



Bonner County Ambulance Service District Board

Brian Domke

Asia Williams

Ron Korn

AGENDA FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT MEETING

May 6, 2026 – Start 11:00 A.M. – End 12:00 P.M.

Bonner County Administration Building, 1500 Highway 2, Room 338, Sandpoint, ID

***LIVESTREAM: <https://www.youtube.com/channel/UCsFUpuVj8VtuATY4eAD7e4Q/videos>

You are invited to a Zoom Webinar

When: May 6, 2026, at 11:00 A.M. – 12:00 P.M. Pacific Time (US & Canada)

Topic: Bonner County Board of Bonner County Ambulance Service District's Meeting

Join from PC, Mac, iPad, or Android:

<https://bonnercounty.zoom.us/j/89519353439>

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If you have information to communicate to the County, please come in person or send your information in writing. The County cannot assure that the information will be received via Zoom. Use of Zoom is at risk of the user. Technology failure will not result in the County re-agendizing and/or accepting past deadline information on any given item or issue. In-person attendance is recommended.

CALL TO ORDER

ADOPT THE ORDER OF AGENDA

CONSENT AGENDA – Action Item

- 1) Bonner County Ambulance Service District Minutes, April 15, 2026

BCASD

- 1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #14; **Totaling \$55,614.30**
- 2) Action Item: Discussion/Decision Regarding BCASD Personnel Policy Manual

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

- 1) Task List: Review & Updates
- 2) Budget Forecast Update

PUBLIC COMMENT*



**Bonner County Ambulance District
Board of Commissioners**

Brian Domke Asia Williams Ron Korn

May 6, 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 15, 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 15, 2026 – 11:00 AM – 12:00 PM

Bonner County Administration Building

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

On Wednesday, April 15, 2026, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Domke 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 Domke stepped down from the chair and seconded the motion.

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

CONSENT AGENDA – Action Item

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

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

Commissioner Domke stepped down from the chair and seconded the motion.

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

BCASD –

1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #13, **Totaling \$31,970.82**

There was an invoice that needed to be removed, so the **new total is \$24,949.82**. The item was removed because it actually is being covered under warranty.

Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #13 totaling \$24,949.82.

Commissioner Domke stepped down from the chair and seconded the motion.

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

2) Action Item: Discussion/Decision Regarding BCASD Personnel Policy Manual

Commissioner Domke said that with no definition section, this can create confusion regarding some of the terms that are used. Jeff talked about sick time being changed to paid time off. Discussion followed regarding a few more changes.

Commissioner Korn asked Jeff how he came up with the manual. Jeff said it's a culmination of a few different ambulance district policy manuals.

Commissioner Domke said he would like to see the edits made before the board approves it, so they can see the finished product. Commissioner Korn agreed.

3) Action Item: Discussion/Decision Regarding BCASD Fly-Car Replacement Purchase

Jeff talked about the difficulties of replacing vehicles. It is almost a two-year wait from the time they order a replacement. They talked about the age limit of vehicles before they need to be replaced – typically that is between 7-10 years. Jeff said ambulances have the same timeline issue, there is about an 18-month delay between ordering a new ambulance and receiving it. Alan said that the ambulance age limit is 8 years. No matter what the mileage is, they must be phased out at 8 years. He talked about what other counties nearby are doing regarding vehicles. Commissioner Korn asked what the mileage is for the current fly cars in the district. He also asked if there have been any major issues with either of them. Discussion followed.

Commissioner Korn said he would like to reevaluate the use of diesel ambulances, because if they're getting changed out every 8 years, or 150,000 miles, he doesn't see the benefit of using diesel over gas.

not do. Nobody at the county currently is at fault. This was a problem way before anyone currently employed came into office. He warned commenters against slander and libel.

Wayne Martin – Thinks EMS has been doing a great job, and it is greatly appreciated. He was not aware there was an open position on EMSAC and hopes they can be better advertised in the future. Words matter. Using the word “dissolve” scares people. Urged the commissioners to spend more time getting to know their employees so that going to the commissioners doesn’t seem so scary.

Dian Welle – Thanked Wayne as he covered most of what she planned to say. Words do matter. Careless words matter more.

Mike Rosedale requested written record of what one of the commenters read into the record.

The meeting was adjourned at 12:32 p.m.

Clerk: *Lauren Reichenbach*

By _____
Commissioner Brian Domke, Chair

_____ Date

DRAFT



Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

May 6, 2026

Memorandum

Item 1

To: Bonner County Ambulance Service District Board

Re: FY26 BCASD Claims in Batch #14

The Bonner County Ambulance Service District presented the FY26 BCASD Claims Batch #14, **Totaling \$ 55,614.30**

A suggested Motion would be: Based on the information before us, I move to approve the payment of the FY26 BCASD Claims in Batch #14, totaling \$55,614.30

Recommendation Acceptance: Yes No

Brian Domke, Chair

Date

Bonner County Ambulance Service District

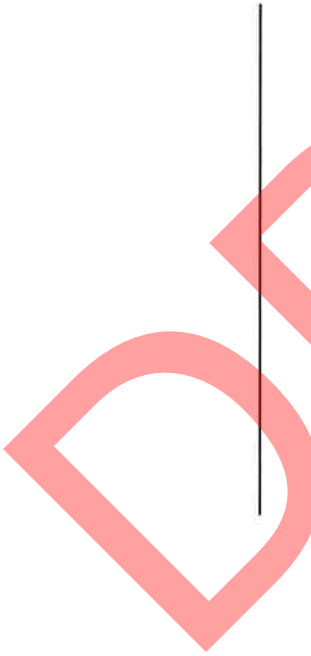
Accounts Payable Report

5/6/2026

Batch: 14

Amount: \$55,614.30

Commissioner's Approval:



<u>Vendor</u>	<u>Bill amount</u>	<u>Due date</u>	<u>Invoice date</u>	<u>Invoice number</u>	<u>QuickBooks Desktop Account</u>
5th Avenue Car Wash	\$ 32.43	05/07/2026	04/07/2026	1023	Vehicles:Repairs & Maintenance
Acrisure	\$ 9,267.00	03/20/2026	02/19/2026	58906	Insurance
AT&T Mobility-CC	\$ 1,104.00	05/04/2026	04/04/2026	GB1032026	Utilities:Wireless Communication
Avista	\$ 147.34	05/11/2026	04/17/2026	4788807179_04.17.26	Utilities:Electric
Avista	\$ 636.14	05/13/2026	04/21/2026	727737636_04.21.26	Utilities:Electric
Avista	\$ 397.24	05/15/2026	04/23/2026	2184720000_04.23.26	Utilities:Electric
Bonner County Daily Bee	\$ 43.12	03/18/2026	03/18/2026	47025	Supplies:Office & Stations
BONNER GENERAL HEALTH	\$ 77.30	04/05/2026	04/05/2026	04.05.2026	Supplies:Medical
BOUND TREE MEDICAL, LLC.	\$ 437.70	05/07/2026	04/07/2026	86162531	Supplies:Medical
CANON FINANCIAL SERVICES, INC.	\$ 103.74	06/01/2026	04/11/2026	43013944	Supplies:Office & Stations
Clark Fork Valley Ambulance	\$ 4,057.50	05/01/2026	05/01/2026	05.01.2026	Contract Services:Clark Fork
Coleman Oil Company LLC	\$ 3,221.59	04/25/2026	04/15/2026	CP-0382942	Vehicles:Fuel & Gas
Gription Tire Pros	\$ 560.05	05/10/2026	04/07/2026	76738	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 262.44	05/10/2026	04/10/2026	76847	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 97.24	05/10/2026	04/06/2026	76705	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 229.95	05/10/2026	04/06/2026	76715	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 96.24	05/10/2026	04/06/2026	76695	Vehicles:Repairs & Maintenance
HENRY SCHEIN	\$ 526.08	05/14/2026	04/14/2026	55837132	Supplies:Medical
HENRY SCHEIN	\$ 330.68	05/08/2026	04/08/2026	55611688	Supplies:Medical
HENRY SCHEIN	\$ 485.34	05/02/2026	04/02/2026	55357832	Supplies:Medical
HENRY SCHEIN	\$ 318.65	04/30/2026	03/31/2026	55252237	Supplies:Medical
Jennifer R Wyman LLC	\$ 1,200.00	04/30/2026	04/30/2026	2396	Contract Services:Bookkeeping & Accounting

Kootenai County Emergency Medical Service	\$	797.00	05/01/2026	05/01/2026	05.01.2026	Contract Services:Kootenai County
Medline Industries LP	\$	370.80	05/15/2026	04/15/2026	2421434611	Supplies:Medical
NAPA Auto Parts SP0069	\$	9.81	05/10/2026	04/07/2026	820292	Vehicles:Repairs & Maintenance
NAPA Auto Parts SPO068	\$	16.44	04/10/2026	03/22/2026	273040	Vehicles:Repairs & Maintenance
North Idaho Propane	\$	304.92	05/09/2026	04/09/2026	271827	Utilities:Propane
oxarc Inc.	\$	130.99	05/20/2026	04/20/2026	32556604	Supplies:Oxygen
oxarc Inc.	\$	192.35	05/06/2026	04/06/2026	32547855	Supplies:Oxygen
Priest Lake EMTS Inc	\$	4,057.50	05/01/2026	05/01/2026	05.01.2026	Contract Services:Priest Lake
PRIEST RIVER GLASS, INC.	\$	363.24	03/13/2026	03/09/2026	660363	Vehicles:Repairs & Maintenance
RAMP	\$	100.51	04/08/2026	03/11/2026	-	Travel
RAMP	\$	2,413.29	04/08/2026	03/16/2026	-	Computer & Software
RAMP	\$	148.50	04/08/2026	03/17/2026	-	Education
RAMP	\$	224.25	04/08/2026	03/17/2026	-	Education
RAMP	\$	468.60	04/08/2026	03/17/2026	-	Education
RAMP	\$	3.56	04/08/2026	03/18/2026	-	Supplies:Office & Stations
RAMP	\$	23.94	04/08/2026	03/21/2026	-	Supplies:Office & Stations
RAMP	\$	1,089.95	04/08/2026	03/23/2026	-	Capital Other
RAMP	\$	67.53	04/08/2026	03/24/2026	-	Supplies:Medical
RAMP	\$	36.00	04/08/2026	03/31/2026	-	Education
RAMP	\$	78.00	04/08/2026	03/31/2026	-	Education
RAMP	\$	45.00	04/11/2026	04/11/2026	-	Computer & Software
Ronald D Jenkins MD	\$	3,780.00	05/01/2026	05/01/2026	05.01.2026	Contract Services:Medical Director
Schweitzer Fire District	\$	3,423.50	05/01/2026	05/01/2026	05.01.2026	Contract Services:Schweitzer
South Fork Hardware - Sandpoint	\$	10.49	04/24/2026	04/24/2026	427136	Supplies:Office & Stations
South Fork Hardware - Sandpoint	\$	19.57	04/18/2026	04/18/2026	426744	Supplies:Office & Stations
South Fork Hardware - Sandpoint	\$	12.99	05/10/2026	04/16/2026	2612_04.16.26	Supplies:Office & Stations
Stryker Sales, LLC	\$	86.25	05/24/2026	04/24/2026	9212137552	Supplies:Medical
Stryker Sales, LLC	\$	4,619.64	05/15/2026	04/15/2026	9212054117	Supplies:Medical
Sundberg Solutions LLC	\$	1,598.56	04/10/2026	04/10/2026	2308	Vehicles:Repairs & Maintenance
SYSTEMS DESIGN WEST LLC	\$	5,843.36	05/10/2026	04/10/2026	20260799	Contract Services:Professional & Legal
Trilogy Medwaste West LLC	\$	151.99	04/30/2026	03/31/2026	1946234	Utilities:Medical Waste
WHITE PETERSON ATTORNEYS AT LAW	\$	1,494.00	03/31/2026	03/31/2026	173171	Contract Services:Professional & Legal
SUBTOTAL	\$	55,614.30				

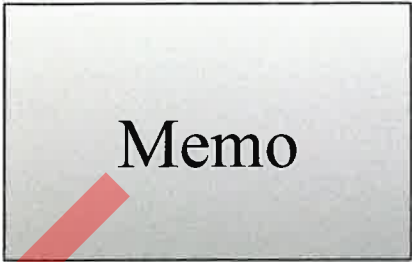


Bonner County Ambulance Service District
Board of Commissioners

Asia Williams Ron Korn Brian Domke

May 6, 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 May 7, 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.

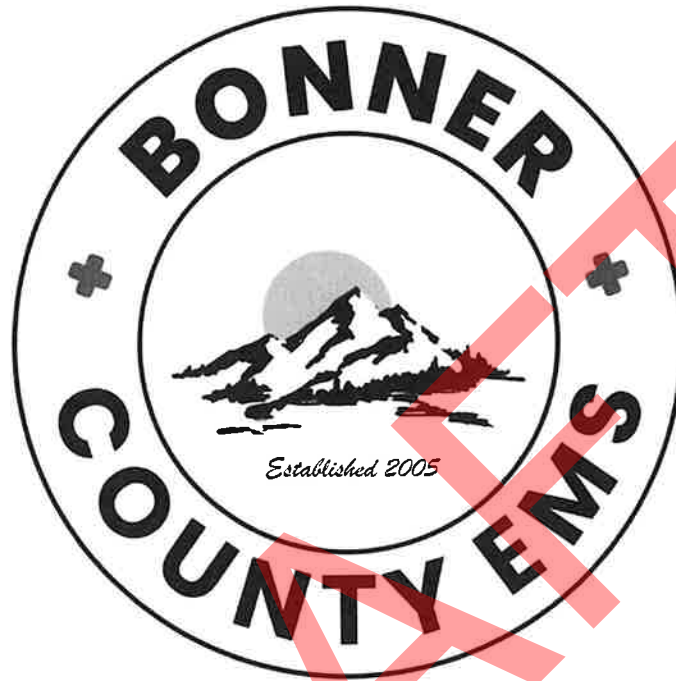
Legal Review: X

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 May 7, 2026.**

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



**BONNER COUNTY
AMBULANCE SERVICE
DISTRICT**

PERSONNEL MANUAL

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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

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.

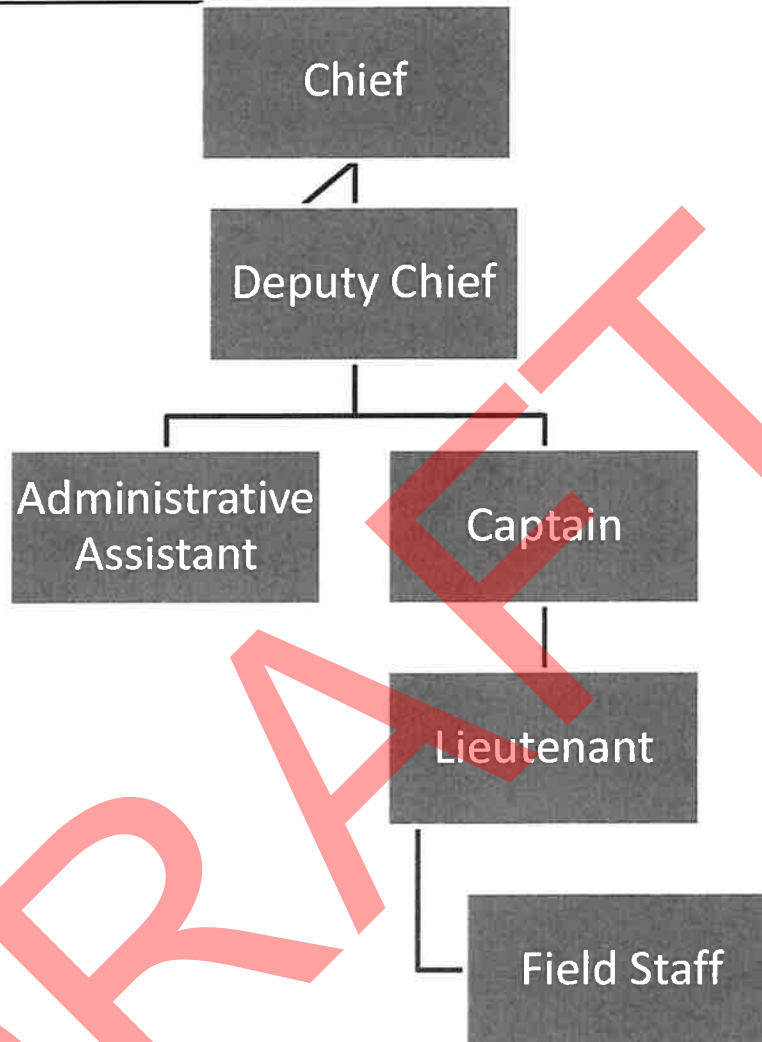
Patient-Centered Care

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.

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.

1.07 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

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.

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.

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.

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

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.

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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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

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

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

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

3.04 Selection Process

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.

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-*

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.

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

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

- 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.

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 PTO: All employees are urged and expected to utilize PTO time for absence from work for the purpose of rejuvenating both physical and mental faculties. PTO 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 PTO request be denied.

5.01.05A PTO Request for Non-Field Staff – A request for PTO 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. PTO is granted only after consideration has been given for office staffing and work deadlines.

5.01.05B PTO Requests for Non-Field Staff: To ensure proper staffing and to contain costs, all requests for PTO 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:

5.02.01 Accrual Rate for 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 paid 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

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

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.

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

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 opinion (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.

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

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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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.

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

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.

8.01.04 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

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.

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.

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.

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;

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

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:

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

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,

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.

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

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

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

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

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

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.

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.

10.04 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

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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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

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

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.

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.

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.

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.

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.

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.

14.01.09 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.

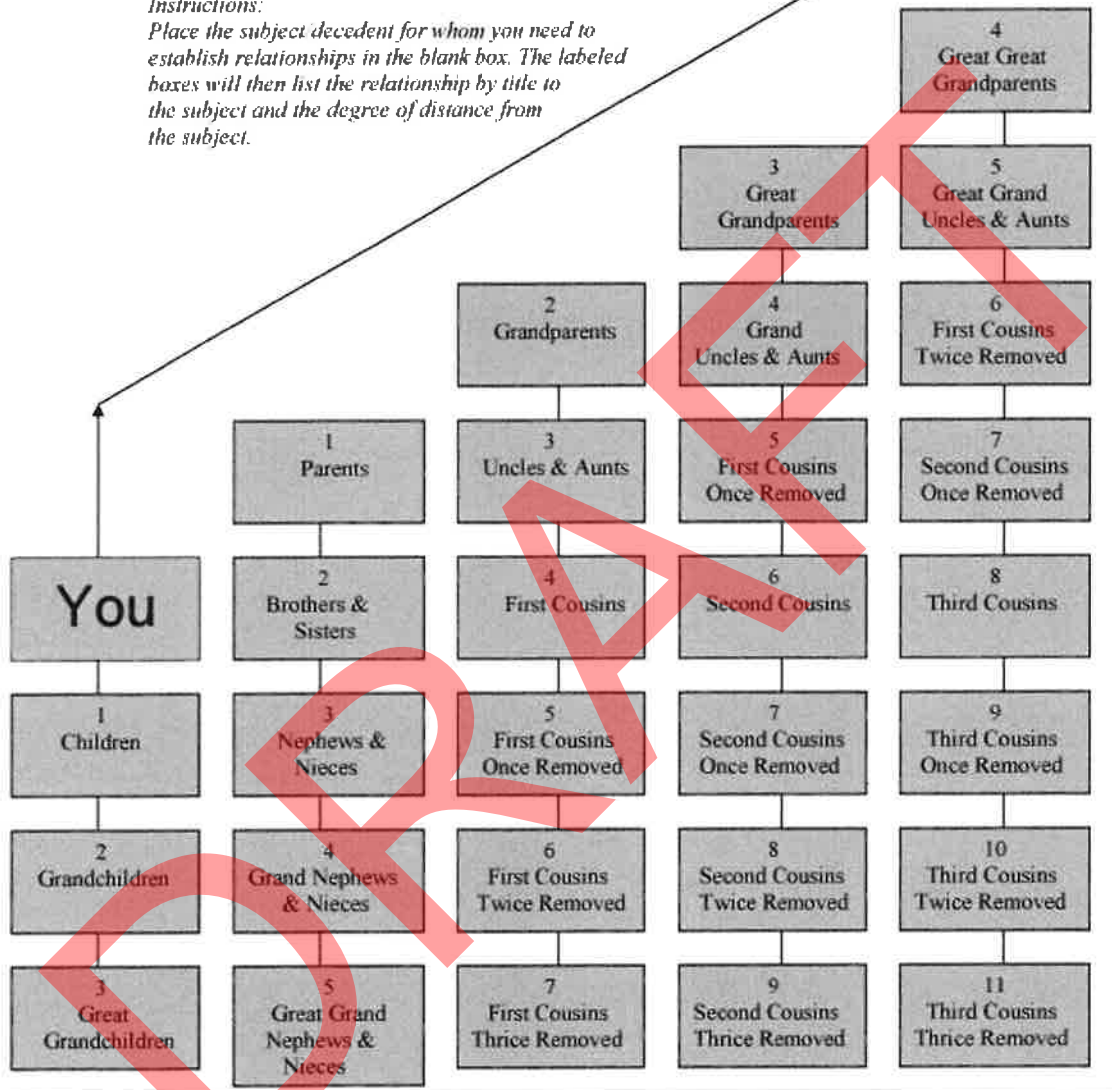
Drivers shall fully cooperate with the District Fleet Manager by completing all forms and providing all information requested.

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

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.



BCASD Cash Outlook FY2026

Through September 2026

May 6 Cash Position = \$2,400,000

Projected (10) Payroll Expenses = \$1,350,000

Projected Operating Expenses = \$600,000

Projected Total Expenses = **\$1,950,000**

Projected Revenues = \$700,000

Projected Tax Revenue = \$1,300,000

End of FY26 Cash Position = \$2,450,000