patient's belongings, records, charts, x-rays, etc. will be turned over to the appropriate person at the same time.

No patient shall be left unattended at any facility or on a scene without transferring care to a higher level of care provider.

Prior to picking up a patient for interfacility transport, it is expected that a report will be given to the attendant detailing the patient's condition, needs, destination, etc. If there are any questions regarding any of the above, they should be asked at this time. Any patient's belongings should be picked up at this time.

If a crew experiences a problem with a certain staff person, they should obtain that person's name and report it to the Chief who will follow up on the problem.

**8.4 Patient Property Handling**

Documentation of valuables is important.

Anytime a patient is transferred and has any cash or valuables (jewelry, etc.), the Upper Scioto Valley Ambulance District crew shall secure the items and document them on the PCR in the patient's belonging section. Any cash must be counted in the presence of a witness at the time of security.

This policy is not meant to delay patient care in emergent cases.

Any discrepancy involving patient property shall immediately be reported to the Chief. The Chief shall immediately commence an investigation into discrepancy.

**8.5 Chute, Response, and Drop Times****1. Chute Times:**

Emergency calls- 120 seconds (two minutes)

Non-Emergency transport calls- As soon as reasonable possible after paperwork has been received and reviewed.

\*Chute Time is measured from the time of when the call is dispatched, until the time when an emergency vehicle begins to travel to the call.

## **2. Response Times:**

Emergency calls- As quickly as reasonably achievable. Taking into consideration driving with due regard, weather, road conditions, road obstructions, etc.

Non-Emergency transport calls- As soon as reasonable possible after paperwork has been received and reviewed.

## **3. Drop Times:**

10 minutes from arrival at the emergency department or other facility.

Drop/Pickup:

Hospital floors: 15 minutes

\*Drop Time is defined as the elapsed time from arrival at the facility to the time that the crew is available to respond to another call. It is recognized that the paperwork may not be done in this length of time, however the intent is that the crew could respond to another call if necessary or be sent to cover a point if needed. Crews are responsible for making the best use of time possible (i.e., doing paperwork en route whenever possible, getting supplies exchanged immediately, etc.)

\*At times, it will be necessary to have a unit “in and out” of hospitals, etc. This may be due to a priority call waiting with no other units available to take the call. Upon arrival, you should inform the staff that you have another emergency call waiting. Your report to them should be very brief and contain only the essential information necessary to provide continued patient care. If you are unable to be “in and out” you must immediately advise the dispatch.

## **8.6 Incident Reports**

Incident Reports should be completed under the following circumstances:

When you feel that improper patient care was performed (either by mistake or negligence of yourself or others).

When you feel that a patient may complain about the services provided.

Any driving incident (violation, accident, etc.).

Exposure incident (needle stick, blood, etc.).

When you have a negative confrontation with a member of the public, public safety, or hospital/nursing facility staff.

When in doubt, check with the Chief to see whether an Incident Report should be written. An Incident Report should not be completed for issues between coworkers. These issues should first be reported to the Chief so that they may address the situation. Employees are encouraged to complete an Incident Report even if they have personally made an error in questions. Mistakes in patient care may be made on occasion. The employee should make notifications, prior to a citizen or any other person making a complaint.

Incident Reports are to be completed timely, completely, and factually. Misrepresentation of facts or willful errors or omissions will result in appropriate disciplinary action.

Telephone complaints received by the staff should be documented in an Incident Report.

Completed Incident Reports should be turned over to the Chief. Any follow-up investigation will be documented.

In cases where an Incident Report coincides with patient care, it should be completed and numbered with the run number and placed with paperwork in a lock box. These will be attached to the patient care report.

### **8.7 Lifting Requirements**

All current and newly hired employees must participate in demonstrating he/she can appropriately lift 125 pounds from the ground to his/her waist, unless there is a documented medical statement from a doctor that precludes this function. If that is the case, the employee may be determined not capable of working at Upper Scioto Valley Ambulance District until such time as the limitation is removed by the doctor. If that is the case, the prospective employee must complete the lifting requirement stated herein. This will be instructed by the Chief/Captains, as well as shown in a video format. The video must be watched and will be followed by a demonstration by the Chief/Captains. The employee must sign the roster agreeing he/she understands the instructions given, proper procedure and what is to be expected. Any employee not able to complete this task shall have to remediate on his/her time. The employee will have 30 days to successfully complete the task with proper procedure. If the employee still is unable to complete the task with proper procedure, the employee may not schedule work until the task is performed successfully with proper procedure. After the task is successfully complete with proper procedure, the employee will be eligible to schedule at that time for work shift(s). If at such time the employee still cannot complete the assigned task with proper procedure the employee shall not be eligible for work. If that period of ineligibility extends longer than 90 days, the employee will have been off the work schedule for a period of time sufficient to render the employee as no longer an employee of Upper Scioto Valley Ambulance District. If later the former employee believes he/she can meet the lifting requirement above and meet the requirement, the employee may reapply to work with the Upper Scioto Valley Ambulance District. It is understood that failure to meet or exceed the above lifting requirement potentially puts patient(s), co-worker(s), anyone in immediate proximity and/or any work equipment used in performing the necessary act(s) at risk.

## **9 Ambulance District Board**

### **9.1 Formation of Board**

1. The ambulance district board shall be comprised of one representative from each jurisdiction.
2. Board members shall not be members of the department in which they serve due to a conflict of interest.
3. The board shall have a President and Vice President that shall be voted on at the January meeting.
4. The board President shall be a tie breaker vote as needed though as the President they will not be able to vote.
5. Board members shall have a background check and drug screen completed on them.

6. A Board member may be removed in accordance with Ohio Revised Code sections 3.07-3.10.

## **9.2 Duties of Board Members**

1. Members of the board shall govern the ambulance district while the Chief governs the employees.
2. Members of the board shall be held to the same standards in this handbook (including all policies, procedures, and by-laws) as the employees.
3. Members of the board shall conduct regular monthly meetings.
4. Special meetings of the board may be called by the President or by the majority of the board.
5. A majority of the board appearing in person or telephonically shall constitute a quorum at a meeting of the board.
6. Notice of any meeting (e.g. regular monthly meeting or special meetings) shall be posted for all members in the community by the board clerk or board President.
7. Members of the board shall provide the department with items within reason of operating at a legal and professional level.
8. Members of the board shall oversee the financial operations of the ambulance district.
9. Members of the board shall oversee the ambulance district board clerk to include the appointing and terminating of the clerk.
10. Members of the board shall oversee the Chief of the ambulance district to include appointing and terminating the Chief with opinions of the department being considered.
11. Members of the board shall work closely with the Chief and the Clerk.
12. Members of the board shall follow the O.R.C., O.A.C, Sunshine Law, and Robert's Rules of Order.
13. Members of the board shall follow all state, local and federal laws.
14. Members of the board shall serve as representatives of the public, in its interest, for the entire district it serves.
15. All members of the board shall not share, copy, reproduce, transmit, divulge, or otherwise disclose any confidential information and executive session related to the ambulance district affairs.
16. Upon termination of service, a board member will promptly return to the board all documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities. Such a return will not abrogate the board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board.
17. The board dedicates itself to leading by example in serving the needs of the Upper Scioto Valley Ambulance District and its EMS providers; and also, in representing the interests and ideals of the provisions of emergency medical services at large.
18. All members of the board will abide by the Code of Ethics as well as by H.I.P.A.A.

### **9.3 Duties of Board Clerk**

1. The clerk shall be appointed by the ambulance district board.
2. The clerk shall have a background check performed before beginning the duties of the clerk.
3. The clerk should have knowledge of UAN, Microsoft Office, Accounting, and be able to work well with others.
4. The clerk shall pick up the mail from the post office daily.
5. The clerk shall deposit checks, pay bills, complete payroll, and balance the check book regularly.
6. The clerk shall review and approve all the time sheets after receiving them from the Chief.
7. The Clerk shall pay Full-Time Pay every other Monday by 3:00PM. Include pay stubs.
8. The Clerk shall pay On-Call every other Monday by 3:00PM. Include pay stubs.
9. The clerk shall pay Monthly Compensation Checks by the 3rd Wednesday of every month by 3:00PM. Include pay stubs.
10. If the clerk is going to be on vacation during payroll, checks may be postdated and given to the Chief to pass out on pay day.
11. If payroll is due to be paid while a member is scheduled off, they may receive their check early however, it must be postdated for the payroll date and not cashed until that date.
12. The clerk shall pay Mileage, Training, CPR class bill, and Clothing Reimbursement upon receipt.
13. The clerk shall meet with the Chief at least once a week to be sure nothing is needed, and all things are covered. Collect any paperwork or bills the Chief may need to pass along.
14. The Chief and the Board Clerk shall work hand in hand on a lot of items to include but not limited to grants, bills, accounts, documentation subpoenas from the prosecutor's office, and many other items.
15. Squad reimbursements are pre-approved by the Chief to be paid by the board clerk to USV EMS. The squad treasurer will manage the reimbursement checks.
16. The clerk shall give vehicle maintenance checks to the Chief to drop off to the maintenance garage.
17. The clerk shall keep the district board and the Chief up to date on the financials of the ambulance district.
18. The clerk shall prepare and present a monthly financial report to the board and the Chief at the monthly board meeting.
19. The clerk shall prepare a yearly budget report and present it to the board and the Chief at the December monthly board meeting.
20. The clerk shall prepare an end of the year financial report and present it to the ambulance district board and the Chief by the January monthly board meeting.
21. The clerk shall be bonded to protect the clerk and the ambulance district.
22. The clerk shall present all bills to the ambulance district board at each monthly board meeting to be signed by the board for payment.

23. The clerk shall keep the monthly meeting minutes for the ambulance district board meeting and present them each month for approval by the board.
24. The clerk shall post in the media the date and times of the board meetings, special meetings, or changes to meetings.

#### **9.4 Duties of Chief**

1. The Chief shall be appointed by the ambulance district board.
2. The Chief shall have a background check completed before beginning operations as the Chief.
3. The Chief shall be certified as Advanced EMT/Paramedic.
4. The Chief shall have at least five years of continuous service to Upper Scioto Valley Ambulance District.
5. The Chief shall have knowledge of modern principles, practices, terminology, and emerging trends of emergency medical operations.
6. The Chief shall have knowledge of Microsoft Office.
7. The Chief shall be the contact person for the public for any concerns/complaints.
8. The Chief shall supervise all EMS staff including combination staffing.
9. The Chief shall maintain a good working relationship with the staff.
10. The Chief shall attend all meetings as requested.
11. The Chief shall serve as the contact person for the department on the Upper Scioto Valley Ambulance District Board and shall submit a monthly report to them.
12. The Chief shall oversee public relations.
13. The Chief shall oversee the hiring and disciplinary procedures for all members to include suspension and termination.
14. The Chief shall work collaboratively with the Upper Scioto Valley Ambulance District Board to ensure a more unified department.
15. The Chief is responsible for the approval and submission of time sheets for all staff, not including the clerk.
16. The Chief shall review all training sessions and approve as needed.
17. The Chief shall work collaboratively with the QA Officer to ensure compliance with EMS laws and standards.
18. The chief shall collaborate with the Clerk of the Upper Scioto Valley Ambulance District Board to include developing and implementing an annual budget and monitoring revenues and expenses.
19. The Chief shall work collaboratively with the billing company of the district to ensure timely billing and proper billing procedures are followed.
20. The Chief shall work collaboratively with the reporting company and ensure all EPCR's are transmitted to the state and the hospital.
21. The Chief shall work collaboratively with the EMS Medical Director and EMS Managers of the hospitals to establish, implement, monitor, and revise protocols, policies, and standard operating procedures for patient care from dispatch through treatment and transport/non-transport.
22. The Chief shall oversee the grants for the district and apply for them.
23. The Chief shall maintain the drug licenses for the district.

24. The Chief shall maintain the policies, procedures, by-laws, and employee handbooks for the district.
25. The Chief shall delegate job duties to all staff, not including the board clerk.
26. The Chief shall be the leader of the Executive Team for the district.
27. The Chief shall be accountable to the Upper Scioto Valley Ambulance District Board.

## **5.8 Duties of the Captain**

### **Position Overview:**

Assist the EMS Chief to direct the Emergency Medical Services and staff in support of emergency patient care for Upper Scioto Valley Ambulance District. Responsible for daily operations, clinical operations, quality assurance and quality improvement, oversight of staff, education and training for subordinate employees. Also, assesses and manages medical, trauma and environmental emergencies under the supervision of on or offline medical control. Safely transports sick/injured persons to medical facilities. Serves in the role of Captain for the subordinate EMS personnel. This position is selected by the EMS Chief.

### **Specific Responsibilities:**

28. Overall leadership, direction, well-being and assist in the control of Upper Scioto Valley Ambulance District EMS personnel.
29. Directs EMS patient care to ensure patients' needs are met and the agency's policies and procedures are followed.
30. Development, implementation and evaluation of field clinical training for the EMS staff.
31. Management activities of; Interviewing and participating in hiring process of new personnel, training, scheduling, assessment and discipline of staff (except for sole termination authority) with respect to clinical, functional, and behavioral competency. 5. Provides education and guidance to staff on performance improvement. Able to plan, organize and participate in orientation and in-service training for staff.
32. Maintains an active and good working relationship with area emergency response departments, fire and law enforcement and other services.
33. Ensure Upper Scioto Valley Ambulance District is in compliance with local, state, federal codes and regulations and applicable regulatory agencies.
34. In coordination with the EMS Chief implements the current EMS protocols and procedures.
35. Ensures staff compliance and competence with emergency medical transport regulations, protocol, policy/procedures and with environmental safety and infection control standards.
36. Maintains vehicles, medical equipment, supplies, day room, and facility location in an orderly, clean, and functional manner.
37. Effectively coordinates and assesses clinical guidance.
38. In the absence of EMS Chief and/or Asst EMS Chief, serve as Incident Command for any EMS response.



39. Respond and assist on-duty EMS staff during a EMS response as deemed necessary by the nature of illness or mechanism of injury.
40. Stays informed of advancements in pre-hospital medicine through continuing education, seminars, conferences, professional societies and journals and keeps his/her EMS crews properly informed.
41. Knowledge of the geographical area covered by Upper Scioto Valley Ambulance District
42. Must be proficient in Emergency Management and attend leadership trainings.
43. Must be knowledgeable in Local, State and Federal Government rules and/or regulations.
44. Perform other related and similar duties as requested to ensure the health and safety of Upper Scioto Valley Ambulance District Residents.
45. Perform other related duties/tasks as assigned by the EMS Chief and/or Asst EMS Chief.

Schedule/Compensation:

24/72 rotation

additional per hour on top of their regular hourly wages.

Education:

-High school diploma or equivalent.

-Ohio EMS Certification (EMT-A/EMT-P)

-Continuing education to maintain certification(s)

Experience:

- 5 years' experience in emergency medical services (to include knowledge of HIPAA and Ohio Department of State Health Services regulations).

- Prior supervisory experience is desirable.

Certification:

-Valid Ohio Driver License

-Current Ohio EMS Certification (AEMT/EMT-P)

-Current CPR Certification

-Current Certification in Advanced Cardiac Life Support and Pediatric Advanced Life Support

-Possess NIMS Certifications: 100, 200, 700 & 800

History:

-Criminal background check

-Drug Test

-Driving History

The Upper Scioto Valley Ambulance District Board and/or the Chief, reserves the right, at their sole discretion, to change, suspend, or cancel, with or without notice, all or any part of the policies, procedures, programs, and benefits discussed in this Handbook.

To confirm again, employees should keep in mind that this Handbook cannot address every situation that could arise in the workplace as certain situations require flexibility to be properly addressed.

This Handbook is effective as of the undersigned date and may be updated at any time.

I, as an employee, acknowledge that I have read and agree to the above terms and conditions made in this Handbook.

**This Handbook is effective on January 1, 2025**

I acknowledge that I have read and agree to the above terms and conditions.

Employee Signature: \_\_\_\_\_

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

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