



Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

April 15, 2026

Memorandum

CONSENT
AGENDA

To: Bonner County Ambulance Service District Board

Adopting the Order of the Agenda As Presented

A suggested Motion would be: Based on the information before us, I move to Adopt the Order of the Agenda as presented.

Consent Agenda

The Consent Agenda Includes:

- 1) Bonner County Ambulance Service District Minutes, April 1, 2026

A suggested Motion would be: Based on the information before us, I move to approve the Consent Agenda as presented.

Recommendation Acceptance: Yes No

Brian Domke, Chair

Date



Bonner County
Board of Ambulance Service District

Brian Domke

Asia Williams

Ron Korn

**MINUTES FOR THE BONNER COUNTY
AMBULANCE SERVICE DISTRICT**

April 1, 2026 – 11:00 AM – 12:00 PM

Bonner County Administration Building

1500 Highway 2, Third Floor Conference Room, Sandpoint, ID

On Wednesday, April 1, 2026, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Domke called the meeting to order at 11:00 a.m.

ADOPT THE ORDER OF AGENDA AS PRESENTED / AMENDED

Commissioner Korn made a motion to adopt the Order of the Agenda as presented.

Commissioner Williams seconded the motion.

Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes.
The motion carries.

CONSENT AGENDA – Action Item

1) Bonner County Ambulance Service District Minutes, March 18, 2026

2) Invoice Over \$5k: SIF, **Totaling \$19,421.00**

Commissioner Williams made a motion to adopt the Consent Agenda as presented.

Commissioner Korn seconded the motion.

Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes.
The motion carries.

BCASD – Alan Brinkmeier

1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #12, **Totaling \$53,794.60**

Commissioner Domke asked a question regarding one of the items in the batch. Jennifer Wyman, bookkeeper, said this was for a new computer for one of the ambulances.

Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #12, totaling \$53,794.60.

Commissioner Williams seconded the motion.

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes.
The motion carries.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

1) Task List: Review & Updates

- None

Public Comment*

The meeting was adjourned at 11:06 a.m.

Clerk: *Lauren Reichenbach*

By _____
Commissioner Brian Domke, Chair

Date



Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

April 15, 2026

Memorandum

Item 1

To: Bonner County Ambulance Service District Board

Re: FY26 BCASD Claims in Batch #13

The Bonner County Ambulance Service District presented the FY26 BCASD Claims Batch #13, **Totaling \$ 31,970.82**

A suggested Motion would be: Based on the information before us, I move to approve the payment of the FY26 BCASD Claims in Batch #13, totaling \$31,970.82

Recommendation Acceptance: Yes No

Brian Domke, Chair

Date

Bonner County Ambulance Service District

Accounts Payable Report

4/15/2026

Batch: 13

Amount: \$31,970.82

Commissioner's Approval:

Vendor	Bill amount	Due date	Invoice date	Invoice number	QuickBooks Desktop Account
AT&T MOBILITY	\$ 377.31	04/15/2026	03/20/2026	X03282026	Utilities:Wireless Communication
Auto Electric Company	\$ 663.16	03/26/2026	03/26/2026	44011	Vehicles:Repairs & Maintenance
AVISTA	\$ 789.76	04/14/2026	03/23/2026	0727737636_03.23.26	Utilities:Electric
AVISTA	\$ 459.71	04/16/2026	03/25/2026	2184720000_03.25.26	Utilities:Electric
BOUND TREE MEDICAL, LLC.	\$ 83.41	04/23/2026	03/24/2026	86145319	Supplies:Medical
BOUND TREE MEDICAL, LLC.	\$ 164.90	04/30/2026	03/31/2026	86153789	Supplies:Medical
BOUND TREE MEDICAL, LLC.	\$ 579.95	04/30/2026	03/31/2026	86153788	Supplies:Medical
BOUND TREE MEDICAL, LLC.	\$ 69.09	05/02/2026	04/02/2026	86157164	Supplies:Medical
CITY OF PRIEST RIVER	\$ 138.52	04/15/2026	03/30/2026	0685-00_03.30.26	Utilities:Water/Sewer
CITY OF SANDPOINT	\$ 198.22	04/25/2026	04/01/2026	05-02410.02_04.01.26	Utilities:Medical Waste
CITY OF SANDPOINT	\$ 57.71	04/25/2026	04/01/2026	02-02880.01_04.01.2026	Utilities:Water/Sewer
Clearwater Springs	\$ 40.95	04/07/2026	03/03/2026	926814	Supplies:Office
Clearwater Springs	\$ 34.95	04/21/2026	03/17/2026	928144	Supplies:Office
Clearwater Springs	\$ 30.95	04/28/2026	03/24/2026	928772	Supplies:Office
Clearwater Springs	\$ 30.95	04/30/2026	03/26/2026	929118	Supplies:Office
Clearwater Springs	\$ 10.00	05/05/2026	03/31/2026	929768	Supplies:Office
Clearwater Springs	\$ 10.00	05/05/2026	03/31/2026	929766	Supplies:Office
Clearwater Springs	\$ 30.95	05/05/2026	03/31/2026	929469	Supplies:Office
Clearwater Springs	\$ 34.95	05/05/2026	03/31/2026	929493	Supplies:Office
Clearwater Springs	\$ (4.00)	05/05/2026	04/01/2026	929966	Supplies:Office

Clearwater Springs	\$	(4.00)	05/05/2026	04/01/2026	929967	Supplies:Office
Coleman Oil Company LLC	\$	3,405.60	04/10/2026	03/31/2026	CP-0379670	Vehicles:Fuel & Gas
EMS Technology Solutions LLC	\$	920.00	04/30/2026	03/31/2026	INV2961	Computer & Software
EMSconnect	\$	301.00	05/01/2026	04/01/2026	15233	Supplies:Medical
File of Life	\$	1,109.00	04/18/2026	04/03/2026	H36627	Supplies:Medical
Gription Tire Pros	\$	1,150.00	04/10/2026	03/24/2026	76435	Vehicles:Repairs & Maintenance
HENRY SCHEIN	\$	339.15	04/22/2026	03/23/2026	54908238	Supplies:Medical
HENRY SCHEIN	\$	213.45	04/22/2026	03/23/2026	54878909	Supplies:Medical
HENRY SCHEIN	\$	149.28	04/23/2026	03/24/2026	54939914	Supplies:Medical
HENRY SCHEIN	\$	1,579.27	04/25/2026	03/26/2026	55065439	Supplies:Medical
Insight Distributing, Inc.	\$	524.35	04/24/2026	03/25/2026	0550488-IN	Supplies:Office
Life-Assist, Inc.	\$	1,270.00	04/22/2026	03/23/2026	2088662	Supplies:Medical
MINERT & ASSOCIATES, INC	\$	234.00	05/06/2026	04/06/2026	348914	Supplies:Medical
NAPA Auto Parts SPO068	\$	33.96	04/10/2026	03/11/2026	271668	Vehicles:Repairs & Maintenance
Northern Lights, Inc.	\$	794.01	04/23/2026	03/30/2026	50641560-03302026	Utilities:Electric
Northern Lights, Inc.	\$	110.28	04/23/2026	03/30/2026	50317661-2026-03-30	Utilities:Electric
oxarc Inc.	\$	316.95	04/19/2026	03/20/2026	32536102	Supplies:Oxygen
oxarc Inc.	\$	1,368.88	04/30/2026	03/31/2026	62256096	Supplies:Oxygen
Patriot Fire Protection Inc	\$	390.00	04/12/2026	04/02/2026	2510296	Repairs & Maintenance:Facilities
South Fork Hardware - Sandpoint	\$	31.98	03/25/2026	03/25/2026	425287	Repairs & Maintenance:Facilities
Stryker Sales, LLC	\$	461.95	04/29/2026	03/30/2026	9211917189	Supplies:Medical
Stryker Sales, LLC	\$	7,021.00	05/03/2026	04/03/2026	9211969037	Supplies:Medical
Sundberg Solutions LLC	\$	4,843.55	03/26/2026	03/26/2026	2292	Vehicles:Repairs & Maintenance
Teleflex LLC	\$	600.00	04/22/2026	03/23/2026	9511351028	Supplies:Medical
Vyve Broadband	\$	197.65	04/20/2026	04/02/2026	033-593176-040226	Utilities:Internet
WASTE MANAGEMENT OF IDAHO, INC.	\$	250.30	05/01/2026	04/01/2026	0245371-1827-5	Utilities:Medical Waste
WASTE MANAGEMENT OF IDAHO, INC.	\$	74.65	05/01/2026	04/01/2026	0445635-1827-1	Utilities:Medical Waste
WASTE MANAGEMENT OF IDAHO, INC.	\$	45.12	05/01/2026	04/01/2026	0445517-1827-1	Utilities:Medical Waste
WHITE PETERSON ATTORNEYS AT LAW	\$	438.00	02/28/2026	02/28/2026	172693	Contract Services:Professional & Legal
SUBTOTAL	\$	31,970.82				

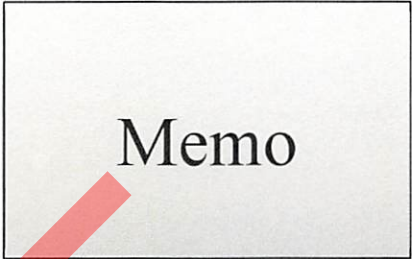


Bonner County Ambulance Service District
Board of Commissioners

Asia Williams Ron Korn Brian Domke

April 15, 2026

Memorandum



To: Ambulance District Commissioners

From: Bonner County EMS

Re: BCASD Personnel Policy Manual

Bonner County EMS request the BOCC in capacity of the Bonner County Ambulance Service District Board, approve the BCASD Employee Personnel Manual to be implemented in place of the current Bonner County HR policy manual. The implementation would take place beginning April 16, 2026. The BCASD Employee Personnel Manual has been reviewed and approved in entirety by a District attorney with an extensive background in HR/Personnel legal matters.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: X _____

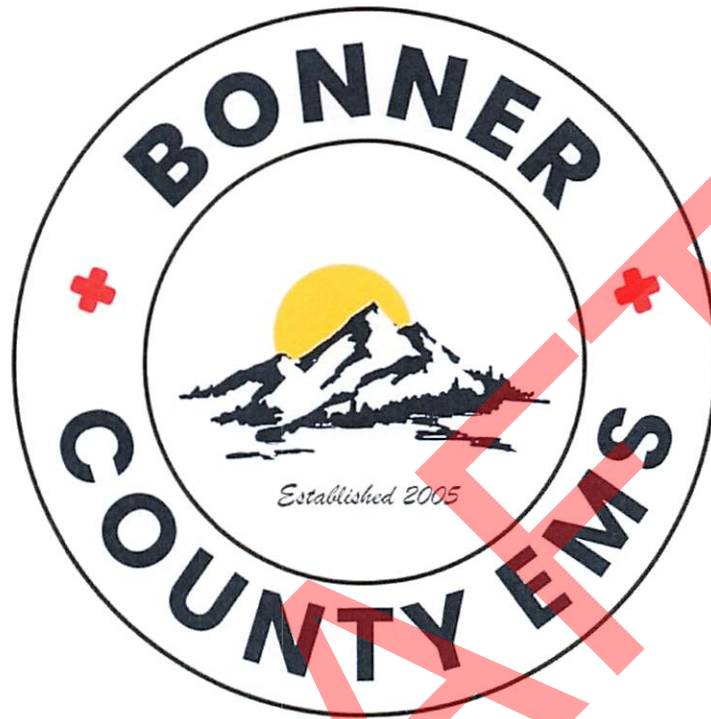
Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to Bonner County EMS

A suggested motion would be: **Based on the information before us I motion to approve the new BCASD Personnel Manual to be implemented beginning April 6, 2026.**

Recommendation Acceptance: yes no _____ Date: _____

Brian Domke Chairman



**BONNER COUNTY
AMBULANCE SERVICE
DISTRICT**

PERSONNEL MANUAL

DRAFT

Contents

WELCOME	6
1.0 INTRODUCTION AND PURPOSE.....	7
1.01 INTRODUCTION.....	7
1.02 TERMINOLOGY	8
1.03 MISSION	9
1.04 VISION/OBJECTIVES	9
1.05 VALUES/ETHICS.....	9
ALL EMPLOYEES ARE REPRESENTATIVES OF BCASD. AS SUCH, ALL INDIVIDUALS ARE HELD TO THE HIGHEST ETHICAL STANDARDS. EVERY POSITION IN BCASD EMPLOYMENT IS SERVICE-ORIENTED AND THE COMMUNITY WE SERVE EXPECTS EMPLOYEES TO MAKE ETHICAL DECISIONS BASED ON THE VALUES OF HONESTY, INTEGRITY AND EQUALITY.	ERROR! BOOKMARK NOT DEFINED.
1.06 APPLICABILITY AND SCOPE	11
1.07 OFFICE OR DEPARTMENT MANUALS	13
1.09 HUMAN RESOURCES (ALL NEW & RE-WORDED).....	14
1.11 SEVERABILITY AND SAVINGS CLAUSE	15
1.12 DISTRIBUTION OF MANUAL.....	15
1.12 CHANGES TO THE MANUAL.....	16
2.0 RELEVANT EMPLOYMENT LAWS	16
2.01 EQUAL EMPLOYMENT OPPORTUNITY (EEO)/TITLE VII POLICY STATEMENT.....	16
2.02 AMERICANS WITH DISABILITIES ACT (“ADA”) AND THE AMERICANS WITH DISABILITIES ACT AMENDMENT ACT (“ADAAA”) POLICY STATEMENT.....	16
2.03 IMMIGRATION REFORM AND CONTROL ACT (IRCA)	18
2.04 AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)	19
2.05 EQUAL PAY ACT (EPA)	19
2.06 GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)	20
2.07 FAIR CREDIT REPORTING ACT (FCRA).....	20
2.08 FAIR LABOR STANDARDS ACT (FLSA)	20
2.09 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA).....	21
2.10 LACTATION POLICY/NURSING MOTHERS’ POLICY	22
2.11 REPORTING VIOLATIONS OF EMPLOYMENT LAWS	23
2.12 WHISTLEBLOWER.....	24
2.13 RETALIATION.....	24
3.0 EMPLOYMENT	26
3.01 COMPETITIVE RECRUITMENT PROCESS	26
3.02 EMPLOYMENT OF RELATIVES	26
3.03 RECRUITING FOR NEW AND VACANT POSITIONS.....	27
3.04 SELECTION PROCESS	29
3.05 OFFERS OF EMPLOYMENT.....	30
3.07 PHYSICAL EXAMINATION TESTING	34
3.08 COMPETITIVE TESTING	35
3.09 ORIENTATION.....	35
3.10 REEMPLOYMENT.....	35
4.01 COMPENSATION AND PAY EQUITY.....	36
4.02 TRAVEL TIME	38
4.04 TIME RECORDS.....	39
4.05 PAYDAYS.....	39

4.06 PAY ADVANCES	40
4.07 PAYROLL DEDUCTIONS.....	40
4.08 PERSONNEL RECORDS	40
5.01 PAID TIME OFF.....	42
5.03 HOLIDAYS.....	47
5.04 TIME OFF TO VOTE.....	49
5.06 CIVIL LEAVE/JURY DUTY LEAVE.....	49
5.07 MILITARY LEAVE	50
5.08 FAMILY AND MEDICAL LEAVE ACT ("FMLA")	50
5.09 SERVICE FAMILY MEMBER LEAVE ACT.....	56
5.10 MILITARY EXIGENCY LEAVE ACT.....	57
6.0 PERFORMANCE MANAGEMENT.....	58
6.01 PERFORMANCE APPRAISALS.....	58
6.02 TRAINING AND DEVELOPMENT	59
7.0 BENEFITS	60
7.01 DISCLAIMER.....	60
7.02 HEALTH INSURANCE	61
7.03 DENTAL INSURANCE	61
7.04 FLEXIBLE SPENDING ACCOUNT.....	61
7.05 GROUP LIFE INSURANCE	62
7.06 LONG TERM DISABILITY.....	62
THE BCASD MAY, AT ITS DISCRETION, OFFER A LONG-TERM DISABILITY PLAN TO FULL-TIME EMPLOYEES.	62
7.07 RETIREMENT PLAN	62
7.08 WORKER'S COMPENSATION.....	62
7.9 EMPLOYEE ASSISTANCE PROGRAM (EAP).....	63
7.10 VISION.....	63
7.11 USE OF PTO WHILE ON STD, LTD OR WORKERS' COMPENSATION LEAVE(S).....	63
8.0 ON-THE-JOB.....	64
8.01 ATTENDANCE, PUNCTUALITY AND DEPENDABILITY	64
8.02 APPEARANCE	65
8.03 PERSONAL PERFORMANCE AND BEHAVIOR.....	66
8.04 WORKPLACE CONDUCT	67
8.05 PROHIBITED WORKPLACE CONDUCT.....	69
8.06 NO EXPECTATION OF PRIVACY.....	71
8.07 SOLICITATIONS AND DISTRIBUTIONS.....	72
8.08 E-MAIL AND INTERNET POLICY.....	73
8.09 USE OF COUNTY EQUIPMENT AND COMPUTER SYSTEMS.....	75
8.10 TELEPHONE USE	76
8.11 TAPE RECORDING POLICY	76
8.12 USE OF DISTRICT MOBILE ELECTRONIC DEVICES.....	76
8.14 OUTSIDE OR SELF-EMPLOYMENT	77
8.15 SOCIAL MEDIA POLICY	78
8.16 VISITORS	81
8.17 MEDIA INQUIRIES	82
8.18 EMPLOYEE DATING	82
8.19 SMOKING AND E-CIGARETTE USE.....	83

9.0 WORKPLACE SAFETY AND SECURITY	85
9.01 WORKPLACE VIOLENCE PREVENTION POLICY	85
9.02 SAFETY ADMINISTRATION	87
9.03 ACCIDENT/ILLNESS REPORTING.....	88
9.04 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY STATEMENT	88
9.05 DRUG-FREE WORKPLACE	91
9.06 LOST OR STOLEN I.D. BADGES.....	94
10.0 DISCIPLINE AND CONFLICT RESOLUTION	95
10.01 DISCIPLINE.....	95
10.02 INVESTIGATIONS	98
10.03 NO HARASSMENT FOR INVOKING OF POLICIES	98
10.04 CONFLICT RESOLUTION	99
11.0 SEPARATION FROM DISTRICT EMPLOYMENT	102
11.01 RESIGNATION	102
11.02 RETIREMENT	102
11.03 JOB ABANDONMENT	102
11.04 INVOLUNTARY TERMINATION	102
11.05 LAYOFF/REDUCTION IN FORCE (RIF)	107
11.06 RETURN OF DISTRICT PROPERTY.....	108
11.07 EXIT INTERVIEWS	109
11.08 COLLECTING PERSONAL PROPERTY UPON INVOLUNTARY TERMINATION	109
11.09 FINAL PAYCHECK.....	109
11.10 PAYMENT OF UNUSED VACATION LEAVE AND COMP TIME BALANCES	110
11.11 SICK LEAVE BALANCES	110
11.12 CONTINUATION OF HEALTH AND OTHER BENEFITS.....	110
12.0 RECORDS RETENTION AND DESTRUCTION.....	113
12.01 RECORDS RETENTION	113
12.02 REQUESTS FOR INFORMATION	113
12.03 RECORDS DESTRUCTION.....	113
12.04 ELECTRONIC RECORDS DESTRUCTION.....	113
14.0 SELECT DISTRICT POLICIES.....	115

WELCOME

Welcome to employment with the Bonner County Ambulance Service District! We are excited that you have chosen to work here and thank you for joining our team. At the Bonner County Ambulance Service District, our goal is to provide friendly and high-quality services to the citizens of our community. This is only accomplished by recruiting and retaining individuals, who are skilled and experienced in their chosen line of work; who promote a positive and welcoming work environment and who hold the highest level of integrity and ethical values.

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

We are proud of what we accomplish at Bonner County Ambulance Service District every day and are particularly proud of those we work with. We hope you enjoy your career with the Bonner County Ambulance Service District.

1.0 INTRODUCTION AND PURPOSE

1.01 Introduction

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

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

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

This manual does not constitute an express or implied contract of employment or warranty of any benefits. Unless expressly noted, nothing in this manual guarantees and individual's employment for a specified period or should be otherwise understood to limit authority of the District to terminate employment pursuant to the at-will doctrine.

1.01. At-Will Employment

Unless expressly documented in a mutually signed contract or other writing authorized by the BOCC, all District employees are employed on an at-will basis. This means that the employee may voluntarily terminate employment with the District for any or no reason at any time, with or

without notice, and the Chief may terminate the employee's employment for any lawful reason, with or without cause.

Nothing in this manual guarantees employment for a specified period or should be otherwise understood to limit the authority of the District to terminate employment pursuant to the at-will doctrine. No Chief, Deputy Chief or other supervising authority may, without express written approval of the Board, offer or imply to any employee a benefit or advantage that changes in any material respect the fundamental at-will nature of the employment relationship between the employee and District. Any statement or writing that would appear to modify the at-will nature of employment with the District that does not include an express written approval of the Board is void.

1.02 Terminology

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

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

The term "employee" is any person, excluding elected officials, who works in one or more departments or offices of the Bonner County Ambulance Service District, is supervised by a Chief, Deputy Chief, Captain or Lieutenant and is paid an hourly or salary wage.

The terms "supervisor" and "manager" are any employee who has official supervisory duties over one or more employees, including the authority to influence employment status of those employees.

The term “District Chief”, also referred to as “Chief”, is any non-elected official, working directly under an elected official, and who has direct oversight of the Bonner County Ambulance Service District

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

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

1.03 Mission

To deliver exceptional prehospital emergency medical care with compassion, professionalism, and clinical excellence serving every patient, every time.

1.04 Vision/Objectives

To be a trusted leader in prehospital medicine, setting the standard for advanced clinical care, innovation, and community centered emergency services.

1.05 Values/Ethics

Clinical Excellence

We provide the highest level of prehospital medical care through evidence-based practice, continuous training, and accountability.

Patient-Centered Care

We treat every patient with dignity, empathy, and respect, recognizing the unique needs of individuals and families during critical moments.

Professionalism & Integrity

We act with honesty, responsibility, and ethical judgment in all interactions with patients, partners, and one another.

Teamwork & Trust

We support one another, communicate openly, and work collaboratively to achieve the best outcomes.

Community Commitment

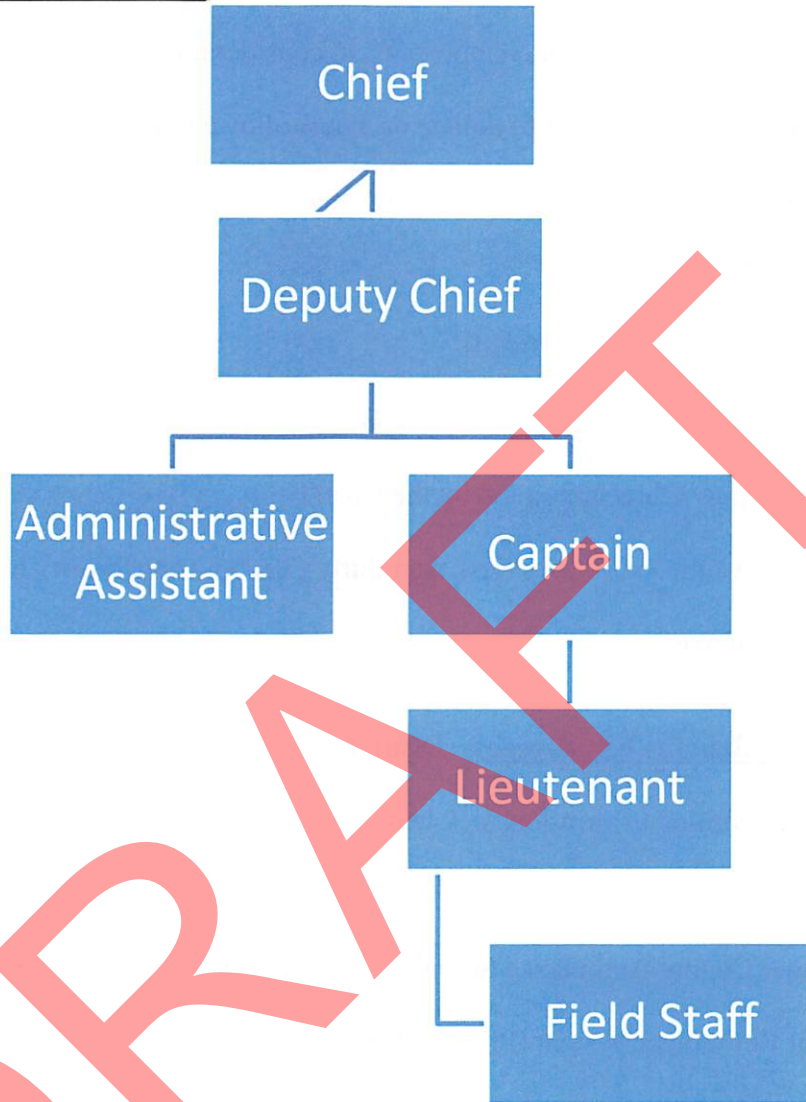
We are dedicated to protecting the health and safety of our community through service, preparedness, and public engagement.

Continuous Improvement

We embrace learning, innovation, and quality improvement to advance prehospital medicine and organizational excellence.

DRAFT

1.05.01 Organizational Chart



1.06 Applicability and Scope

The Board has voluntarily adopted the policies contained in this manual. This manual governs applicable District employees, as later described, except as the policies may be superseded by any agreement that the BCASD has entered into with a third. All employees, except those specifically excluded, are subject to the policies contained within this policy manual.

1.06.01 Excluded Employees:

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

1. Elected Officials (Board).
2. District Chief appointed by the Board.
3. Deputy Chief appointed by the Chief.
4. Part-time employees (less than thirty (30) hours per week), temporary, and seasonal employees.

1.06.02 Benefits Entitlements: District Chief, Deputy Chiefs, and regular full time employees, are entitled to vacation, sick leave, medical/dental/vision insurance and retirement benefits.

The Bonner County Ambulance Service District is a participating employer in the Public Employment Retirement System (PERSI). Eligibility for PERSI benefits are governed by state law and is not governed by the District Personnel Manual. Consult with PERSI for more information. <https://www/persi/idaho/gov/>. Part-time employees who work between 20 and 29 hours per week may be eligible for PERSI benefits on a pro-rata basis.

1.07 Office or Department Manuals

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

1.08 Administrative Responsibilities: The general management of District activities and operations for the District is the responsibility of the Chief. The District Chief and Deputy Chief's has the right and the responsibility to:

1. Direct employees within the District;
2. Hire, promote, reassign and retain employees in positions within their Office and take action as necessary to suspend, demote, discharge or take other disciplinary action against employees within the District;
3. Lay-off employees for any of the reasons set forth in Section 11.05;
4. Maintain the efficiency of the government operations legally entrusted to or required of the District;
5. Determine the methods and personnel by which such governmental operations are to be conducted subject to the budgetary limitations set by the Board; and

6. Take the necessary actions to carry out the lawful assignments of the District.

1.09 Human Resources (All new & re-worded)

Upon the request of the Chief, the Administrative Office (AO) shall assist the administration of the Personnel System. The Administration Office shall also perform those duties and technical activities as required by the District policy, Chief, the Board, and state and federal laws.

All employment decisions are the responsibility of the Chief and Deputy Chiefs, subject to review by legal counsel for legality. The Chief and Deputy Chief shall be assisted by the AO. The AO shall coordinate the human resources management system, which shall include, but not be limited to

1. Maintenance of all human resources records.
2. Maintain those personnel documents dealing with promotions, demotions, suspensions and terminations consistent with established policy and procedure guidelines.
3. Assist in developing and recommending policies, procedures, rules and regulations.
4. Employee benefits plans, programs, and disclosure of information concerning benefits to employees.
5. Other actions as prescribed or intended by District policies, regulations, policies and procedures.
6. The Chief or Chief designee as needed may contact County HR Department for guidance or further information.

1.10 Legal Advisor - Counsel

The Legal Counsel shall provide legal guidance upon the Chief or Chief's designee, or BOCC, concerning the operation of the personnel system in order to provide compliance with state and federal law.

The District's current Legal Counsel shall perform all legal opinions and interpretations, including and relating to the terms of this manual.

1.11 Severability and Savings Clause

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

1.12 Distribution of Manual

The Bonner County Ambulance Service District Personnel Manual is available on the EMS Shared Drive. District employees are strongly encouraged to access this manual through electronic means, thereby ensuring all individuals have access to the most current and complete version, as well as conserving resources. Management is responsible for processing requests for hard copies for their employees. The original manual is maintained and stored by the District Chief or Chief's designee, under the direction of the Board.

1.12 Changes to the Manual

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

2.0 RELEVANT EMPLOYMENT LAWS

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

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

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

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

It is the policy of the Bonner County Ambulance Service District to comply with all federal and state laws concerning the employment of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) and act in accordance with regulations and guidance issued by the Equal Employment

Opportunity Commission (EEOC). Furthermore, it is the District policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Individuals who are currently engaging on the illegal use of drugs are excluded from coverage under the District ADA/ADAAA policy.

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

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

2.02.02 Requesting an Accommodation as an Employee. An employee needing accommodation should submit a request, either verbally or in writing, to his/her supervisor, the Deputy Chief or Chief's designee. The employee may be asked to complete an accommodation form, which gives the District enough information to determine if the employee qualifies under the ADA.

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

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

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

2.03 Immigration Reform and Control Act (IRCA)

In conformance with the "Immigration Reform and Control Act of 1986", as amended, and in order to avoid monetary penalties for hiring illegal workers, the Office & Finance Department or Chief's designee shall establish an employment verification system. The Office & Finance Department or Chief's designee shall verify that all persons hired to fill vacant positions are authorized to work in the United States. The Office & Finance Department or Chief's designee shall complete or have completed Immigration and Naturalization Service Form I-9 before or by the end of a hired employee's third day of work. The Office & Finance Department or Chief's

designee shall verify work eligibility through examining employee-provided documents approved by the INS, such as a U.S. Passport, birth certificate, social security card, driver's license, an alien identification document or any other authorized document or combination of documents, which satisfies said law.

The Office & Finance Department or Chief's designee will not seek additional documentation once approved valid form(s) of documentation have been provided.

2.04 Age Discrimination in Employment Act (ADEA)

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

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

2.05 Equal Pay Act (EPA)

Bonner County Ambulance Service District believes that employees have the right to be free from discrimination in their compensation as protected under the Equal Pay Act of 1963 (EPA), which requires that men and women be given equal pay for equal work in the same establishment. Per EPA requirements, the jobs are not required to be identical but they must be equal. Job contents defined by District job descriptions or actual practice, and not job titles, determine whether jobs are equal.

It is the responsibility of the Board, with assistance from the Chief and Deputy Chief, to ensure men and women in the District are treated fairly and do not suffer discrimination under the EPA.

2.06 Genetic Information Nondiscrimination Act (GINA)

All District employees are expected to comply with the Genetic Information Nondiscrimination Act (GINA), which prohibits discrimination based on information derived from genetic tests. GINA prohibits employers from collecting and using employees' genetic information and from discriminating against employees in hiring, firing or any other terms and conditions of employment based on a worker's genetic information.

2.07 Fair Credit Reporting Act (FCRA)

The Fair Credit Reporting Act (FCRA) restricts access to consumer credit information to only those who have a legitimate need for the information and only with written consent of the employee or applicant whose records are being requested. Bonner County Ambulance Service District will only review credit information on applicants and employees in certain District positions, as allowed by law. If such information is accessed, the individual will be notified of his/her rights under the FCRA.

2.08 Fair Labor Standards Act (FLSA)

BCASD will comply with all provisions of the Fair Labor Standards Act (FLSA), which establishes the federal minimum wage, overtime pay, recordkeeping and child labor laws. Posters outlining an employee's rights under the FLSA should be found in break rooms and other public employee areas where the information can be easily seen.

2.09 Uniformed Services Employment and Reemployment Rights Act (USERRA)

BCASD is committed to protecting the job rights of employees related to military leave.

USERRA applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed Services,” which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. In accordance with federal and state law, it is the District’s policy that no employee or prospective employee will be subjected to any form of discrimination based on that person’s membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied initial employment, reemployment, retention in employment, promotion or other benefit of employment based on a past, present or future service obligation. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or District policy. If any employee believes that he or she has been subjected to discrimination in violation of District policy, the employee should immediately contact his/her supervisor, Deputy Chief, Chief, or the Chief’s designee.

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

Employees requesting leave for military duty should contact their supervisor, Deputy Chief, the Chief or Chief’s designee to request leave as soon as they are aware of the need for leave. For

request forms and detailed information on eligibility, employees' rights while on leave and job restoration upon completion of leave contact the Administrative Office.

2.10 Lactation Policy/Nursing Mothers' Policy

As part of the District's employee policies and benefits, Bonner County Ambulance Service District supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The provisions of this Lactation Policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. A reasonable break time is defined as enough time for the mother to lactate and is not limited to a traditional 15-minute break. Breaks of more than 15 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

The employee is required to give written notice of her intent to express breast milk at work to her supervisor, Chief or the Chief's designee ten (10) business days prior to beginning the lactation breaks. Employees should contact their supervisor, the Chief or the Chief's designee to locate an appropriate room in her area. Lactation rooms must be a clean, private area with a door that locks and that is not accessible to the public. Under no circumstance, and under no exception, may a rest room be used as a lactation room, even with the employee's consent. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Field Service employees, who are on shift, during an approved lactation period, will need to call their Supervisor to have their truck removed from service during the time needed to express milk. It is the employee's responsibility to place their truck back in service, as soon as possible, after the break is completed.

2.11 Reporting Violations of Employment Laws

Violations of state and federal employment laws are very serious for both Bonner County Ambulance Service District and employees, and could result in the loss of time, reputation and considerable expense. It could also result in disciplinary action, up to and including termination. Therefore, BCASD employees are required to report any known or suspected violation of state or federal laws to the appropriate supervisor, Deputy Chief, Chief, or Chief's designee. Employees are encouraged, but not required, to rely upon the Conflict Resolution process outlined in Section 10.04 to facilitate communication.

The employee who reported the violation may be asked to participate in an investigation, if deemed necessary by the legal advisor; in the event it is the legal advisor who is the subject of an alleged violation, outside counsel will be pursued. Every effort will be made to keep an individual's privacy maintained. Employees who report violations of these laws shall not be subject to retaliation or reprisal of any kind, if the complaint is made in good faith and with a reasonable belief that a violation has occurred.

2.12 Whistleblower

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

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

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

2.13 Retaliation

Retaliation against an employee who reports a violation of any District policy, state or federal law, or who participates or cooperates in an investigation, is strictly prohibited and will not be tolerated. Retaliatory acts may include but are not limited to unwarranted changes in job assignments or duties, related negative treatment by coworkers or management, or unsubstantiated negative performance appraisals. Retaliation does not include disciplinary

actions taken against an employee for performance issues not related to the violation complaint or investigation when such discipline is not intended as retaliation, nor does it include disciplinary action taken against an employee for making a false claim in bad faith.

Any employee who feels he/she has been retaliated against should report it immediately to his/her supervisor, the Deputy Chief, the Chief or the Board. Reports of retaliation will be promptly referred to the legal advisor for potential investigation. Reports of retaliation by the legal advisor will be promptly referred to BOCC for potential investigation and/or retention of outside counsel. Disciplinary action, up to and including termination, may be taken against anyone who violates this policy.

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3.0 EMPLOYMENT

3.01 Competitive Recruitment Process

The District strives to maintain a competitive recruitment process by posting jobs internally and externally. Applications are only accepted for jobs currently vacant and open for recruitment. First consideration in filling a vacancy may be given to qualified District employees. The District may also recruit from the open labor market. While competitive recruitment is the preferred method for BCASD, there may be occasions when the Chief or Deputy Chief will request a direct hire without the benefit of posting an announcement or otherwise following the guidelines established in this Section 3.

3.02 Employment of Relatives

No Deputy Chief, Chief or supervisor shall appoint, transfer or vote for the appointment of his/her own father, mother, husband, wife, son, daughter, sister, brother, grandparent, grandchild, first cousin, aunt, uncle, nephew, niece, or in-law of the same relation to any position within the department or office under the jurisdiction of that Deputy Chief, Chief or supervisor. In the event a newly appointed Deputy Chief, Chief or supervisor currently has a relative working under the related Deputy Chief, Chief or supervisor, that employee is considered “grandfathered: for purposes of this policy. Note that a violation of this policy may constitute a criminal violation of Idaho Code Section 18-1359.

In addition, the District believes that the employment of relatives can create a culture of mistrust, suspicion, unfair employment practices and, in some cases, discrimination, whether real or perceived. It is the policy of the District that any employees, within two degrees of relation as defined related by birth, marriage, adoption or legal guardianship shall not be stationed or

regularly scheduled together. This means that any applicants who apply for an employment vacancy and have relatives in the first or second degree currently working for the District will be required to disclose that said relationship upon hiring. It is at the discretion of the District to require those same employees to work a mandated schedule on opposite sides of the week separate from one another.

A first-degree relative is defined as a father, mother, husband, wife, son or daughter, or in-laws of the same relation. A second-degree relative is defined as a sister, brother, grandparent, grandchild, or in-laws of the same relation. Applicants related to prior District employees are eligible to apply for any employment vacancies.

The Chief shall not appoint or transfer a grandfathered employee to any other part of the District where an employed relative is currently assigned. In no event shall an employee have direct supervisory authority over a related employee and should not work together on the same shift or in the same vehicle.

Temporary and Seasonal positions may be filled with relatives of current District employees with the exception of relatives of the Board, Deputy Chiefs or the Chief.

3.03 Recruiting for New and Vacant Positions

3.03.01 Recruiting: Hiring and promotional decisions affecting applicants and current employees in the District human resources system shall be on the basis of their qualifications and perceived ability, knowledge and skill levels related to the vacant position.

3.03.02 Disqualification: The Board or Chief may reject any application which indicates that the applicant does not possess the minimum qualifications required for the position or if the applicant submits an incomplete application packet. Applicants and subsequently hired

applicants who make false statements or who are found to have engaged in any type of deception or fraud in the application, hiring or testing process may be disqualified, removed from eligibility roster(s) or immediately terminated.

3.03.03 Promotions: Promotions are discretionary by the Chief and Deputy Chief and may be made by whatever means deemed appropriate by the Chief or Deputy Chief, so long as the basis of the decision is consistent with Section 2.01 (EEO Policy) and there are funds in the budget to support such promotion.

3.03.04 Eligibility Roster(s): Applicants for a position who meet the minimum qualifications may be given notice of placement on the District eligibility roster if one exists for the position. Recruitment for positions, which require essentially the same knowledge, skills and abilities, may utilize existing rosters. When considering use of established rosters, the Chief shall make the determination regarding job similarity. As needed, the Deputy Chief or Chief may conduct recruitment and testing to maintain a quality list of applicants for positions with high turnover and which are generally applicable to all departments.

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

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

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

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

Permissive and mandatory exclusion results in exclusion from all Federal health care plans.

These programs include Medicare, Medicaid, and all other programs funded directly or indirectly by the U.S. Government that provide health benefits, with the exception of the Federal Employees Health Benefits Plan.

3.04 Selection Process

Upon closing the recruitment, the Deputy Chief or Chief, subject to Section 3.03.04, shall review all applications and may establish a certified roster of eligible applicants based upon an evaluation of the applicant's education, training, experience, related qualifications and/or testing. The Chief may decide to use the State of Idaho Department of Labor Job Service for recruitment and initial testing instead of an eligibility roster. If Job Service is used the list they provide of qualified applicants shall be the roster for the vacant position.

The Chief or Deputy Chief shall then conduct interviews and/or employ various selection criteria or other tests to determine the best candidate for the position. Upon completing the selection process and appropriate referencing, the Deputy Chief or Chief shall complete a thorough background check. If the applicant successfully passes the background check, the Chief shall review and set the salary for the position and a final offer may be extended to the applicant.

If a current District employee is applying for a vacant District position, the Chief shall have access to that employee's official personnel records to review to determine the best candidate for the position. To be considered for the position the employee must submit a written release for those records at the time he/she makes a new application or provide a written explanation to the Chief or Chief's designee as to reasons for their refusal. A refusal if unwarranted may be used to disqualify an applicant from consideration.

3.05 Offers of Employment

Offers of employment should not be extended prior to the successful completion of a background check. Conditional offers of employment may be extended pending the successful completion of the background check.

The Chief, Deputy Chief or Chief's designee may only extend offers of employment.

3.05.01 Background Checks

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

The District will ask job applicants or employees to sign a consent from authorizing the District to conduct a background search. If job applicants or employees refuse to sign the consent form, the District may no longer consider job applicants as candidates for employment or employees may be subject to discipline, up to and including termination. If the District discovers that job applicants or employees falsified or omitted information on consent forms, job applications may be denied employment and employees may be subject to discipline, up to and including termination.

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

3.06 Employment Classification Categories

All employees of BCASD are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' status and benefit eligibility. These definitions are not intended to be all-inclusive but to offer a summary. Employees are encouraged to visit the Department of Labor Wage and Hour Division at www.dol.gov for further information regarding Fair Labor Standards Act (FLSA) exemptions or visit with the Chief or Office and Finance Department.

These classifications do not guarantee employment for any specified period. The right to terminate at-will relationships at any time is retained by both the employee and BCASD.

Nonexempt employees are employees whose work the Fair Labor Standards Act (FLSA) covers. The FLSA requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a work week. At the discretion of the Board and/or Chief, and as budgetary monies allow, employees may be given compensatory time off in lieu of cash compensation (please refer to Section 4.03).

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet standards and criteria established under the FLSA by the Department of Labor (http://www.dol.gov/whd/regs/compliance/fairpay/fs17g_salary.htm).

It is the responsibility of the Office and Finance Department, working with the Board and Chief, to determine exempt or non-exempt status of District positions.

Bonner County Ambulance Service District has established the following categories for both nonexempt and exempt employees:

1. **Regular, Full-Time:** Employees who are not in a temporary or seasonal status and who are regularly scheduled to work the District's full-time schedule of at least 30 hours per week. Generally, these employees are eligible for a full-time benefits package, subject to the terms, conditions and limitations of each benefits program, plan or policy.
2. **Regular, Part-Time:** Employees who are not in a temporary or seasonal status and who are regularly scheduled to work an average maximum of 19.5 hours per week. Regular, part-time employees are eligible for some of the benefits offered by the District subject to the terms, conditions and limitations of each benefits program. *NOTE: Part-time employees who work more than 19.5 hours in a week are required to participate in the mandatory PERSI retirement system adopted by the District. Regular part-time employees shall not be routinely scheduled to work more than 19.5 hours per week without express approval from the Deputy Chief.*
3. **Temporary, Full-Time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the District's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. *NOTE: Temporary employees who work more than 30 hours per week and/or longer than five consecutive months may be eligible for some of the benefits offered by the District, according to federal and state laws. Temporary full-*

time assignments shall not be extended beyond five consecutive months without express written approval from the Chief.

4. **Temporary, Part-Time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. *NOTE: Temporary part-time employees who work more than 19.5 hours per week and longer than five consecutive months will be required to participate in the mandatory PERSI retirement system adopted by the District.*

3.07 Physical Examination Testing

Public health and safety demands that employees be physically able to perform the duties of the job to which hired, with or without reasonable accommodation. Physical requirements of the job may constitute bona-fide occupational qualifications.

A physical examination may be required as a condition of employment, after a conditional job offer has been made, but before an applicant is appointed to any District position. The District may require a physical examination at any time during the employee's work tenure, if deemed necessary to assure the safety and health of the employee, co-workers or the public.

The District will pay for the cost of any required medical examination. As one of the requirements in the selection process, candidates for any position may be required to test for the presence of alcohol and chemical substances in the blood. Subject to state and federal laws, any applicant who tests positive may be denied employment.

3.08 Competitive Testing

Applicants may be subjected to competitive testing, which may include but not be limited to rating of education and experience, written, oral or physical tests, and/or background investigations. The Chief and Deputy Chief or designee shall assist in the development and selection of screening and testing methods that comply with established laws and policy. The Chief, Deputy Chief or designee may establish and/or modify interview formats as needed to accommodate the circumstances and expedite the selection process. Such circumstances may include but not be limited to initial screening, oral interviews and promotional interviews. The Deputy Chief or designee, at the request of the Chief, may also shorten or lengthen the selection process to include or exclude any selection requirement deemed appropriate, subject to prior legal review and notice to the people in the selection process.

3.09 Orientation

New employees shall receive a general orientation from the Administrative Office concerning benefits, compensation practices and District policies and procedures. The Deputy Chief shall also orient the new employee to such topics as performance standards, performance management processes, scheduling, hours, break periods, and safety and security practices.

3.10 Reemployment

Where a former District employee is re-employed with the District, no previous leave balances will be reinstated. However, previous service with the District will be considered in determining length of service under Section 5.01.02.

4.0 COMPENSATION AND PERSONNEL RECORDS

4.01 Compensation and Pay Equity

In accordance with Idaho Code, the Board shall establish the compensation for each employee. Salary for any given position is subject to the annual budgetary process and as such may remain the same, increase or decrease for any fiscal year period. The District compensation plan is designed to be equitable among all employees and to demonstrate responsible use of public funds. Pay equity does not mean that all positions receive the same pay or the same increases. Individual pay is established by determining the value of the position in the labor market, the value of the individual including relevant education, experience and special skills, and the value to the organization. Pay equity means that one person in a similar position to another position is not discriminated against because of race, religion, gender, national origin, color, age, physical or mental disability, veteran status, or any other class protected by law.

4.01.01 Salary Ranges

District uses salary ranges for each class of job descriptions. Each range offers a pay band for each job class stating a minimum, midpoint and maximum rate of pay allowed an employee performing a job in that particular class. Compensation is determined during the annual budget process. Absent special circumstances pay set as part of the budget process will not be adjusted during the fiscal year.

4.01.02 Merit Increases.

Merit increases are based upon performance and budget and are not guaranteed. Overall merit budget allocations and individual merit increases are planned for and allocated prior to the start of each fiscal year, when funds are available and approved by the Board.

When anticipating the reward of merit increases, the District will plan and allocate increases that:

- Reward individual performance;
- Are market competitive for our industry;
- Are competitive with the District's operating budget; and,
- Are equitably allocated among individual employees, taking into consideration all available factors at one point in time.

4.01.03 Overtime

It is the policy of the District to avoid unnecessary overtime work. When overtime is necessary to protect the lives and property of the citizens of Bonner County Ambulance Service District and for the efficient operation of the various offices or departments of the District, such overtime may be authorized by the Chief or his/her designee.

Overtime is generally defined as time worked beyond and in excess of the 40 hours in one week permitted in the designated work period as provided by the Fair Labor Standards Act (FLSA.) Paid time such as sick, vacation, or holiday leave, do not qualify as time worked, therefore, not qualified for overtime pay. The Board, after consultation with the Chief, shall designate the workday, week or period for each department. The Board may, by written order, adopt a work period for some departments in accordance with the provisions of 29 U.S.C., Section 207 (k), as amended. The District recognizes the workweek from Monday to Sunday weekly.

Overtime shall be compensated for at the rate of one and one-half (1.5) hours for every hour worked in excess of the maximum hours of work in the employee's work period. At the

discretion of the Chief, the employee may be given compensatory time off at the rate of one and one-half (1.5) hours for each hour of overtime worked, in lieu of cash compensation. See Section 4.03 for additional information regarding Compensatory Time Off.

4.02 Travel Time

Per District policy and the FLSA, time spent traveling to and from work is considered “commuting” time not work time, and is not payable to the employee. However, when an employee travels from one work site to another that time is considered work time and should be included on the employee’s timesheet.

Travel that keeps an employee away from home overnight is travel away from home. Time spent as a passenger on an airplane, train, automobile, or public transportation occurring outside of an employee’s normal work hours is not considered work time under the FLSA, but can be considered work time when in the best interest of the District and at the discretion of the Chief or Chief’s designee. Employees are expected to do other productive District work while traveling as a passenger to justify the designation as work time.

Work assignments that require an employee to stay out overnight will qualify for expenses but no time will be compensated beyond appropriate travel time and actual hours worked in accordance with FLSA rules and District policy.

4.03 Compensatory (“Comp”) Time

BCASD currently does not offer Compensatory Time

4.04 Time Records

All District employees are required to maintain true and correct time records and to follow departmental procedures regarding the reporting of work, vacation and sick hours. Employees must fill out their own timecards unless permission is given in writing to his/her supervisor to do so on his/her behalf. This includes employees who are on extended medical (FMLA) or personal leave as well as employees whose regular employment limits access to computers. Offices and departments are encouraged to facilitate employees filling out their own time sheets.

In the event an employee is incapacitated and unable to give written or oral permission, the employee's supervisor, Chief, or Chief's designee may complete a timesheet on the employee's behalf, noting such circumstance, as well as any changes and/or approvals in the note section of the timesheet. Sick and vacation leave balances (or comp time if applicable) will be used to make a pay period whole, as allowed by law. Employees should, upon their return to work immediately report any issues with the designation made on their behalf.

It is the employee's responsibility to ensure timesheets are accurately completed and submitted on time, even when on personal leave. Employees should ensure that information entered in the scheduling software and on timesheets is a true representation of actual time worked. Failure to timely submit an accurate timesheet may be grounds for discipline.

4.05 Paydays

All District employees are paid bi-weekly. Paychecks are issued on Friday. If a payday falls on a holiday, paychecks will be issued on the last workday immediately before that payday.

Direct deposit is strongly encouraged. For those who receive paper checks, the checks are available in the District Administration office from 8:30 am to 12:00 pm that Friday. Any checks not picked up by 3:00 pm on Friday are mailed to the home address provided by the employee.

4.06 Pay Advances

BCASD does not allow pay advances to any employee.

4.07 Payroll Deductions

Employee paychecks will reflect the employee's total earnings for that pay period, as well as mandatory and voluntary deductions. Mandatory deductions are state and federal taxes that BCASD is required by law to withhold. Voluntary deductions are those the employee approves to be deducted, such as insurance premiums.

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

4.08 Personnel Records

The official personnel records of each employee shall be kept by the Administration Office in a confidential file that can be inspected by the Board, Chief, Deputy Chief or Supervisor, for employees in their line of supervision. These files may also be released to third-party attorneys

or insurance companies, upon legal advisor review, to assist with lawsuits and other matters of business. These records, which belong to the District, shall contain, as appropriate:

- a. Record of application for employment and employment eligibility certification.
- b. Performance evaluations.
- c. Formal commendations, reprimands or corrective actions.
- d. Records of actions affecting employee salary, status or standing.
- e. FMLA Records: It shall be the responsibility of the, Office and Finance Department to maintain records of all FMLA leave used by each employee.
- f. ADA records, including documentation of interactive processes and accommodations efforts.
- g. Any other information the Chief requests be placed in the file.

The District will, upon written request and three (3) business days' notice, supply the employee with a copy of any document in the employee's file. As governed by law, an employee has the right to review the contents of his or her human resources record and request amendment thereto. - See Idaho Code Section 74-113. If a disciplinary action is rescinded or disapproved upon appeal, all forms, documents and records pertaining to that action shall be removed from the personnel file record and transferred to the District's legal advisor for safekeeping, as necessary.

Personnel file records are private and available for review only by the employee and users as determined by the District's legal advisor to have a legitimate "need to know." Information regarding duration of employment, position or title, and salary of government employees are considered public records under Idaho law.

When completing requests for verification of employment or responding to reference checks on previous and current employees, the District will respond as permitted by Idaho law.

Generally, all records related to all employees shall be retained for a minimum of ten (10) years following termination of employment.

5.0 LEAVE

5.01 Paid Time Off

5.01.01 Policy Statement: PTO leave is for rejuvenating both physical and mental faculties and all employees are urged and expected to avail themselves of vacation leave periods. Efforts will be made to accommodate the preference of the employee in taking vacation leave will be made, but first priority will be the orderly functioning of the department. Absences from work, except those involving disciplinary proceedings, worker's compensation leave, compensatory time, civil leave, unpaid military leave, subsidized military leave, or absence of leave without pay, will be deducted from vacation leave accumulations. Vacation leave shall not accrue to any employee on leave without pay, unpaid military leave, suspension without pay, has not completed 12 consecutive months of regular, full-time employment, or who has been laid off.

Regularly scheduled days off and officially designated holidays falling within a period of vacation, leave shall not be counted against vacation leave. Vacation leave shall not be taken in advance of being earned and shall only be taken in pay periods subsequent to being earned. Upon separation of employment with the District, compensation for the employee's unused vacation leave is included in the employee's final paycheck at 80% of value. Vacation time may not be used to delay the date of separation.

Any employee suspected of abusing the Vacation Leave policy may be subject to disciplinary action, up to and including termination.

5.01.02 Accrual Rate for Regular, Full-time Employees: Eligible regular, full-time employees accrue vacation leave on a per paycheck basis when released from Field Training to Independent Practice.

5.01.03 Balance Carry Over: A maximum of four hundred eighty(480) hours of PTO leave may be carried over by an employee from one fiscal year to the next.

5.01.04 Use of Vacation Leave: All employees are urged and expected to utilize vacation leave time for absence from work for the purpose of rejuvenating both physical and mental faculties. Vacation leave is granted only after consideration for staffing has been given. Employees are cautioned to not purchase airfare or to make non-refundable deposits on trips that have not yet been allowed or approved. The District is not liable for any employee expenditures lost should a vacation request be denied.

5.01.05A Vacation Leave Request for Non-Field Staff – A request for vacation leave shall be submitted to the employee’s supervisor with as much notice as possible with a minimum of 1 week prior to the shift requested. Vacation leave is granted only after consideration has been given for office staffing and work deadlines.

5.01.05B Vacation Leave Requests for Non-Field Staff: To ensure proper staffing and to contain costs, all requests for vacation/pre-scheduled leave must be made through the electronic scheduling program of the District as well as PTO request form correctly filled and turned in to the employee supervisor. Request made with a minimum of fourteen (14) day notice will be honored, and coverage arranged.

The following exceptions apply:

1. Vacation Leave requests must be made for at least eight (4) hours (Except as provided in 5.01.07 below). Vacation request for less than eight (4) hours will not be accepted. Employees are directed to use the provisions of 5.01.07 below or to trade the time pursuant to the Substitution Policy.
2. The District will allow only three (3) forty-eight (48) hour shifts of pre-scheduled time off and a maximum of two (2) positions off for vacation leave per day. Request for leave longer than the maximum allowed will be handled on a case by case basis and must receive approval by the Chief or his designee.
3. The Chief or his designee must approve requests for Vacation Leave made with less than fourteen (14) days' notice.
4. Blackout day: Field providers are authorized to trade off, take vacation time on a holiday, or blacked-out date as long as they find their own coverage for their shift. (Note: When trading off or taking vacation on a holiday shift, the provider working the day of the holiday will be compensated for the holiday shift differential, NOT the crewmember who traded off the holiday or blacked-out day). Both parties of any trade or vacation request must email the request to the Supervisor for approval.
5. Black-Out days are New Year's Eve and Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Day.

5.01.06 Leave Request of Less Than 8 Hours: District crews may utilize up to 4 hours of vacation time to cover vacation leave request of less than 8 hours. Employees are expected to find their own coverage. However, as with substitutions, requests must be processed through the Captain if utilizing a crewmember that is not of the same status (Advanced EMT, Paramedic) as the person requesting the time off.

5.01.07 Conversion of PTO to Pay: During the period of September 1 through September 30th of each year, when requested in writing to the Administrative Office, an employee with a minimum PTO balance of 100 hours may elect to cash out up to 50 hours of PTO at 80% of the value. Conversion requests are implemented during the first payroll of the new Fiscal year.

5.02.01 Accrual Rate for Regular Non-Field, Full-time Employees:

Regular Administration Personnel	Accrual Per Payroll Period
One year through 3 years	6 hours
Over 3 years through 5 years	8 hours
Over 5 years though 10 years	10 hours
10 years or more	12 hours

Regular Field Personnel	Accrual Per Payroll Period
One year through 3 years	9 hours
Over 3 years through 5 years	11 hours
Over 5 years though 10 years	13 hours
10 years or more	15 hours

5.02.02 Balance Carry Over: A maximum of 480 hours of PTO may be carried over by an employee from one fiscal year to the next.

5.02.03 Bereavement Leave: In case of death in an employee's immediate family, the employee shall be allowed to use 40 hours of leave for bereavement purposes relating to that death one (1) time annually without utilizing the employee's accrued PTO . The Chief may allow, at his or her

discretion, up to an additional 8 hours for Field employees. Such allowances of leave usage shall be limited to deaths of spouses, natural and adopted children, stepchildren, parents, the same relationships by marriage (meaning, in-laws), stepparents, siblings, stepsiblings, grandparents and grandchildren. Employees who wish to take leave from work for deaths of relatives other than those previously listed or friends may use their accrued vacation leave.

5.02.04 Accrual While on Leave: PTO shall not accrue to any eligible employee on any kind of leave of absence without pay, unpaid military leave, suspension without pay, or layoff.

5.02.05 Donation of PTO: An employee may donate up to 40 hours of accumulated vacation leave to another employee.

An employee may only receive a donation once PTO balances are exhausted or will exhaust within the next pay period, and then may only receive a donation equal to the difference between the employee's accrued hours and 160 hours.

The employee may only use the donated PTO hours for the employee's own personal sickness or for the illness of a relation in the first-degree, as defined in Section 3.02. The value of the hours donated will equal the hourly rate of the donor or donee employee, whichever is less, and may be adjusted accordingly.

An employee who feels he/she is in need of a PTO donation must make a written request to his or her supervisor, Chief or Deputy Chief. *The employee is not permitted to solicit donations directly from co-workers or other District employees.* The supervisor, Chief or Deputy Chief shall forward the request with a written recommendation to approve or deny the request and the rationale. Such donation of hours is not a right and is granted by the Chief or Deputy Chief in its discretion, and upon Board and legal review when appropriate.

Once the Chief or Deputy Chief gives approval, the Administrative Office will send an email request to District employees requesting leave donations on behalf of the receiving employee. The name of the receiving employee must not be released and any information regarding his/her medical condition must remain confidential. Employees who wish to donate leave to another employee must fill out a Leave Donation Form, which can be obtained from the office and finance department.

Requests for donated leave may take up to two weeks (2) to process. An employee may only request donated leave once per medical incident or condition.

5.02.06 Certification by Physician: When an employee has missed work because of a disability, injury or illness, at the discretion of the Chief or Deputy Chief, he/she may be required to submit a written statement from a physician that the employee is capable of and released to return to the performance of his/her duties with or without limitations. This rule is designed to protect the health and well-being of the employee, and to prevent re-injury or recurrence of illness.

The Chief or Deputy Chief asked to approve use of PTO may request an independent review of reported illness at any time by a competent medical authority at District expense.

5.03 Holidays

The District shall observe the following holidays:

- New Year's Day (Blackout)
- MLK Day
- President's Day
- Memorial Day (Blackout)
- Juneteenth
- Independence Day (Blackout)
- Labor Day (Blackout)
- Columbus Day

Veteran's Day
Thanksgiving Day (Blackout)
Christmas Day (Blackout)
Any other day designated by the Board as a holiday.

In the event a designated holiday occurs on a Saturday, the preceding Friday shall be the observed holiday and, if the designated holiday occurs on a Sunday, the following Monday shall be the observed holiday. Regular full time employees shall be compensated for holidays on the basis of the number of hours they regularly work (not including overtime hours) up to a maximum of eight (8) hours per holiday. Temporary, seasonal and part-time employees shall not be paid for holidays not worked.

When an employee works on a Blackout holiday; New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day, the employee will be eligible for holiday pay based on hours worked as well as (8) hours of additional holiday pay issued to all full-time employees. The holiday pay is from 0800 on the day of the holiday until 0800 of the day after the holiday. Field staff that are working a *regular scheduled shift* on a District holiday, will be compensated at regular or overtime pay and additional holiday pay. An example of this: You work 8:00 am to 8:00 am the next day, on Christmas day. You will be paid 24.00 hours of regular or overtime pay and 24.00 hours of Holiday pay at the employees regular pay. Field staff that is working *overtime* on a District holiday, will be compensated at time and one-half their regular pay and additional holiday pay.

When a designated holiday falls on a normally assigned day off for an employee who is eligible for holiday benefits, the employee shall receive eight (8) hours of regular pay. This section does not apply to employees who are exempt under the FLSA.

5.03.01 Holiday Leave Abuse. Employees who call in sick the workday immediately preceding a holiday break or immediately after a holiday break may be asked to submit a doctor's note substantiating said illness. Any employee suspected of abusing the Holiday Leave policy may be subject to discipline, up to and including termination.

5.04 Time off to Vote

All employees who do not choose to vote by absentee ballot should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, the employee should work with his/her supervisor ahead of time to request time off to vote. Employees will be required to utilize PTO to vote and should report this time appropriately in timekeeping records.

5.06 Civil Leave/Jury Duty Leave

An employee shall be given time off with pay when performing jury duty or when subpoenaed to appear before any public body or commission. If such employee receives payment for such service, he/she shall be required to endorse such payment over to the District or to have an equivalent deduction made from his/her regular rate of pay, whichever option is preferred by the employee.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their Direct Supervisor and Office and Finance Department and provide him/her with a copy of the jury summons. Jury time should be reported and coded appropriately in timekeeping records.

5.07 Military Leave

All employees who are members of the National Guard or Reserves in The United States Armed Forces shall be entitled to leave of absence without pay, as provided in Idaho Code, Section 46-224 and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") 38 U.S.C. § 4301-4333. All leave related to military service will be considered leave without pay (Unpaid Military Leave) except as follows: 1) Paid Military Leave, where the employee elects to use vacation time; and 2) Subsidized Military Leave, where the employees engaged in annual training will be compensated for the difference between their normal gross wages for the District and their gross military wages for the period of training, for a period not to exceed 15 days, if the employee's gross military pay is less than the gross wages the employee would have earned during the same period had no military leave been necessary; provided the employee presents his/her military pay statement for the period of annual training to the Payroll Office which will calculate the balance to be compensated, if any. This is commonly referred to as "differential pay." Subsidized Military Leave does not apply to weekend duty or drills, additional annual training days, or extended calls to active duty. Vacation and sick leave accrues while on Subsidized Military Leave proportionate to pay received. For example, if differential pay is 25% of wages for a period, the employee also accrues 25% of sick and vacation leave for the same period.

5.08 Family and Medical Leave Act ("FMLA")

5.08.01 Definition: The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, including (1) upon the birth of an employee's child; (2) upon the placement of a child with the employee for adoption or foster care; (3) when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or (4) when the employee is unable to perform the functions of his or her position because of a serious health condition; or (5) for any "qualifying exigency" arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 workweeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness.

5.08.02 Scope: The provisions of this policy shall apply to all family and medical leaves of absence. If an employee is eligible for paid sick and/or vacation leave, the employee must take the paid sick and/or vacation leave concurrently with FMLA. Once sick and/or vacation balances are exhausted, FMLA may continue as is legally required but the time will be unpaid. In accordance with the FMLA notification requirements, time off under plans providing for workers' compensation or temporary disabilities is charged against an employee's FMLA leave entitlement. An employee's FMLA leave entitlement is limited to 12 workweeks of leave during the "rolling 12-month period" as defined in Policy 5.08.05.

5.08.03 Eligibility: To be eligible for leave under this policy, an employee must satisfy two conditions. First, the District must have employed him or her for at least 12 months in total.

The 12 months do not have to be consecutive. Second, the employee must have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave.

Spouses employed by the District concurrently are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

5.08.05 Rolling 12-Month Period: An employee's FMLA leave entitlement is limited to 12 workweeks during a "rolling 12-month period" measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 workweeks that has not been used during the immediately preceding 12 months.

5.08.06 Intermittent and Reduced Schedule Leave: Under some circumstances, employees may take FMLA leave intermittently – reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the District's operation, subject to the approval of the employee's health care provider. If leave is requested on an intermittent basis, however, the District may require the employee to transfer temporarily to an alternative position, which better accommodates recurring periods of absence or a part-time schedule, if the position has equivalent pay and benefits. Employees may not be transferred

during FMLA for any other reason than accommodation of a reduced leave schedule. Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may only be taken intermittently with the employer's approval and must conclude within 12 months after the birth or placement.

5.08.07 Medical Certification: The BCASD will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. A medical certification form is available in the Administrative Office. The employee has 15 days to respond to the request for medical certification or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave until such medical certification is received.

An employer may require a second option (at the employer's expense) if he or she has reason to doubt the validity of the medical certification. If the certification opinions differ, the District, at its own expense, may require the opinion of a third health care provider, approved jointly by the District and the employee. In its discretion, the District may require periodic recertification at its own expense.

Medical certifications should be submitted directly to the Administrative Office in person, by fax or email, or by mailing.

5.08.08 Notification and Reporting Requirements: When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee is required to provide 30 days' advance notice of their intent to take leave, and make efforts to schedule leave so as to not to disrupt District operations whenever practicable. When circumstances require a leave to begin in less than 30 days, as with a premature birth, sudden

changes in a patient's condition, or the availability of a child for placement, the employee must give as much notice as practicable. In cases of illness, the employee is required to maintain regular contact with the Chief or Deputy Chief to report on his/her leave status and intention to return to work.

5.08.09 Status of Employee Benefits During FMLA: During an employee's approved FMLA leave of absence under this policy, BCASD will continue to pay the District's portion of that employee's health, dental, life and disability insurance premiums. Any employee who is granted unpaid FMLA leave must make personal arrangements with the Administrative Office to pay, during the employee's absence, the cost of any supplemental dependent health and/or dependent insurance premium(s) during their absence.

Insurance premiums paid by the employee for supplemental or dependent policies must be delivered to the Administrative Office no later than the first of the month for which it applies. The employee may be granted a five (5) day grace period for extenuating circumstances. If the dependent or supplemental premiums are not received by the fifth of the month, the District may elect to terminate benefits for any policies where premiums were not timely paid.

In the event an employee elects not to return to work upon completion of an approved unpaid FMLA leave of absence, the District may take action to recover from the employee the cost of any premium payments made by the District to maintain the employee's health, dental, life and disability insurance coverage during the unpaid leave, unless the failure to return to work was because of: (1) the continuation, recurrence or onset of a serious health condition which would entitle the employee to FMLA leave; or (2) other circumstances beyond the employee's control.

5.08.10 Procedures: A Request for Family and Medical Leave of Absence Form can be obtained from the Administrative Office and must be completed by the employee. This form should be completed in detail, signed by the employee, and submitted to the employee's respective Supervisor for approvals. A copy of the approved form will be maintained by the Administrative Office for inclusion in the appropriate employee personnel file.

All requests for family and medical leaves of absences due to illnesses will include the following information attached to a completed Request for Family and Medical Leave of Absence:

- a. The date on which the serious health condition commenced;
- b. The probable duration of the condition;
- c. The appropriate medical facts within the knowledge of the health care provider regarding the condition.

In addition, for purposes of leave to care for a child, spouse or parent, the certificate should give an estimate of the amount of time the employee is needed to provide care. For purposes of leave for an employee's illness, the certificate must state that the employee is unable to perform the essential functions of his/her position. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Within five business days after the employee has submitted the appropriate certification form, the Office and Finance Department will provide the employee with a written response to the employee's request for FMLA leave.

5.08.11 Fitness for Duty Certification: Employees returning from leave due to a serious health condition will be required to furnish the Chief or Chief's designee with a Fitness for Duty Certification, signed by a physician. A "return to work" note from the employee's physician will not suffice. Under federal regulations, the District will require that a Fitness for Duty Certification specifically address the employee's ability to perform the essential job functions of the position. A job description outlining the essential job functions will be provided to the employee's physician, along with the Fitness for Duty Certification form.

5.08.12 Timesheets While on Leave: Employees on FMLA are required to complete their own timesheets while on leave. An employee's supervisor may not complete the timesheet on his/her behalf, *except in special circumstances*, with the employee making the request in writing and the request being approved in writing by the Chief or Deputy Chief. In the event an employee is incapacitated and unable to give written or oral permission, the employee's supervisor, Chief or Deputy Chief or a designee from Administrative Office may complete a timesheet on the employee's behalf, noting such circumstance as well as any changes and/or approvals in the note section of the timesheet. Sick and vacation leave balances will be used to make a pay period whole, as allowed by law.

5.08.13 Tracking FMLA Leave: FMLA leave may be taken in periods of whole weeks, single days, hours, and in some cases even less than an hour. The District calculates leave in 15-minute increments.

5.09 Service Family Member Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees who work for covered employees to take unpaid, job-protected leave to care for a family member who is a

current service member with a serious injury or illness. FMLA leave for this purpose is called “military caregiver leave”. Military caregiver leave allows eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness to take up to 26 workweeks of unpaid leave during a “single 12-month period” to provide care for the service member.

5.10 Military Exigency Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees who work for covered employers to take up to 12 work weeks of unpaid, job-protected leave in a 12-month period for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent. FMLA leave for this purpose is called qualifying exigency leave.

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6.0 PERFORMANCE MANAGEMENT

6.01 Performance Appraisals

For management purposes including salary review, the Chief, Deputy Chief, or Supervisor should formally appraise consideration of retention, risk management control and budgetary analyses, every employee's job performance annually. Performance reviews may be conducted more or less frequently, at any time, at the Chief's discretion. Completed, original appraisals must be delivered to the Administration Office for placement in the employee's central personnel file.

Performance reviews should be used as an employee development tool to assist supervisors and employees in accomplishing individual and department goals, as well as determining appropriate training and career advancement paths. Supervisors are encouraged to have frequent and consistent meetings with employees to discuss these topics and to provide constructive and timely feedback. While the performance appraisal period should represent annual performance and should note areas of needed improvement or significant performance issues in the past year, supervisors are discouraged from using the performance review period to correct employee performance when no other feedback has been offered throughout the year.

The appraisal should be based upon qualifiable job factors, which may include any relevant factor including some or all of the following: level of knowledge, skills and abilities required for satisfactory work performance; complexity and diversity of work, including judgment, originality and initiative required; responsibility for decisions and consequence of error; nature and extent of supervision received and guidelines available; amount of independent judgment and discretion exercised; importance of subject matter; level, purpose, nature, frequency and

complexity of personal contacts and/or relationships; supervision of others, if any, including directing, instructing and reviewing subordinates' work, plus the overall scope of operations supervised; attitude and behavior; and, accountability for results.

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

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

6.02 Training and Development

The Bonner County Ambulance Service District has established training programs for all employees that are offered on an annual basis, either in person or through electronic programs, IT or an outside vendor. Supervisors and employees are encouraged to enroll in courses to learn more about effectively and efficiently working with each other. The Ambulance District offers courses covering communication, problem solving, building effective working relationships, stress management and related or similar topics, and supports attendance at such courses at outside seminars.

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

Workplace Violence Prevention and Sexual Harassment Prevention trainings are mandatory for all District employees. If District employees fail to attend training or make-up sessions, the employee may be subject to suspension without pay until training is completed and any other appropriate discipline.

7.0 BENEFITS

7.01 Disclaimer

The District has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness and disability, and to help employees plan for retirement. This portion of the Personnel Manual contains a very general description of the benefits to which employees may be entitled as an employee of the District. Please understand that this general explanation is not intended to, and does not provide employees with all the details of these benefits or establish any guarantee related thereto. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available for examination on the District network shared drive. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The Bonner County Ambulance Service District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the District reserves the exclusive right, power and authority, in its

sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any District benefit programs, please refer to the Summary Plan Descriptions, which are provided to employees separately via the District shared network drive or Open Enrollment, or contact the Administration Office.

7.02 Health Insurance

The Bonner County Ambulance Service District provides health care coverage to all full-time (30+ hours in a week), eligible employees on the first day of the month following 30 days of employment. The District pays for employee premiums for health coverage. Employees may add dependents to the plan at his or her expense. For further details of the health care coverage offered, please refer to the Summary Plan Documents found on the District shared network drive or from the OFD.

7.02.01 COBRA Coverage. Please see Section 11.12.01.

7.03 Dental Insurance

All full-time, eligible employees of the District and their dependents are provided dental coverage. Dental coverage is provided at no cost for the employee, with dependent premiums being the responsibility of the employee.

7.04 Flexible Spending Account

A Cafeteria 125 Plan, also known as a Flexible Spending Account (FSA), is a non-taxable benefit offered by the District. An FSA allows an employee to set aside up to the legal maximum, per calendar year in non-taxable wages to assist in the cost of qualified health care and medical costs, and up to \$5,000, or the legal maximum, per year in non-taxable wages to

assist in the cost of dependent care and adoption costs. An FSA is considered “use-it-or-lose-it” and any funds not used by the end of the plan year by Federal law, considered forfeited by the employee.

7.05 Group Life Insurance

The BCASD, at its discretion, offer a group life insurance to all full-time employees.

7.06 Long Term Disability

The BCASD may, at its discretion, offer a long-term disability plan to full-time employees.

7.07 Retirement Plan

The Bonner County Ambulance Service District has elected to participate in the Public Employee Retirement System of Idaho (PERSI) plan to provide retirement benefits. PERSI is a mandatory contribution plan, which means all full-time, eligible employees working at least twenty (20) hours per week must participate. Applicable state law governs the terms of the plan. For more information, please contact the Administration Office.

7.08 Worker’s Compensation

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

If an injured worker cannot return to his/her regular job responsibilities, every effort to identify light duty or modified work to assist them in returning to work as soon as possible. However, certain District Field positions may not be able to accommodate light duty or modified work.

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

7.9 Employee Assistance Program (EAP)

The Bonner County Ambulance District provides an Employee Assistance Program (EAP) for all regular, full-time employees through our benefits provider III-A.

7.10 Vision

The District offers a vision coverage plan for all full-time eligible employees. Employees may add dependents to the plan but are responsible for premiums. Please refer to the Summary Plan Document located on the District shared network drive or at the Administrative Office.

7.11 Use of PTO While on STD, LTD or Workers' Compensation Leave(s)

Employees who are on Short-term Disability (STD), Long-term Disability (LTD), or Workers' Compensation (WC) may use sick leave balances to *supplement* their disability or WC paycheck, allowing the employee to receive his/her normal compensation. "Double-dipping" or being paid in excess of 100% of the employee's salary (meaning, the amount paid by the Disability Leave plus the employee's vacation time from the District) is not permissible.

8.0 ON-THE-JOB

8.01 Attendance, Punctuality and Dependability

Punctual and regular attendance is an essential responsibility of each District employee. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, other employees must perform the work, which diminishes the smooth functioning of District business and may affect overall customer service.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, unless otherwise scheduled with prior approval or at the discretion of the Chief, Deputy Chief, or Supervisor. Late arrival, early departure, or other absences from scheduled hours are disruptive and should be avoided.

8.01.01 Job Abandonment. Any employee who fails to report to work without notification to his or her supervisor for a period of a single day or part of a day may be considered to have voluntarily terminated their employment relationship and/or could face disciplinary action.

8.01.02 Requesting Time Off. Vacations and holidays when the District is not already closed should be preferably scheduled with a supervisor with at least five (5) days' notice in any Administrative position. To ensure proper staffing and to contain costs within Administrative and Field Services, all requests for vacation/pre-scheduled leave must be made through the electronic scheduling program of the District. .

8.01.03 Abuse of Attendance Policy. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illness or injury that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record for purposes of discipline. Medical documentation within the guidelines of the FMLA may be required in these instances, as described in Section 5.08, above.

8.01.04 No-Call/No-Show. Not reporting to work and not calling to report the absence in a timely manner is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show may be considered job abandonment and could result in disciplinary action including termination of employment.

8.02 Appearance

District employees are required to comply with reasonable dress standards, which may be established in the department for which the employee works. The Chief, Deputy Chief, or Supervisor may set reasonable dress standards but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a professional appearance to the public.

Employees are expected to be neat, clean and well-groomed while on the job. No District employee shall wear clothing that is too tight, revealing, low-cut, short, or that shows undergarments. Clothing should be in good repair and free from rips, tears or excessive fraying.

Any departmental dress standards shall be reviewed and approved by the Chief or Deputy Chief. Field Staff should refer to the Appearance SOG.

8.03 Personal Performance and Behavior

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

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

the goals established by the department for which the employee works.

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

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

8.04 Workplace Conduct

Each employee will be expected to perform and behave in the workplace in accordance with the following rules, which are not all-inclusive of the conduct expected of BCASD employees.

Each employee shall:

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

5. Abide by District and department policies concerning the release of information to the public from public records or about public matters. Each employee shall maintain the confidential nature of records, which are not open to public scrutiny in accordance with the direction of the District.
6. Adhere to any established District work schedule and any procedures established for departing from the normal work schedule.
7. Report all work time, sick leave and vacation time accurately.
8. Follow District procedures regarding the reporting of work hours and the approval, which must be given for, pay record submittal.
9. Follow District procedures regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them.
10. Follow all rules and procedures for reporting accidents on the job.
11. Follow all safety rules and procedures in the workplace whether established formally by the District or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
12. Maintain a current driver's license when necessary to conduct the work for the District. Each employee shall report any state-imposed driving restrictions to an immediate supervisor. Each employee shall notify his/her supervisor if his/her driving abilities are impaired in any way.
13. Perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal cost and with limited risk to the public and fellow workers.

14. Limit use of personally owned electronic telecommunication devices, including but not limited to: cellular phones, two-way radios, and pagers (audible or vibration alert.) Such devices can be disruptive to both the employee's own work and the work of co-workers. The Chief, Deputy Chief or Battalion Chief at his or her discretion, may require employees to turn off these devices while on duty.

15. Not engage in criminal conduct of any kind while on duty or off. District employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.

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

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

8.05 Prohibited Workplace Conduct

The following is a representative list of prohibited workplace conduct. Including but not limited to the following, employees of Canyon County Ambulance District shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other substances which would impair the ability of the employee to perform competently or which would threaten the safety or well-being of other workers or the public.

2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Administrative or non-field positions are not permitted sleep while on duty or be absent from the employee's workstation when on duty without justifiable cause or permission of a supervisor. Employees shall be attentive to their work at all times.
4. Engage in political activities while on duty. This rule shall not apply to the Board or persons running for elected positions with the Board's written approval. Note that if an employee initiates candidacy against an incumbent Board member to whom the employee is subordinate, and there is a reasonable prediction of disruption in the District in consequence, the employee may be requested to resign or have their employment terminated. Legal counsel must be consulted in all such circumstances. Employees shall enjoy full political rights while not on duty and not using District property.
5. Provide false or misleading information on employment applications, job performance reports, any personnel documents or papers, in reports filed as part of job, or in response to official inquiries.
6. Smoke except in designated smoking areas on District property. This includes the use of E-cigarettes.
7. Chew tobacco while in patient care.
8. Violate laws or rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the District or by other public officials.

9. Violate policies concerning absences from the workplace without proper leave.
10. Use telephone or the computer in the office or workplace in a manner that disrupts the work or workflow.
11. Engage in criminal conduct of any kind while on duty or off. District employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
12. Violate any rule or procedure established by the appointing official to maintain order and productivity in the workplace.
13. Use sick leave for any purpose other than as allowed by these policies.
14. Commit unlawful harassment as defined by these policies.
15. Violate the current District Electronic Mail and Internet Policy, as adopted and amended.
16. Engage in behavior that is unkind to coworkers, or have an attitude that is disruptive to the District.
17. Sexual behaviors are prohibited.

8.06 No Expectation of Privacy

The Bonner County Ambulance Service District respects the individual privacy of its employees. Employee privacy does not extend to the employee's work-related conduct or to the use of District provided equipment or supplies. Considering the practical realities of working for the District, other employees regularly have a need to access the offices, desks, file cabinets and computers of those employed with the District. Therefore, all employees of the District should be

aware that they do not have a reasonable expectation of privacy in their offices, lockers, work areas, desks, office furniture, District vehicles, computers and filing cabinets or any other District property. Employees who keep private, personal information and/or items in the above-described areas do so at their own risk. Sending data through or across the District network, or using District equipment, should be considered the same as correspondence on official memo or letterhead.

The Chief, or his/her designee, may at any time search the office, work area, desk, locker, computer, office furniture or file cabinet of an employee to obtain evidence of work-related misconduct. The Chief, or designee, may not search personal property such as purses, bags or personal electronic devices, such as cell phones. The Chief may consult with legal counsel, as necessary, prior to conducting workplace searches if there are questions related to allowable access of personal property.

All employees should be aware that BCASD maintains records of all phone calls made from or received by various extensions in the Bonner County Ambulance Service District. Employees have no reasonable expectation of privacy in communication made from or received through District telephones or in electronic mail or otherwise created, transmitted, or stored on or by District equipment.

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

8.07 Solicitations and Distributions

The Bonner County Ambulance Service District does not allow solicitation by non-employees. BCASD employees may not engage in solicitation during work hours or in work

areas where it may cause disruption or distraction to other employees or interfere with District business.

Employees who wish to post or distribute non-work material must ask permission from the Chief. If the Chief gives approval, the Administrative Office must maintain a copy of the non-work material prior to posting the material. Material distributed or posted shall not contain offensive language, graphics, or any other information that is offensive to the general conscience. Materials containing religious information shall be avoided. No materials should be posted on any employment law posters obscuring part or all of the information shown, nor should any posters or district material be removed from the bulletin boards for any reason..

8.08 E-mail and Internet Policy

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

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

1. Communication and information exchanges directly relating to the mission, charter and work tasks of the District;
2. Announcements of District ordinances, procedures, hearings, policies, service or activities;

3. Use for advisory, research, analysis and professional society or development activities related to the user's District duties;
4. Use in applying for or administering grants related to District business.

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

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

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

1. Conduct private or any non-approved business;
2. Solicit the performance of any activity that is prohibited by law;
3. Transmit materials, information, images or software in violation of any local, state or federal law;

4. Conduct any political activity;
5. Conduct any non-governmental related fund raising or public relations activities, including the promotion of any non-profit charitable organization or event;
6. Engage in any activity for personal gain or personal business transactions;
7. Place advertisements for commercial enterprises including, but not limited to, goods, services or property;
8. Abuse electronic mail privileges. An occasional note to another person, similar to a telephone call, may be acceptable;
9. Download, disseminate, store or print copyrighted materials in violation of copyright laws;

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

8.09 Use of County Equipment and Computer Systems

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

8.10 Telephone Use

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

8.11 Tape Recording Policy

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

8.12 Use of District Mobile Electronic Devices

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

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

8.12.03 Access to District Email and Data Systems. Employees who use personally owned mobile devices to access District email systems, internal web sites, or internal IT

applications may be exposing the District to risk should those devices be lost, stolen, damaged or otherwise compromised by unauthorized access. In the event a device is lost, stolen, damaged or otherwise compromised the employee must report this immediately to their supervisor, Deputy Chief or Chief.

8.12.04 Mobile Device Use in Vehicles, At Work Sites or While Operating

Equipment. Employees must not use cellular phones or mobile devices while driving, except “field” employees that are not driving and need to contact appropriate facilities. As more District drivers are using mobile devices, it is important both for safety and for the image of District drivers that common sense and courtesy be followed in using these devices.

Supervisors will have the authority to restrict or prohibit use of mobile devices at any time on the job when they consider such situations an use may present a safety hazard to the employee, co-workers, contractors, and/or to the general public and private property. Sending and/or reading text messages, emailing or browsing the web while operating a motor vehicle is illegal in the State of Idaho and prohibited by District Policy. Drivers must be safely parked before using phone or mobile computer equipment. This does not apply to District “Field” work-related two-way radios who are following District procedures.

8.13 Rest Periods

Employees working in the field may be subject to internal BCASD Rest SOG regarding rest periods.

8.14 Outside or Self-Employment

Employees are prohibited from holding outside, self-employment, or volunteer service that would conflict or interfere with their employment with the Bonner County Ambulance

Service District. "Outside and self-employment" are defined as work for personal economic gain. Outside employment by employees requires prior written approval of the Chief. The Chief may give such approval only if the following items are understood and agreed to by the employee:

1. There is no conflict of interest between the District job and the proposed outside work.
2. The proposed work will not interfere with the employee's regular work schedule.
3. The proposed work will not, in the opinion of the Chief, interfere with the quality or quantity of the employee's regular work.
4. The proposed work does not confer an advantage, or give the appearance of conferring to the outside employer, a business advantage over other similar businesses.
5. The proposed work complies with the "Ethics in Government Act."
6. The proposed work or service must not reflect adversely on the District.

The employee should understand that after approval has been granted, if the preceding items are not met, the employee would be asked to resign either from the outside work or from the District. A request for permission to enter outside or self-employment must be initiated by the employee in writing and shall provide detailed information as to the nature of the outside work and the hours to be worked.

The Chief may revoke outside employment if the employee is currently on leave for FMLA, Worker's Comp or other leaves, with the exception of Military Leaves.

8.15 Social Media Policy

8.15.01 Purpose. The Bonner County Ambulance Service District recognizes that employees may engage in "social networking" while off duty. The purpose of this policy is to

establish appropriate guidelines for expected use by District employees as it relates to his/her employment with BCASD or his/her conduct as an employee of BCASD. All other policies contained in this manual and within individual Sections Policies and Procedures Manuals, such as appropriate use of District property, including email and website systems, and expectation of privacy, remain in effect. Employees that are tasked with maintaining blogs and websites, or establishing a social media presence on behalf of the District are guided by separate policies and procedures addressing those responsibilities.

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

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

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

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

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

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

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

damaging to the District or any of the District's employees or be prepared to face possible consequences.

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

The District may request, in its sole and absolute discretion that an employee temporarily confine his/her social networking to matters unrelated to the District if the District determines this is necessary or advisable to ensure compliance with State or Federal laws, or local statutes.

District employees or officials shall not access or use personal or non-District social media sites in a manner that causes loss of productivity during working hours.

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

8.16 Visitors

While the Bonner County Ambulance Service District respects work/life balance, it must first take into consideration a safe and productive work environment for all employees. Relatives may stop by for a short visit, as outlined below; however, it is not appropriate to use the workplace in lieu of childcare. Frequent visitors are a distraction to employees and disrupt the workflow. The

work environment and consideration of other employees should be considered if visitors are present.

If family members visit an employee, the visits should be short and infrequent. At no time should a family member of an employee use District equipment, including computers, phones, copiers, etc., or have access to any District documents. Nor should family members or visitors of employees access unauthorized areas of District properties. It is the responsibility of the employee to ensure that family members do not exceed an acceptable visitation time.

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

8.17 Media Inquiries

From time to time, employees may be approached by reporters or other members of the media and asked questions regarding District business. All media should be first referred to the Chief for comment or discussion with/assignment to the Chief, Deputy Chief, or Captains. The Chief may also designate certain employees to respond to media inquiries, when appropriate.

8.18 Employee Dating

Personal relationships outside of the workplace are generally considered private so long as it does not interfere with District business and workplace relationships. If employees begin dating or are involved in a romantic relationship, become relatives or members of the same household, the employees are required to inform the Chief, Deputy Chief of the relationship.

While this policy does not prohibit romantic relationships between coworkers, romantic relationships between supervisors and their subordinates are strictly prohibited. Employees in supervisory roles are subject to more stringent requirements due to their status, their access to sensitive information, their ability to influence others, and their control over discretionary decisions on behalf of the District. Employees in management or supervisory authority at the Bonner County Ambulance Service District must disclose the existence of the relationship to the Chief, or if the person involved is the Chief, then to the Board and/or legal counsel, if appropriate. This disclosure will enable District officials and management to determine whether any conflict exists and/or if there is any action required by BCASD, including the removal of supervisory authority. A failure to disclose the existence of a relationship described in this section may be grounds for termination. At no time should the two employees be allowed to share assigned quarters.

Employees should note that relationships or marriages between employees currently working for the District may violate Section 3.02 and may result in one of the employees in the relationship having to resign employment with the District. The employee would then have six (6) months to arrange for other employment. This decision will be made by the Chief, and/or legal counsel.

8.19 Smoking and E-Cigarette Use

The Bonner County Ambulance Service District abides by all state and federal laws related to a smoke-free workplace. Employees and guests are prohibited from smoking tobacco cigarettes or “e-cigarettes” inside any District building or within twenty-five (25) feet of any doorway to a

District building where employees or guests may enter or exit. Employees and guests may smoke tobacco cigarettes or utilize “e-cigarettes” in designated smoking areas on the District campus.

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9.0 WORKPLACE SAFETY AND SECURITY

9.01 Workplace Violence Prevention Policy

9.01.01 Zero Tolerance: The Bonner County Ambulance Service District is committed to providing a reasonably safe environment for employees and visitors. In order to provide a safe environment, BCASD has a "zero tolerance for violence" policy.

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

Access to all BCASD property is limited to those with a legitimate business interest. All employees entering District property should display their District employee identification badge.

9.01.02 Inspections: Desks, telephones, computers, lockers and offices are the property of Bonner County Ambulance Service District. Employees have no expectation of privacy in the offices or property of Bonner County Ambulance service District. BCASD reserves the right to enter or inspect, with or without notice, an employee's work area including, but not limited to, desks and computer storage disks.

BCASD facsimile, copier and mail systems, including electronic mail (E-mail), have been installed for Bonner County Ambulance Service District business. Personal business should not be conducted through these systems. Under conditions approved by BCASD management and upon consultation with Legal counsel to ensure compliance with federal and state law, telephone

conversations may be overheard and District employees may retrieve voice mail messages in the process of monitoring customer service in addition to the identification of telephone numbers dialed.

Any private conversations overheard during such monitoring or private messages retrieved that constitute threats against other individuals can and will be used as the basis for discipline, up to termination.

9.01.03 Training Programs: As part of its commitment to preventing workplace violence, Bonner County Ambulance Service District has established training programs for all employees. Training will be included as part of the employee's orientation. Thereafter, the employee will be scheduled for refresher training on a periodic basis.

Workplace violence prevention training is mandatory for all District employees. If District employees fail to attend training or make-up sessions, the employee will be subject to suspension without pay until training is completed and any other appropriate discipline.

9.01.04 Disciplinary Action: Disciplinary actions associated with workplace violence issues will be in accordance with District policy.

9.01.05 Reporting Violence: It is everyone's responsibility to prevent violence in the workplace. Since an employee may be in a better position than management to know what is happening with the employees they work with, the employee can help by reporting what the employee sees in the workplace that might indicate a co-worker may become violent. Employees are encouraged to timely and accurately report any incident that may involve a violation of any of the District's policies that are designed to provide a reasonably safe workplace environment. Concerns may be presented to the employee's supervisor, Chief, or the District's legal counsel.

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

9.01.07 Incident Management: In the event of a major workplace incident that affects, or has the potential to affect, the mental health of the District's work force, the District will provide initial counseling and support services to employees and the employee's immediate family members through the District's EAP.

As the crisis passes and support systems are put into place for individuals affected by the incident, the District will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, vendors and others who need to know of the status of the District's business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available resources.

9.02 Safety Administration

The Bonner County Ambulance Service District strives to maintain a workplace that is safe and healthy for all employees and guests. Employees are required to immediately report any hazards or unsafe areas or practices to his/her supervisor, Chief, Deputy Chief, to prevent workplace injuries.

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

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

Any employee involved in a non-vehicular accident while on official business must report the accident on a form approved by the Chief. The report must be submitted to the Chief or Supervisor within 24 hours of the accident, when practicable.

9.03 Accident/Illness Reporting

Any employee involved in an accident while on official business must immediately report the accident to his/her Supervisor. The Supervisor shall submit a report to the Administrative Office as soon as possible after receipt of the report.

9.04 Non-Discrimination and Anti-Harassment Policy Statement

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

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

The District does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction or condone such conduct on the part of any employee, including elected officials or management employees. The District has adopted

procedures (noted in Section 2.02.02) available to employees who have complaints regarding claimed violations of the Americans with Disabilities Act (“ADA”) or Americans with Disabilities Act Amendment Act (“ADAAA”), this provision, or other applicable law or regulations.

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

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

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an

individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, meaning harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

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

- a. When submission to the sexual advance is a condition of keeping or getting a job, whether said sexual advance is expressed in explicit or implicit terms;
- b. When a person in a supervisory role makes a personnel decision based upon an employee's submission;
- c. When sexual conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment;
- d. Verbal abuse, or joking, that is sex-oriented and considered unwelcomed by the employee to whom it was directed;
- e. Any type of sexually oriented conduct that would unreasonably interfere with any employee's work performance;
- f. Creating a work environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, comments, suggestions, requests, demands, physical contacts or attentions.

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

9.05 Drug-Free Workplace

The Bonner County Ambulance Service District has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the District is committed to maintaining a drug-free and alcohol-free workplace, and fulfilling its obligation to provide the citizens of the District with safe and efficient public services.

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

No employee at any work site will possess any quantity of any substance, legal or illegal, which in sufficient quantity could cause impaired performance, except for authorized substances. Work sites include any office, building, or property (including parking lots) owned or operated by the District, or any site at which an employee performs work for the District. "Possess" means to have a drug or drugs either in or on an employee's person, personal effects, motor vehicles, tools, and areas entrusted to the employee such as desks, files and company vehicles. If the

employee is taking a medical substance, which may impair job performance, he/she must advise his/her immediate supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Employees found to be in violation of this policy could, at the discretion of his or her Chief or Deputy Chief, face disciplinary action, including termination. Employees with suspected use may have to be tested.

9.05.01 Required Testing. The Bonner County Ambulance Service District reserves the right to require the following tests:

1. **Pre-employment:** Certain safety-sensitive positions within the District employment, such as emergency response or operators, may require applicants to pass a drug test before beginning work or receiving an offer of employment. Legal counsel shall be consulted before any pre-employment drug testing is required. Refusal to submit to testing will result in disqualification of further employment consideration.
2. **Reasonable Suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The Chief or Deputy Chief must be contacted before testing an employee based on reasonable suspicion.
3. **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a District vehicle, machinery, equipment or property and/or result in an injury to himself or herself or another individual requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

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

9.05.02 Consequences. Applicants who refuse to cooperate in a pre-employment drug test or who test positive will not be eligible for (re)hire. Employees who refuse to cooperate in required tests or who possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result may be discipline up to and including termination.

Employees will be paid for time spent in alcohol/drug testing and then suspended with pay pending the results of the drug/alcohol test. After the results of the tests are received, a date and time will be scheduled to discuss the results of the test. This meeting will include the Chief or Chief's designee.

9.05.03 Confidentiality. Information and records relating to test results, drug and alcohol dependencies and legitimate medical explanations provided to the Chief or Chief's designee will be kept confidential to the extent required by law. Idaho law limits external disclosure of any

information in an employee's personnel file. Internally, it is the District's policy to restrict availability of information to those with a legitimate need-to-know.

9.05.04 Inspections. The Bonner County Ambulance Service District reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband.

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

9.06 Lost or Stolen I.D. Badges

Identification badges play an integral part in the safety and security of the District employees, visitors and properties. Occasionally, an employee may lose or misplace his/her badge. In less frequent cases, an employee's badge may be stolen. Both of these incidents are very serious and all District employees are required to notify his/her supervisor and the Administration Office immediately after learning of a lost or stolen badge so that access to District buildings, provided by the badge, may be revoked.

New badges may be requested at the Administration Office

An employee who loses or requests an additional badge more than two (2) times in a one (1) year timeframe may be subject to an investigation and/or discipline, up to and including termination.

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10.0 DISCIPLINE AND CONFLICT RESOLUTION

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

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

10.01 Discipline

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

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

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

1. Termination;
2. Reassignment;
3. Suspension for a variable or fixed period;
4. Reprimand; or
5. Demotion to a position with lower compensation and/or authority.

10.01.03 Reprimand and other Written Documents. Reprimands may be given to an employee orally or in writing. The Chief, Deputy Chief or Supervisor should document both oral and written reprimands. The Chief, Deputy Chief or Supervisor should keep oral reprimand documentation for future review. Written reprimands shall be placed in an employee's personnel file. The employee shall be given a copy of any written reprimand or other document that is to be placed in the employee's file.

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

Administrative Leave with pay may be used when the Chief is required under the Americans with Disabilities Act to determine if the employee has the ability to perform the job with or without reasonable accommodation. Administrative leave with pay may also be used when the employee has claimed or perceived medical and/or mental limitations necessitate a fitness for duty evaluation.

10.01.05 Involuntary Termination. Involuntary termination typically involves a termination of employment at the request of the District. Termination of employment requires the Chief's approval.

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

10.02 Investigations

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

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

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

10.03 No Harassment for Invoking of Policies

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

10.04 Conflict Resolution

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

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

Individual employees and not groups of employees or employees acting as representatives on behalf of other employees may only initiate the Conflict Resolution process. Excluded employees noted in Section 1.05.01 are prohibited from initiating the Conflict Resolution process.

10.04.01 Step One - Notify the Immediate Supervisor: Employees should initially direct their concerns to his/her immediate supervisor. The supervisor will ask for details regarding the conflict such as the parties involved, the complaint itself, and possible solutions to the conflict. If the immediate supervisor is out of the office for an extended period or the conflict involves that supervisor, the employee should contact the next member of management in the chain of command. Employees are required to notify their supervisor within one (1) calendar

week of becoming aware of the conflict or upon reaching an impasse in resolving the conflict by less formal means.

10.04.02 Step Two - Supervisor's Response to the Complaint: The supervisor or manager has five (5) business days to respond in writing to the complaint. The supervisor may have a discussion with the employee making the complaint to get further details about the issue and to discuss options for resolving the complaint. If the supervisor does not resolve the complaint to the satisfaction of the employee or does not respond to the complaint, the employee may get in contact within five (5) business days of the initial deadline with the Chief or Deputy Chief, whoever is next in the chain of command. The complaint must now also include:

- The problem and the date when the incident occurred.
- Suggestions on ways to resolve the problem.
- A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor.

If the supervisor provided no response, the complaint should state this.

Upon receipt of the formal appeal, the Chief or Deputy Chief (depending on the chain of command) is encouraged to schedule a meeting with the employee to discuss the complaint. Within five (5) business days after such discussion, the Chief or Deputy Chief should issue a decision in writing to the employee filing the complaint. The Chief should discuss the issue with the legal counsel or County HR for guidance before issuing the decision. The Chief may recommend a meeting with the parties to facilitate resolution, or request legal advice in the event there is cause to believe a state or federal law is implicated by the conflict. A copy of the final resolution will be placed in the employee's personnel file.

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

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

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11.0 SEPARATION FROM DISTRICT EMPLOYMENT

11.01 Resignation

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

11.02 Retirement

Employees who wish to retire are encouraged to notify their, supervisor, Deputy Chief and Chief, and the Administrative Assistant in writing at least two (2) months before the planned retirement date to ensure timely completion of necessary retirement and insurance forms.

11.03 Job Abandonment

Please see Section 5.13.

11.04 Involuntary Termination

Employees of the Bonner County Ambulance Service District are employed on an at-will basis and the District reserves the right to terminate an employee at any time, with or without cause. However, the District recognizes the public's interest in ensuring that District employment decisions serve the public good, are not made by unlawful process or for unlawful purpose, and are based upon the reasoned consideration of available information. Accordingly, the District voluntarily waives its right to terminate any employment relationship without notice, and guarantees each employee the opportunity for a pre-termination good faith hearing as well as the ability of discharged employees to request a name-clearing hearing. The District does not impose any similar burdens or limitations on the at-will rights of our employees.

Although the District offers such notice and opportunity for hearing in recognition of the public's interest in the efficient and lawful administration of the public business, the District expressly disclaims the existence of any separate individualized property interest in continued at-will employment with the District and reserves the right to terminate any employee at any time for any lawful cause.

11.04.01 Pre-termination Notice: The District has determined that it is in the public interest, despite the District being an at-will employer, to provide pre-termination notice to its employees. Notice of termination shall be given to an employee in writing. The employee shall immediately surrender his/her security badge, make arrangements with the person who delivered the notice to pick up personal belongings (see Section 11.08) and return District property (see Section 11.06), and then shall be escorted out of the workplace.

11.04.02 Good Faith Hearing. Although the Bonner County Ambulance Service District is and remains an at-will employer, the District recognizes that competing interests can arise when a Chief or Deputy Chief contemplates the discharge of an employee not enumerated in Section 1.05.01 of this Manual. For the District, these interests include but are not limited to the expeditious removal of unsatisfactory employees, the avoidance of administrative burdens, the recognition of the constitutional authority of elected officials, and the risk of executing a termination in violation of law or plainly expressed public policy. The District desires to satisfy these interests without limiting either the employee's or District's right to the mutual benefits of an at-will employment relationship. Accordingly, the following procedure – WHICH IN NO EVENT SHALL BE CONSTRUED TO LIMIT THE REASONS FOR WHICH AN EMPLOYEE MAY BE DISCHARGED, OR TO IMPLY THAT AN EMPLOYEE MAY ONLY

BE DISCHARGED FOR CAUSE, OR TO OTHERWISE ESTABLISH THE EXISTENCE OF AN INDIVIDUALIZED PROPERTY INTEREST IN CONTINUED District EMPLOYMENT – shall apply to involuntary terminations of employees not listed in Section 1.05.01 executed at the District’s direction.

When a Chief, Deputy Chief, or Supervisor determine that such an employee should be terminated, written notice of that decision shall be served on the employee. Upon service of notice of termination, the employee shall concurrently be placed on administrative leave with pay. Within two (2) business days of service of this notice, the employee may request a good faith hearing by delivery of a written request to the OFD. Failure to request a good faith hearing constitutes a failure to exhaust remedies under these Rules.

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

The purpose of this informal hearing, which may last no longer than one (1) hour for presentation of the employee’s case. At which the employee has no right to legal counsel and must personally present his/her response. Facilitate the creation of a complete record upon which the relevant official will base a final decision regarding that employee’s potential discharge from

employment. As the Bonner County Ambulance Service District is an at-will employer. The good faith hearing is not to determine whether “cause” for the termination exists, as no cause is required, or to protect an employee’s non-existent interest in continued at-will employment. To facilitate the creation of a complete record and allow employees to be heard as to the existence and proof of any reason they believe the proposed termination is either unwarranted or unlawful. The District expressly forbids discrimination based on age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification, as well as any disciplinary action in contravention of “plainly expressed public policy” as that term is understood in law.

The good-faith hearing does not limit the authority of the Chief or Deputy Chief regarding any employment decision, and is made available in the same spirit as the conflict resolution process outlined above. To recognize, despite the unilateral authority of both employee and employer to terminate the employment relationship at any time with or without cause, the public’s interest in ensuring that the District decisions will serve the public good and are based upon reasoned review of available information.

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

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

However, the District does recognize a right of its employees to their reputation and ability to obtain future employment and so offers a Name-Clearing Hearing as post-termination process to

ensure that any false and stigmatizing public statements or charges regarding an employee or the employee's termination may be challenged by the employee for purposes of removal from, or modification of, their personnel record.

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

Within fourteen (14) calendar days of a termination (or demotion with reduction in pay), that person may submit a written request to BCASD Administration for a hearing to clear his or her name. Within two working days of receipt of the request for a name-clearing hearing, the District will respond to the requestor in writing and address whether a hearing will be granted and, if so, the date and time of such hearing. If granted, the hearing will occur between two and five working days from the date of the District's response to the request.

The name-clearing hearing will be held by the Chief or Chief's designee, and without regard to formal procedures or rules of evidence. An audio recording of this informal hearing will be made and maintained as part of the personnel record, along with any written statements or questions offered by the employee or the employee's supervisor. The employee will be

provided an opportunity to present their own sworn testimony or written evidence from any source regarding the falsity of any stigmatizing charges, and may submit written questions and argument for consideration, but will not have the opportunity to call or question witnesses. Similarly, the employee's supervisor may submit a written statement or questions, but will not have the opportunity to call or question witnesses.

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

11.05 Layoff/Reduction in Force (RIF)

Any involuntary termination of employment not involving misconduct or inefficiency, but involving a reduction of force because of economic conditions, lack of work, technological advance, or for other reasons, shall be considered a layoff.

When, for any reason, it becomes necessary to reduce the work force in a department or office, employees may be laid off based on the following factors, which listing does not commit the District to any order of layoff or rehire:

1. Length of service in position;
2. Length of District service, and;
3. Performance evaluations, if any, for the last three years;
4. Whether an individual employee is essential to the efficient operation of the office or department because of special skills or abilities.

All other factors being equal, honorably discharged veterans will be given retention preference.

When the Board and the Chief believes that, an individual is essential to the efficient operation of the office, department or division because of special skills or abilities. The Chief shall submit a written statement to the BOCC and Legal counsel setting forth in detail the specific skills and abilities possessed by the individual and the reasons why such person(s) should be retained in place of others to be laid off.

Subject to federal or state law, employees scheduled to be laid off shall be notified in writing at least thirty (30) days prior to the effective date of the layoff.

Laid off employees may be recalled to work when their positions are to be filled again within a twelve (12) month period of the lay-off date. If recalled, a laid off employee must accept or reject the position within two (2) working days or the District may fill the job with another person. No vacancy resulting from a lay-off may be filled by any selection means other than recall unless all laid off employees qualified for the position reject the offer of re-employment or unless the rehire for such position takes place after twelve (12) months of vacancy.

Laid off employees may, at the discretion of the BOCC, be given priority for other Bonner County job vacancies.

11.06 Return of District Property

Employees leaving the Bonner County Ambulance Service District employment for any reason must return all District property at the time of separation, including uniforms, cell phones, lap tops, iPads, keys, and identification badges. Failure to return some items may result in

deductions from the employee's final paycheck, according to the acknowledgement signed by the employee at the time he/she received the District equipment.

11.07 Exit Interviews

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

11.08 Collecting Personal Property upon Involuntary Termination

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

11.09 Final Paycheck

All employees leaving District employment will be paid through the last day of work, plus any accrued vacation time at 80% of value. Any sick leave will be forfeited at the time of separation. The final paycheck will be processed as normal within the payroll cycle, unless written request is received by the separated employee. The District will then have the check ready within 48 hours of receiving the request.

11.10 Payment of Unused Vacation Leave and Comp Time Balances

When an employee voluntarily or involuntarily terminates the District employment, the District shall pay the employee for all accumulated vacation leave. Payment shall be computed on a pro rata hourly basis, using the employee's salary rate at time of termination. The Chief or Deputy Chief determines the termination date.

11.11 Sick Leave Balances

All accrued sick leave shall be forfeited at the time of separation from the District employment and no employee shall be reimbursed for accrued sick leave at the time of termination. If an employee is reinstated to District employment sick leave credits accrued at the time of separation will not be reinstated.

11.12 Continuation of Health and other Benefits

District employees who lose their health insurance due to specific events may be eligible to continue their benefits under federal or state laws allowing them to do so. These are usually continued at the employee's expense.

11.12.01 Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA coverage is a continuation of health benefits, which may include medical, dental, vision, and flexible spending account plans, at the employee's own expense when coverage would otherwise end because of a life event known as a "qualifying event." Separation of employment, among other events listed below, is considered a qualifying event to receiving a continuation of your health care coverage. This continued coverage is extended to an employee and any dependent on the employee's health plan, at the time of separation.

An employee who elects COBRA can continue his/her benefits for a period of 18 to 36 months, depending on the cause of the loss of coverage, as dictated by federal law. The employee is then responsible to pay the full premium for him- or her-self, as well as any dependents that elect COBRA.

Generally, a qualifying event for an employee is loss of employment, through either voluntary or involuntary termination and/or a layoff or a reduction in hours that causes the loss of health benefits or leaving employment to perform military service.

A qualifying event for a qualified beneficiary, meaning a spouse or dependent on the employee's health plan. The death of the employee; reduction in the employee's hours resulting in a loss of health benefits; enrollment in Medicare; a divorce or separation; the employee leaving employment to perform military service; or, a dependent child becoming ineligible for health benefits due to age restrictions.

COBRA dictated by federal guidelines and more information can be obtained by contacting the Office & Finance department.

11.12.02 USERRA Continuation Coverage – Health Insurance Protection. For District employees who serve in the armed forces or any qualified branch of the U.S. Military, he/she may have health care continuation coverage rights under the Uniformed Services Employment and Reemployment Act (USERRA). If the employee leaves his/her job to perform military service, he/she has the right to elect to continue District sponsored health plans for the employee and his/her dependents for up to twenty-four (24) months while in the military.

If the employee departs for service and does not elect continuing coverage through USERRA, BCASD will cancel the employee's coverage effective the date of departure.

However, if the employee does not elect coverage at the time of departure but chooses to at a later date within that twenty-four (24) months, the employee and his/her dependents may obtain retroactive reinstatement of coverage by making an election and paying all unpaid premiums from the date of departure.

If an employee leaving for military service does not elect to continue his/her health coverage, the employee has the right to be reinstated to the District's health plans upon reemployment, generally without any waiting periods or exclusions, including pre-existing exclusions, except for service-connected illnesses or injuries.

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12.0 RECORDS RETENTION AND DESTRUCTION

12.01 Records Retention

The Bonner County Ambulance Service District will retain personnel records ten (10) years after the end of the year to which they pertain.

12.02 Requests for Information

The District will respond, as permitted by Idaho law, to all requests for information and verification of employment checks on current or former employees. Legal counsel must first review requests for information made by third parties before being released.

12.03 Records Destruction

In an effort to meet all federal and state laws regarding the destruction of personnel records, BCASD Administration will prepare a list annually of all personnel records scheduled for destruction. Such list will be sent to the Chief, as well as Legal counsel, for notification of any pending or current litigation holds. Records with a pending or current litigation hold will be removed from the destruction list. Administration will prepare a resolution for the BOCC to sign, allowing the remaining files to be destroyed. A list of all records destroyed will be kept by the OFD.

Personnel records will only be destroyed after a ten (10) year retention period, as indicated in Section 12.01.

12.04 Electronic Records Destruction

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

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14.0 SELECT COUNTY POLICIES

14.01 Vehicle Use Policy

14.01.01 Purpose: This policy outlines the employee use of vehicles provided by, or used in connection with employment in, the Bonner County Ambulance Service District. The primary objectives of this policy are 1) to ensure the safety of employees and the public; and 2) to promote the most cost-effective means of transportation in performing District functions. District owned or leased motor vehicles (District vehicles) should be used whenever possible for District business. Private vehicles should be used only in the limited circumstances set forth in this policy, or when a District vehicle is not available.

Operators of District vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both the District property and public trust.

Employees are expected to operate vehicles safely. It is the policy of the District to provide a safe working environment that protects both our employees and our citizens from injury and property loss. The use of District vehicles is considered part of the working environment. The District is committed to safe, responsible employee driving behavior that reduces the risk of personal injury and property loss. Where applicable, this policy also applies to all employees who operate privately owned vehicles on District business.

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

Employees who drive their personal vehicles on District business are subject to the applicable requirements of this policy. In addition, the employee must maintain auto liability insurance with minimum state limits and provide proof of such insurance to their supervisor. Employees must maintain the vehicle in a safe operating condition when driven on District business. The District is not responsible for repairs or upkeep of private vehicles.

Employees shall refrain from listening to earphones or having loud music or having other distractions that may interfere with the safe operation of the vehicle while driving.

Personal use does not include occasional stops for personal convenience while enroute on District business or while commuting with a District vehicle.

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

Only assigned and authorized District personnel may operate any District vehicle. Spouses, family members, friends or others who are not assigned or authorized District employees are not permitted to operate a District vehicle.

14.01.04 Authorized Passengers:

A. District vehicles may not be used to transport family, friends or other passengers including personal pets, unless it is for official business and authorized pursuant to District policy or regulation, or unless the employee is officially on-call and is expected to respond

without delay in the event of an emergency. An exception to the rule prohibiting transport of family members will be made for employees who drop off and pick up children from daycare on the employee's way to/from work, only if the employee first obtains approval from his/her Chief or Deputy Chief, and signs a waiver releasing the District from any liability should injury or harm come to the child(ren) while riding in a District vehicle. On call employees who respond to an emergency shall discharge passengers before responding if practical.

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

C. Emergency vehicle" ride-alongs" conducted by Paramedics foster positive community relations. Therefore, the Bonner County Ambulance Service District does allow these departments to conduct "ride-alongs" according to department policy when there is a positive purpose and employees and/or public safety are not compromised.

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

Past driving performance and work experience through reference checks with previous employers.

The employee's Driver's License Record (DLR).

Possession of a valid driver's license.

The employee's ability to operate the type of vehicle he/she will drive.

The employee's compliance with requested or required training.

14.01.06 Seatbelt Use: All drivers and passengers are required to utilize seatbelts as mandated by law. The employee is responsible for ensuring all occupants, including non-employees, are in compliance with this policy. This does not apply to Emergency Responders who are following Department procedures, or as specified under Idaho Code 4-673(2)(b).

14.01.07 Mobile Communication Device, Cell Phone and Computer Use: The driver of a District vehicle, or any other vehicle being used for District business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. As more District drivers are using mobile devices, it is important both for safety and for the image of District drivers that common sense and courtesy be followed in using these devices.

Supervisors will have the authority to restrict or prohibit use of mobile devices at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-workers, and/or to the public and private property. A mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication.” Sending and/or reading text messages, emailing or browsing the web while operating a motor vehicle is illegal in the State of Idaho and prohibited by District policy. Drivers must be safely parked before using phone or mobile computer equipment. **This does not apply to District work-related two-way radios or to Emergency Responders who are following Department procedures while responding Code 3.**

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

14.01.09 Impaired Driving: The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or by illness, fatigue or injury.

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

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

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

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

Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.

Drivers shall fully cooperate with the District Fleet Manager by completing all forms and providing all information requested.

Drivers shall cooperate fully with VFIS Claims Department in the handling of the claim.

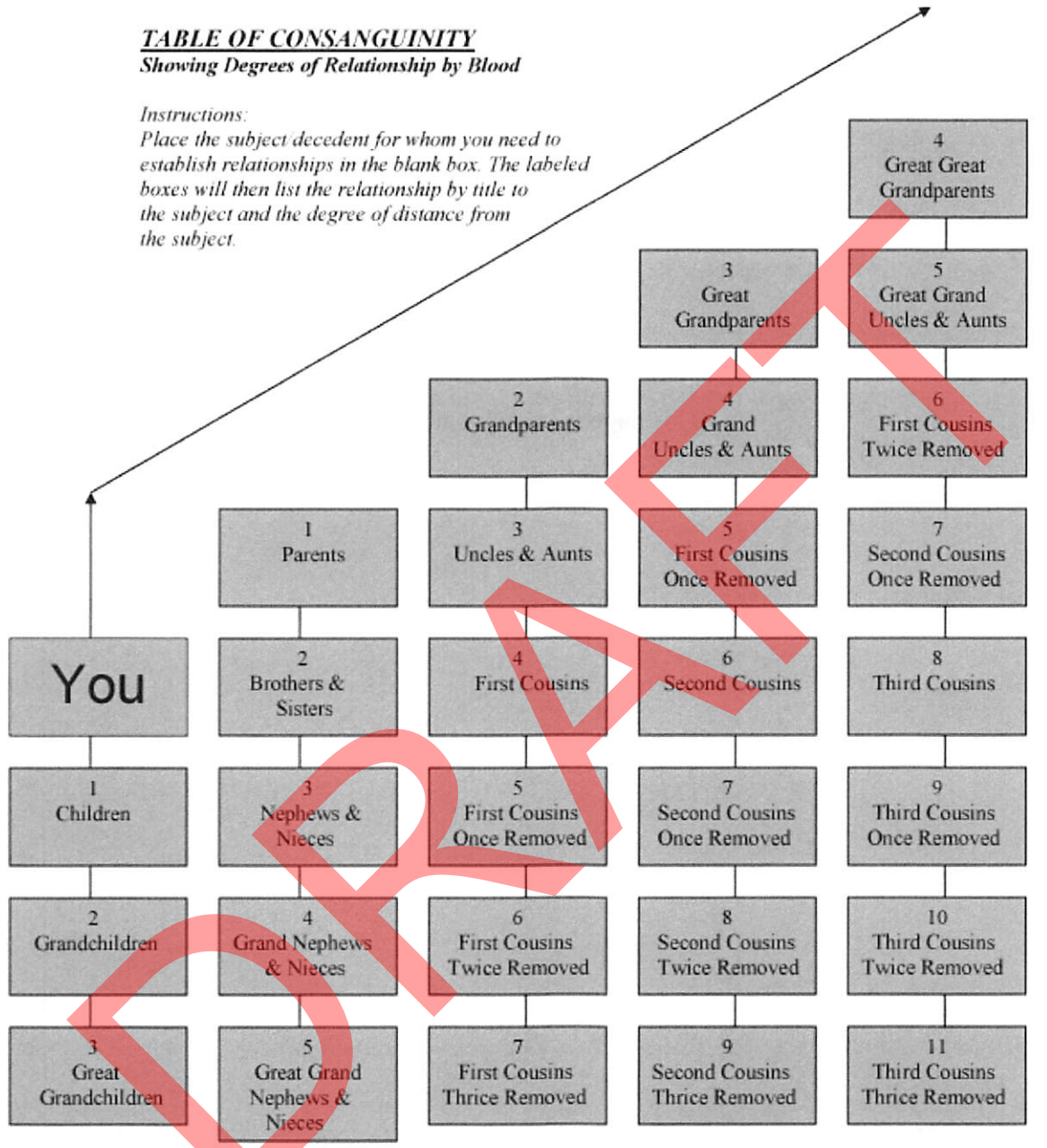
14.01.12 Traffic Violations: All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any District vehicle. These costs are not reimbursable by the District and must be paid promptly by the driver.

DRAFT

15.0 Table of Consanguinity

TABLE OF CONSANGUINITY *Showing Degrees of Relationship by Blood*

Instructions:
Place the subject decedent for whom you need to establish relationships in the blank box. The labeled boxes will then list the relationship by title to the subject and the degree of distance from the subject.



DRAFT

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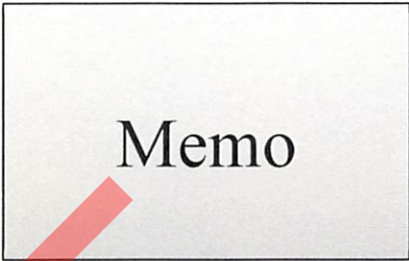
Bonner County Ambulance Service District

Board of Commissioners

Asia Williams Ron Korn Brian Domke

April 15, 2026

Memorandum



To: Ambulance District Commissioners

From: Bonner County EMS

Re: BCASD Fly-car Replacement Purchase

Bonner County EMS request the BOCC in capacity of the Bonner County Ambulance Service District Board, approve the purchase of (2) 2026 F-150 Police Responder vehicles, complete with emergency vehicle aftermarket emergency equipment installed, from Mike White of CDA at a total cost of \$126,070.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to Bonner County EMS

A suggested motion would be: **Based on the information before us I motion to approve the purchase of (2) 2026 F-150 Police Responder vehicles with aftermarket emergency equipment installed from Mike White Ford of CDA in the amount of \$126,070**

Recommendation Acceptance: yes no _____ Date: _____
Brian Domke Chairman



Preview Order M000 - W1P - 4x4 Police SuperCrew : Order Summary Time of Preview: 03/27/2026
 14:24:27 Receipt: 3/27/2026

Dealership Name : Mike White Ford of Coeur d'Alene

Sales Code : F74447

Dealer Rep.	Michael Hedden	Type	Fleet	Vehicle Line	F-150	Order Code	M000
Customer Name	BONNER COUNTY	Priority Code	G2	Model Year	2026	Price Level	620

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW POLICE- 145	\$52350	FRONT LICENSE PLATE BRACKET	\$0
145 INCH WHEELBASE	\$0	BLACK PLATFORM RUNNING BOARDS	\$255
TOTAL BASE VEHICLE	\$52350	SPOT LAMP DRIVER ONLY (WHELEN)	\$430
OXFORD WHITE	\$0	LED FOG LAMPS	\$145
POLICE 40/BLANK/40	\$0	REMOTE KEYLESS-ENTRY KEY FOB	\$350
BLACK	\$0	INTEGRATED TRAILER BRAKE CONT	\$280
EQUIPMENT GROUP 150A	\$0	PRICE CONCESSION INDICATOR	\$0
.XL SERIES	\$0	REMARKS TRAILER	\$0
3.5L V6 ECOBOOST	\$0	PRIVACY GLASS W/REAR DEFROSTER	\$100
ELEC TEN-SPEED AUTO TRANS	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
LT265/70R18C BSW ALL-TERRAIN	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.3.31 ELECTRONIC LOCK RR AXLE	\$0	FUEL CHARGE	\$0
7075# GVWR PACKAGE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
JOB #2 ORDER	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
		DESTINATION & DELIVERY	\$2795
			MSRP
TOTAL BASE AND OPTIONS			\$56705
DISCOUNTS			NA
TOTAL		BATTALION CHIEF UNIT - EXTERNAL ROOF LIGHTS	\$56705

**AS OF 3/20/26 ORDER TO DELIVERY ETA IS
 12+ WEEKS FOR F150**

OTD PRICE FOR BONNER COUNTY \$63,210

Price includes GPC for Bonner County

**INCLUDES ALL AGENCY REQUESTED
 LIGHTING AND UPFITS - SEE ADDENDUM BELOW**

**I ACCEPT ALL OPTIONS AND PRICING FOR THIS
 VEHICLE AS CONFIGURED ON THIS BUILD SHEET.
 MY SIGNATURE FOR THIS ORDER SERVES AS
 CONFIRMATION OF MY INTENTION TO PURCHASE
 THIS VEHICLE WHEN IT ARRIVES.**

X _____

BONNER COUNTY EMS - 2026 F150 POLICE RESPONDER

\$46,674.00 2026 F150 CREWCAB 4x4 145WB POLICE RESPONDER PICKUP - Base Price

Agency Requested Factory Additional Charge Options

- \$255.00 Black Platform Running Boards
- \$430.00 Spot Lamp Driver Only - Whelen
- \$145.00 LED Fog Lights
- \$350.00 Remote Keyless Entry
- \$280.00 Integrated Brake Controller
- \$100.00 Privacy Glass w/ Rear Defroster

\$48,234.00 IDAHO STATE BID TOTAL

Agency Requested Additional Aftermarket Equipment

\$14,976.00 WHELEN EXTERIOR LIGHT BAR - ROOF (RED & WHITE) REAR FACING TRAFFIC AVISOR (1), WHELEN SPEAKER (1), WHELEN UNDER MIRROR PUDDLE 180 LIGHTS (RED & WHITE) (2), WHELEN ION FENDER LIGHTS (RED & WHITE) ALL FENDERS (4), WHELEN ION TAILGATE LIGHTS (RED & WHITE) (2), HAVIS CENTER CONSOLE WITH CUPHOLDER & ARMREST (1), KUSSMAUL AUTO CHARGE & AUTO EJECT (1), WHELEN ION FRONT BUMPER LIGHTS (RED & WHITE) (2), SETINA PUSH BAR LIGHTED FRONT AND SIDES (RED & WHITE) (1)

\$63,210.00 TOTAL OUT THE DOOR PRICE



Preview Order M000 - W1P - 4x4 Police SuperCrew : Order Summary Time of Preview: 03/27/2026
 14:24:27 Receipt: 3/27/2026

Dealership Name : Mike White Ford of Coeur d'Alene

Sales Code : F74447

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Customer Name	BONNER COUNTY	Priority Code	G2	Model Year	2026	Price Level	620

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW POLICE- 145	\$52350	FRONT LICENSE PLATE BRACKET	\$0
145 INCH WHEELBASE	\$0	BLACK PLATFORM RUNNING BOARDS	\$255
TOTAL BASE VEHICLE	\$52350	SPOT LAMP DRIVER ONLY (WHELEN)	\$430
OXFORD WHITE	\$0	LED FOG LAMPS	\$145
POLICE 40/BLANK/40	\$0	REMOTE KEYLESS-ENTRY KEY FOB	\$350
BLACK	\$0	INTEGRATED TRAILER BRAKE CONT	\$280
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7075# GVWR PACKAGE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
JOB #2 ORDER	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
		DESTINATION & DELIVERY	\$2795
			MSRP
TOTAL BASE AND OPTIONS			\$56705
DISCOUNTS			NA
TOTAL		CHIEF UNIT - INTERNAL VISOR LIGHTS	\$56705

**AS OF 3/20/26 ORDER TO DELIVERY ETA IS
 12+ WEEKS FOR F150**

OTD PRICE FOR BONNER COUNTY \$62,860

Price includes GPC for Bonner County

**INCLUDES ALL AGENCY REQUESTED
 LIGHTING AND UPFITS - SEE ADDENDUM BELOW**

**I ACCEPT ALL OPTIONS AND PRICING FOR THIS
 VEHICLE AS CONFIGURED ON THIS BUILD SHEET.
 MY SIGNATURE FOR THIS ORDER SERVES AS
 CONFIRMATION OF MY INTENTION TO PURCHASE
 THIS VEHICLE WHEN IT ARRIVES.**

X _____

BONNER COUNTY EMS - 2026 F150 POLICE RESPONDER

\$46,674.00 2026 F150 CREWCAB 4x4 145WB POLICE RESPONDER PICKUP - Base Price

Agency Requested Factory Additional Charge Options

- \$255.00 Black Platform Running Boards
- \$430.00 Spot Lamp Driver Only - Whelen
- \$145.00 LED Fog Lights
- \$350.00 Remote Keyless Entry
- \$280.00 Integrated Brake Controller
- \$100.00 Privacy Glass w/ Rear Defroster

\$48,234.00 IDAHO STATE BID TOTAL

Agency Requested Additional Aftermarket Equipment

\$14,626.00 WHELEN FRONT AND REAR INTERIOR VISOR LIGHTS (RED & WHITE) REAR FACING TRAFFIC AVISOR (1), WHELEN SPEAKER (1), WHELEN UNDER MIRROR PUDDLE 180 LIGHTS (RED & WHITE) (2), WHELEN ION FENDER LIGHTS (RED & WHITE) ALL FENDERS (4), WHELEN ION TAILGATE LIGHTS (RED & WHITE) (2), HAVIS CENTER CONSOLE WITH CUPHOLDER & ARMREST (1), KUSSMAUL AUTO CHARGE & AUTO EJECT (1), WHELEN ION FRONT BUMPER LIGHTS (RED & WHITE) (2), SETINA PUSH BAR LIGHTED FRONT AND SIDES (RED & WHITE) (1)

\$62,860.00 TOTAL OUT THE DOOR PRICE

1/24/2026

Bonner County Commissioners.

I would like to apply for the position of Transport Service Provider Representative for the Bonner County EMS Advisory Council.

I have been a Bonner County resident for 36 years and been a part of Clark Fork Valley Ambulance Service since moving here in 1989. I have served at various levels of participation and in various job descriptions within Clark Fork Valley Ambulance. I am currently an EMT-Basic, President of the CFVA Board and oversee the CFVA bookkeeping.

I have been attending the Advisory meetings this past year to learn how CFVA might improve. I believe that involvement with the Advisory Council would be beneficial not only for CFVA and the other partner agencies but believe that in working with BC EMS we might find solutions and benefits that would improve the service to the community as a whole.

Thank you for your consideration,

Vicki Woodward

Vicki Woodward
Clark Fork Valley Ambulance
President
208-610-9042

BCASD Cash Outlook FY2026

Through September 2026

April 6 Cash Position = \$2,535,000

Projected (12) Payroll Expenses = \$1,620,000

Projected Operating Expenses = \$720,000

Projected Total Expenses = **\$2,340,000**

Projected Revenues = \$840,000

Projected Tax Revenue = \$1,300,000

End of FY26 Cash Position = \$2,335,000