

Atchison-Holt Ambulance District  
Employee Policy Manual

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**GENERAL OPERATIONAL INFORMATION**

**Chain of Command:**

The structure of Atchison-Holt Ambulance District is as follows:

**AHAD Board of Directors**

President

Vice-President

Secretary/Treasurer

**AHAD Medical Director**

Dr. Aron Burke M.D.

**AHAD Executive Director**

Gene Bradley EMT-P, ASM

Atchison-Holt Ambulance District Web site: [www.ahambulance.org](http://www.ahambulance.org)

**Location:**

**Main business office:**

303 South 3<sup>rd</sup> Street Tarkio, MO 64491

Business Phone: 660-736-5216

Business fax: 660-736-4892

**North Station:**

303 South 3<sup>rd</sup> Street Tarkio, MO 64491

Station Crew Quarters Phone: 660-736-4210

**South Station:**

27857 Hwy 159, Forest City, MO 64451

Station Crew Quarters Phone: 660-442-5463

# Atchison-Holt Ambulance District

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### **GENERAL OPERATIONAL INFORMATION**

#### **Policy # 001 (revised 08/18/2009)**

#### Staffing:

All personnel of Atchison-Holt Ambulance District must be licensed as an EMT-P, EMT-B or Registered Nurse (R.N.) and have a current BLS card. In addition, all advanced life support personnel must hold current certification in ACLS and other requirements as deemed necessary by the Medical Director.

All Full Time personnel of Atchison Holt Ambulance District are encouraged to attain the BLS CPR Instructor level.

All personnel are required to maintain their level of licensure and make available copies of their licenses and certificates for District personnel records. It shall be understood that the District employees are responsible themselves for re-licensure. Any employee that has let a state license or state certificate lapse and become invalid shall be terminated immediately upon discovery.

Atchison-Holt currently has positions for seven (7) full time Advanced Life Support employees (EMT-Ps or R.N.s) and seven (7) full time Basic Life Support employees (EMT-Bs).

Part time or PRN employee's numbers shall be decided upon by the District Executive Director based upon need.

Full time status is those employees who make themselves available, at the discretion of the Executive Director, for forty-eight (48) or more hours per week.

Part Time and PRN employees shall be those employees who work less than 48 hours per week and limit themselves as to when they may work

All new employees will be on probation for three months after date of hire. Prior to the end of the three month probation, the employee will be evaluated by the Executive Director. Once a favorable evaluation is received, the employee will be removed from probation.

Probation may be extended by the Executive Director for up to two (2) three month periods where the new employee will be re-evaluated and will be either released from probation or released from employment.

# Atchison – Holt Ambulance District

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**Salary Schedule**  
**Policy #002 Policy # 003 (revised 08/15/06)**

Purpose:

The purpose of this policy is to establish a salary/wage scale for the employees of the District

Process:

All Levels of training:

The scale will be a twelve (12) step process. Current employees should be placed in the wage scale according to the number of years employed by the District. Those employees who have topped out (employed more than 12 years) should receive additional wages or benefits at the discretion of the Board of Directors.

New employees shall be evaluated and placed on the scale one year lower than their total number of years experience at their level of training (example: new employee “Sam” has 5 years experience as an EMT-B before being hired by AHAD, he shall be placed at the 4 year level on the schedule)

E M T B	Starting	End of year 1	End of year 2	End of year 3	End of year 4	End of year 5	End of year 6	End of year 7	End of year 8	End of year 9	End of year 10	End of year 11
\$/hr.	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.50
E M T P RN	Starting	End of year 1	End of year 2	End of year 3	End of year 4	End of year 5	End of year 6	End of year 7	End of year 8	End of year 9	End of year 10	End of year 11
\$/hr	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75

Each year an employee remains employed with AHAD, they may be eligible to receive the next step salary increase. It will be at the discretion of the Board of Directors, based upon a yearly evaluation, if all or just a partial increase shall be given.

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### **HOLIDAY PAY** **Policy # 004**

Purpose:

The purpose of this policy is to formalize the holiday pay issue, and to address a benefit to full and part time employees

There are six and one half (6.5) holidays that Atchison-Holt Ambulance District recognizes. These holidays are:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (20:00 to 08:00 hours)
- Christmas

The holiday is considered from 08:00 to 08:00 the day of the holiday for pay purposes (example: employee "A" works from 8:00 am the day of the holiday to 8:00 am the day after the holiday. This employee shall receive 24 hours of Holiday pay)

Employees working the holiday shall receive time and one half for those hours worked. If the employee is already into overtime they will be paid at 2x their normal hourly rate. Employees working Christmas Day (08:00 to 08:00) will be paid at 2x their normal hourly rate. If the employee is already into overtime they will be paid at 2.5x their normal hourly rate

No employee shall be expected to work consecutive holidays. Schedules will be rearranged to accommodate those employees who fall into this category

# Atchison-Holt Ambulance District

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### **ATTENDANCE** **Policy # 005**

#### Purpose:

The purpose of this policy is to insure that professional, competent employees report to work on time, in uniform, prepared to function in the roles of pre-hospital care givers

To insure that this occurs, the employee must:

1. Arrive for duty at the prescheduled time, mentally alert, and physically and emotionally able to perform and all duties that might be required of them during their tour of duty.
2. Remain available with their partner to respond for request for service in a timely manner, which means no more than two (2) minutes call received to unit en-route time for emergencies or five (5) minutes for non-emergencies.
3. Arrange for coverage, equal to their level of licensure, for any period of time that said employee is scheduled on duty, but is unable to fulfill this requirement. (*must be pre-approved by the Executive Director in writing*)

#### Absence:

It is understood that illness occurs. In the event that the employee is unable to report for work, said employee should call that station to which they are expected to report no later than 2 hours prior to the beginning of their shift. As much notice as possible is expected to allow ample opportunity to replace the employee. Beginning with the 4<sup>th</sup> absence, discipline may be issued for absences

Each violation will remain active for 1 year. The anniversary date of each individual occurrence, it will no longer count in your total of occurrences. For example, Paramedic John Smith was late on May 15<sup>th</sup>, 1997. On May 15, 1998 this occurrence will be no longer counted in his/her running total.

In any event, a NO-CALL, NO-SHOW will not be tolerated. These events cause undue strain on the system, and places the entire District in jeopardy. The first NO-CALL, NO-SHOW by a full time employee will result in a one week suspension without pay. The first NO-CALL, NO-SHOW by a part time employee will result in termination. A second NO-CALL, NO-SHOW by a full time employee will result in termination.

#### Tardy:

An Employee is tardy when they do not report to work at the start of their shift time. Any employee who has not pre-arranged coverage, in writing, properly filed and approved by either Executive Director at least 24 hours in advance, and is not physically on site, in place, and accepted responsibility for staffing the ambulances will be considered tardy

Beginning with the first tardy event, discipline may be issued. For each subsequent event, the next appropriate step in the discipline process might be issued. At the 6<sup>th</sup> event, termination may be imposed by management.

As in absences, each event will remain active for 1 year. At the anniversary date of the event, it will no longer be counted in that employees total.

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### **DRUG AND ALCOHOL POLICY**

#### **Policy No. 006 Revised 05/19/2009**

#### Purpose:

To ensure a safe, healthy, and productive drug and alcohol free work environment for the employees and volunteers of the District, to assure efficient operations, to protect the District's property and assets, and to maintain a favorable public image, but foremost to protect the public we serve.

This policy restricts the use, sale, transfer, or possession of any illegal or unauthorized drug, drug paraphernalia, other substances, any combination thereof from being brought on or being present on District property, including the parking areas, any private vehicles parked on the District's premises and any District vehicles.

Employees, Volunteers and others are strictly prohibited from reporting to work, working, or being present on District property, whether or not on duty, from having detectable levels or identifiable trace qualities of certain drugs and other substances.

Drug & Alcohol Testing will be conducted for;

1. Pre-employment: All applicants prior to being hired are tested as a pre-qualification condition of employment.
2. Random Testing: All District employees and volunteers will be subjected to random testing throughout the year.
3. "Reasonable Cause": When the Director, or any Board member, in the Director's absence, believes the appearance and/or conduct of an employee or a volunteer are indicative of the use of alcohol, drug(s) or both, or the employee or volunteer has been involved in a work related accident whether or not any medical evaluation or treatment is needed.
4. A "for suspicion" test will be administered when administration feels that there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Any employee making an accusation of a fellow employee being under the influence of drugs/alcohol will make an incident report detailing the events that gave him/her a reasonable cause suspicion that the accused employee is under the influence of drugs/alcohol. It should also contain the name of the person contacted, Director or name of Board member, as well as the date and time called. Employees should contact the

Director unless it involves the Director or the Director is unavailable; then contact one of the following starting with the Chairman, Vice-Chairman, Secretary, Treasurer, Board member until you are

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### **DRUG AND ALCOHOL POLICY**

#### **Policy No. 006 continued Revised 05/19/2009**

able to reach a Board member. That Board member will come to the office and escort that employee to a drug testing collection site for reasonable cause Drug/Alcohol testing.

5. Post Accident: Following an, “on the job injury that requires medical treatment”, “following a potentially serious accident or following a motor vehicle accident involving any property damage”.
6. “Volunteers” i.e. First Responder members: Are subject to Drug & Alcohol Testing Following an, “on the job injury that requires medical treatment”, “following a potentially serious accident or following a motor vehicle accident involving any property damage”. On the job would be defined as: While responding to and from a call, whether or not responding in your personal vehicle, or operating a district vehicle.
7. A test will be administered to anyone who loses District controlled substances that he/she is responsible for.

#### Drug Test Criteria:

1. Initial drug screening will be conducted in house using the Rapid Drug Screening device manufactured by American Bio Medica. If initial test shows positive the Director or a Board Member will escort the employee to a local medical facility i.e. Community Hospital, Fairfax, for urine and blood collection.
2. Employees shall not be witnessed while providing a sample, instead testing will be conducted to prevent the submission of fraudulent tests. Any sample that has be fraudulently provided or deliberately altered may result in termination of employment for misrepresentation of information.
3. At the employee’s request, a split sample shall be reserved for independent analysis. Such applicant or employee may contact the District and request a confirmation test be performed at his/own expense on the sample held by the laboratory. The individual may elect to have the second test performed by a laboratory of his choosing in which case the sample will be sent to that lab by the original testing laboratory. The lab that the

individual chooses must be NIDA certified, and the testing limits must be at or below those required by this policy.

The individual must exercise this right within seventy - two hours after receiving notice that he or she has a positive test result for prohibited substance (s).

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### DRUG AND ALCOHOL POLICY

Policy No. 006 continued Revised 05/19/2009

4. The following standards shall be used:

Screening Compound	Test	Confirmation
Amphetamine	1,00	500
Methamphetamine	1,000	500
Cocaine Metabolite	300	300
Morphine Metabolite	300	300
Marijuana Metabolite	50	15
Phencyclidine	25	25
Diazepam Metabolite	200	200
ETOH	BAL 0.02%	BAL 0.02%

5. All samples which test positive on a screening test shall be confirmed by gas chromatography/mass spectrophotometry. (GC/MS)
6. Testing shall be done in such a manner to ensure that an employee's legal drug usage does not affect test results. All results shall be reviewed by suitably trained Medical Review Officer (MRO) prior to being reported.
7. In the event that an employee has reserved a split sample, and disputes the testing process, the employee may have the split sample evaluated by an independent NIDA certified laboratory at the employee's expense. In the event of a dispute between the appeal and the original result, an outside authority shall be consulted to determine the cause for the discrepancy.

**Confidentiality:** The results of any test either positive or negative will be kept confidential between only required District and collecting company representatives, the applicant, conditional employee or employee, the facility collecting the specimens, the laboratory performing the testing and the Medical Review Officer. The District

and the collection company will use the results to decide upon actions to be taken to the extent necessary to defend their actions in subsequent legal action.

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### **DRUG AND ALCOHOL POLICY**

**Policy No. 006 continued Revised 05/19/2009**

**Failure to submit:** Failure to submit to any drug/alcohol testing under this policy, including but not limited to failure to report in a timely manner to a collection site, sign any required consent form or otherwise fully cooperate in the collection of any blood/urine specimen, is also strictly prohibited. An employee who refuses to be tested will be treated as having had a positive test result and will be immediately terminated.

**Contested Positive Test:** Any applicant or employee found in violation of this policy due to a positive test result for a prohibited substance other than alcohol will have the right to contest the positive test results.

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### **DISCIPLINE and GREIVANCE POLICY** **Policy # 006 (revised 11/20/07)**

#### Purpose:

The purpose of this policy is to issue fair treatment for all AHAD employees, and to provide for a stable, consistent, and productive environment for all.

Generally, disciplinary actions fall into two categories, Job Performance, and/or Unprofessional Conduct. (A separate category for attendance is also available) There will be times when an action or lack thereof occurs that will fall into both arenas. In cases like this, discipline may be issued in both categories.

In most cases, discipline will follow in a progressive nature. In these instances, with every subsequent event, the next appropriate level of discipline might be issued. The progressive steps of discipline will be as follows:

- Non-disciplinary counseling
- Verbal Reprimand
- Written Warning
- 1 day Suspension without pay \*
- 1 Week Suspension without pay \*
- Termination

There will be times when the severity of the incident warrants a deviation from the progressive steps of discipline, and a more severe action will be issued. These incidents will be reviewed by the Executive Director within 48 hours, and a determination of the continuance of any leveled discipline determined at that time. Some examples of those types of infractions include but will not be limited to:

- Willful, and deliberate destruction of property
- Any violation of patient rights / confidentially
- Any action or lack of action that is deemed to be directly detrimental to patient care
- Any violation of company drug / alcohol policy
- Willful misrepresentation of facts, and / or falsification of any document
- Working under an invalid or expired license

#### Authority:

The Executive Director has the final say in relation to any / all issued discipline. In the absence of the Executive Director, there will be a designated representative to act as agent in fact for the Executive Director until his/her return

# Atchison-Holt Ambulance District

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### **DISCIPLINE and GREIVANCE POLICY** **Policy #006-2 (revised 11/20/07)**

Grievance:

In the event an employee does not agree with the issued discipline, the following procedure will be in effect:

1. The affected employee has the right to file a grievance to the disciplinary action. To do so, he/she must complete in writing a grievance form, and submit it to the Executive Director within 7 business days of the disciplinary action.
2. The Executive Director then has 10 business days to respond to the grievance.
3. If the employee does not agree with the decision of the Executive Director, he/she may appeal the decision to the Board of Directors. This must be done, in writing, within 5 business days of the notification of the Executive Director's decision.

**\*\* All decisions of the Board of Directors will be final and binding.**

- ***While on suspension, the suspension is without pay, and the employee will not be allowed to cash in vacation or sick time to make up for lost earnings***
- ***All disciplinary actions MUST be documented on a Disciplinary Action Form (see attached)***



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### **SCHEDULING**

#### **Policy # 008 Policy # 007**

##### Purpose:

The purpose of the scheduling policy is to insure that adequate, appropriately trained and licensed personnel are on every vehicle that the Atchison-Holt Ambulance District operates, and that the most fiscally responsible staffing is applied whenever possible

In order to appropriately administer the schedule, the following rules will apply to any / all scheduling matters:

1. All Scheduling matters are to be directed to the Executive Director.
2. Any request for time off, (not including vacation) must be submitted to the Executive Director a minimum of 72 hours in advance, and must be on the proper form. (see attached form)
3. All requests for vacation must be submitted at least 30 days in advance. All vacation time will be monitored so as to not deplete the workforce. Therefore, only 1 full time employee will be allowed on vacation at a time. (can be waived at the discretion of the Executive Director)
4. All requests for "short term" coverage must be pre-approved by the Executive Director, filed in advance of the event. (This includes portions of a shift, or hold over time at the beginning or end of shift.)
5. All trades must take place during the same pay period, and must not create overtime. These trades must be in writing, on the proper form, and submitted for approval at least 72 hours prior to the date of the event
6. Shift give aways are permitted provided that they do not create overtime, and are submitted a minimum of 72 hours in advance, on the proper form, with both parties signatures and pre-approved. In the event that a give away creates overtime, the employee that gave the time away will be charged with an absence. (Give away time must be given to an equally licensed employee)

##### Draft:

In the rare circumstances that a shift goes unfilled, or the Executive Director is unable to fill a shift, a draft situation occurs. The draft will be done by the Executive Director and will require an employee to hold over, or to respond to fill the vacancy for up to 24 hours. In any event, no employee will ever have to work more than 48 hours consecutively.

# Atchison-Holt Ambulance District

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### **SCHEDULING**

#### **Policy # 008-2**

#### Jury Duty:

In the event that a full time employee is summoned for jury duty. That employee should present his certified notice to the Deputy Director as soon as possible. AHAD will relieve that employee for the requisite time, and work with that employee to ensure that adequate coverage is provided. AHAD will pay the summoned employee straight time hourly compensation for work hours missed.

## Atchison-Holt Ambulance District Shift Trade/Vacation Request Form

All personnel requesting shift trades will utilize this form. This form will be submitted to the Executive Director. This form must be signed by all employees involved and the Atchison-Holt Ambulance District Executive Director and turned into the District's office.

**EMPLOYEE MAKING REQUEST:** \_\_\_\_\_  
(Please Print)

**DATE REQUEST MADE:** \_\_\_\_\_

**SHIFT(s) NEEDED OFF  
OR TRADED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR TRADE/ABSENCE:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTING  
EMPLOYEE SIGNATURE:** \_\_\_\_\_

**OTHER AFFECTED  
EMPLOYEE SIGNATURE:** \_\_\_\_\_

All shift trades will be made within the same work week. By signing this form, both employees will assume responsibility for their new shift.

**NOTE:** Shift trades that result in overtime will be at the discretion of the Executive Director

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **DRESS CODE**

#### **Policy # 009**

**PURPOSE:** To ensure that all personnel are uniformed in nature, and present the most professional image while on duty for the District.

Uniforms:

Atchison-Holt Ambulance District will provide the following uniform items for each employee:

#### **FULL TIME EMPLOYEES**

- 1 Picture ID Badge
- 3 regular uniform shirts
- 3 pair uniform slacks or pants
- 1 light jacket
- 1 heavy winter jacket
- 1 Rain jacket
- 1 baseball style cap
- 1 winter stocking cap
- 1 dress uniform shirt with appropriate patches
- 1 dress uniform tie

#### **PART TIME EMPLOYEES**

- 1 Picture ID Badge
- 1 regular uniform shirt
- 1 pair uniform slacks or pants
- 1 light jacket
- 1 heavy winter jacket
- 1 Rain jacket
- 1 baseball style cap
- 1 winter stocking cap

The above items will only be replaced when the employee presents the Executive Director with either the worn out or damaged uniform item. No personal names will be placed on uniform items. If separation from service occurs all issued items shall be returned to the District to be cleaned and re-issued if possible

The cost of any uniform item not listed above or upgrade of uniform items (other than usual cost) shall be borne by the employee. Uniform items other than issued items listed above will only be worn with the expressed consent and approval of the Executive Director.

Style and color of uniform items shall be at the discretion of the Executive Director with the approval of the Board of Directors.

While on duty or when the employee is representing the District, the employee will wear the company issued ID badge, uniform shirt, pants and possibly needed, coat, jacket or hat.

The employee may deviate from the usual uniform style of shirt with the approval of the Executive Director (example: an approved sweatshirt or pullover or coveralls during inclement or cold weather)

# Atchison-Holt Ambulance District

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### **DRESS CODE** **Policy # 009-2**

Along with the approved uniform, the employee is required to wear appropriate underwear Plus shined black shoes or boots and black belts. Undershirts or turtlenecks, if worn, shall be white, dark blue or black

Hats or stocking caps shall be only those as provided by the District or not worn at all

Non-compliance to these standards may result in the employee receiving discipline for unprofessional conduct.

# Atchison-Holt Ambulance District

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### **Tobacco Usage Policy # 011**

#### Purpose:

The effects of smoking and chewing tobacco have been researched and are known to be health affecting. Furthermore the full effects of second hand smoke are not fully known, therefore a smoking and tobacco chewing policy shall be established.

Smoking inside of any Ambulance is dangerous and has the potential to exacerbate a serious medical condition. Therefore, there will be no smoking in any AHAD vehicle. It shall also be policy that chewing tobacco shall not be allowed in any AHAD vehicle.

Because of the ill effects of smoking and chewing tobacco all AHAD inside facilities are and shall remain tobacco use free.

Smoking and chewing tobacco shall be allowed outside AHAD facilities. Cigarette, Cigar and other tobacco byproducts (butts and ashes and tobacco spit) shall be discarded in approved refuse containers.

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### **Anti-Harassment Policy Policy # 012**

Purpose:

It is the goal of Atchison-Holt Ambulance District to promote a workplace that is free of unlawful harassment. Atchison-Holt Ambulance District expressly prohibits any form of unlawful harassment based on race, color, religion, gender, sexual orientation, national origin, ancestry, genetics, age, disability, veteran status, or other protected status. Harassment of employees, patients, guests in the workplace or in other settings in which employees, patients, guests may find themselves in connection with their employment or situation is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

To achieve our goal of providing a workplace free from harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Atchison-Holt Ambulance District takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act appropriately to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Atchison-Holt Ambulance District also prohibits any retaliation against an employee who exercises any rights under anti-harassment laws or assists another employee who exercises such rights.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

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### **Anti-Harassment Policy Policy # 012-2**

#### **Definition of Sexual Harassment:**

Our definition of sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor or other employee for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male and female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and;
- Discussion on one’s sexual activities

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### **Anti-Harassment Policy Policy # 012-3**

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

#### **Complaints of Sexual harassment or Retaliation:**

If any of our employees believe that he or she has been subjected to sexual harassment or retaliation, the employee has the right to file a complaint with the Director. In cases where the Director is who the complaint is about, the individual may file to any member of the Board of Directors.

Initial complaints of sexual harassment may be done verbally or in writing. After receiving the complaint, the employee making the complaint will be required to provide a written form of the complaint for records.

If an employee would like, or need, to file a complaint they may do so by contacting:

Jeff Rathbun  
Assistant Director, Atchison-Holt Ambulance District  
Office:  
303 South 3<sup>rd</sup> street  
Tarkio, MO 64491  
Office: 660-736-5216  
Cell: 660-491-4889  
Email: [jrathbun@ahambulance.org](mailto:jrathbun@ahambulance.org)

#### **Sexual Harassment Investigation:**

When Atchison-Holt Ambulance District receives the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with any witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the

person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

# **Atchison-Holt Ambulance District**

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### **Anti-Harassment Policy Policy #012-4**

#### **Disciplinary Action:**

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

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### COMPUTER USE

#### Policy # 013

##### Purpose:

The intentions for publishing an acceptable computer use policy are not to impose restrictions that are contrary to Atchison-Holt Ambulance District's practice of openness, trust and integrity. We are committed to protecting employees, guests and company from illegal or damaging actions by individuals, either knowingly or unknowingly.

##### Rational:

Effective security is a team effort involving the participation and support of all Atchison-Holt Ambulance District employees who deal with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. It should be understood the primary **use** of **all** computers located on Atchison-Holt Ambulance District properties is for business purposes in serving the interests of the company, in the course of normal operations.

Inappropriate use exposes Atchison-Holt Ambulance District to risks including virus attacks, compromise of network systems and services, and legal issues. The purpose of this policy is to protect Atchison-Holt Ambulance District **and** the employee. This policy applies to employees, part-time or full-time that uses equipment that is owned or leased by Atchison-Holt Ambulance District. Use of company computers by guests of employees is to be discouraged unless for purposes of training and authorized by management.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use, and if there is any uncertainty, employees should consult the administration. Atchison-Holt Ambulance District reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. For security and network purposes, authorized individuals within Atchison-Holt Ambulance District or management designated third parties may monitor equipment, systems and network **at any time**.

**Under no circumstances is an employee authorized to engage in any activity that is illegal under local, state, or federal law while utilizing Atchison-Holt Ambulance District's owned resources.**

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### COMPUTER USE

#### Policy # 013-2

The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into a ***category of unacceptable use***:

1. Providing any information concerning patient contact to anyone not authorized in accordance with HIPPA regulations
2. Violation of the rights of any person or company protected by copyright or similar laws, including but not limited to, installation of “pirated” or downloaded music or software that is not appropriately licensed for use.
3. Using an Atchison-Holt Ambulance District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws including specifically browsing pornographic web sites.
4. Circumventing or disabling any security (firewall) or virus prevention program installed by management.
5. Use of the computer that infringes on others in the immediate area, including content, volume control, length of use etc.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **BEREAVEMENT LEAVE**

#### **Policy #014**

Purpose:

To establish criteria for unscheduled emergency leave for bereavement of immediate family members.

It is the goal of the Atchison-Holt Ambulance District to allow for the emergency leave of any full time personnel in the case of the death of an immediate family member. Immediate family members include:

1. Spouse
2. Child
3. Sibling
4. Parent
5. Parent of Spouse
6. Grand parent or Grand parent of Spouse
7. Grandchild

In cases of immediate family member death, the full time field employee will be given up to 2 days off, from day of death through funeral inclusive, with pay to attend funeral services, and address family needs depending upon circumstances. (Office staff will be given 24 hours leave time) These days will not be subtracted from any accrued leave time that the employee has accrued. In the event that the employee is already not on the schedule, he/she will not be compensated for the time off. (I.e. Kelly day, work comp injury, etc.)

For non-immediate family member deaths, the employee may request emergency leave to attend the funeral, and/or address any other matter as it pertains to the situation. This leave time is granted at the discretion of the Executive Director, if granted will be without pay... (Unless said employee wishes to use CTO time)

Non-immediate family members include:

1. Cousins
2. Aunt/Uncle
3. Niece/Nephew

Any other emergency leave for funeral or family medical emergency must follow the attendance policy. In any case, however, emergency leave will not be compensated unless in extreme cases after review by the Executive Director

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **SENIORITY/TENURE**

#### **Policy # 015**

Purpose:

To establish a listing of all full time employees to determine preference in relation to shift assignments.

It is the goal of the Atchison-Holt Ambulance District to provide a fair and equitable avenue for the listing of employees to enable appropriate assignment of shifts.

The seniority of the employees will include the following factors:

- Date of full time status in class. (EMT-B/Paramedic
- Any previous full time status in class

Incases where an employee changes classification during full time employment, his/her seniority will re-start with his/her first day in that classification. Provided that the employee remained full time, any change back to a former classification will be done so that the employee's previous seniority in that class will be reinstated. (i.e. EMT Y bumps up to Paramedic after 2 years as an EMT. One year later, now Paramedic Y wants to return to EMT status. Upon an opening and being allowed to do so, as long as he/she remained full time, he/she already has 2 years seniority as an EM to his/her credit.)

The tenure date is the actual start date of the full time employment with the District. The date will be calculated for any employee that was full time, went part time, and then returned to full time status. (i.e. Paramedic X started full time on 1/1/96, worked until 8/1/96 full time, and then went part time. Then, came back full time on 11/1/97. His seniority would include 7 months from his previous full time status.)



# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **DISABILITY/LEAVE of ABSENCE POLICY** **Policy # 017**

#### Purpose:

The purpose of this policy is to insure fair and equal treatment for all full time employees of the Atchison-Holt Ambulance District.

The Atchison-Holt Ambulance District will comply with the provisions of the Family and Medical Leave Act (FMLA) for leave requests submitted by eligible employees, as defined below. An outline of the FMLA is listed below, along with the terms and conditions for its implementation.

The granting of each leave of absence and the compensation received by the employee, if any, will be determined by the District in conjunction with applicable Federal and State law. The following types of leave will be considered:

- A. **Medical Leave:** Eligible employees who are unable to work because of a serious health condition (as defined by the FMLA) or disability, and who need to take leave beyond two weeks, may be granted a medical leave of absence. The District requires certification of an employee's need for sick leave, both before the leave begins and on a periodic basis thereafter, by the employee's health care provider.
- B. **Parental Leave of Absence:** Employees may be granted up to 6 weeks of parental leave to care for a child upon birth or placement of adoption or foster care. Provided, however, employees who are "eligible employees" under the FMLA may be granted the parental leave required under the FMLA.
- C. **Family Care Leave of Absence:** Employees may be granted up to 6 weeks of family care leave to care for a child, spouse, or parent who has a serious health condition. Provided, however, employees who are "eligible employees" under the FMLA may be granted the family care leave required under the FMLA . In all cases the District requires certification of the family member's condition, both before the leave, and on a periodic basis, by the family member's health care provider.
- D. **Personal Leave of Absence:** Employees may be granted a leave of absence to attend to personal matters in cases in which the District determines that an extended period of time away from the job will be in the best interests of the employee and the District.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### DISABILITY/LEAVE of ABSENCE POLICY

#### Policy # 017-2

- E. **Military Leave of Absence:** Any employee who is a member of the national Guard or any of the reserve components of the Armed Forces of the United States shall be entitled to leave of absence without loss of time, pay, regular leave, impairment of efficiency rating or any other rights or benefits to which the employee is entitled.
1. For all periods of military service during which he/she is engaged in the performance of duty or training in the service of Missouri at the call of the Governor and as ordered by the Adjutant General without regard to length of time.
  2. For all periods of military service during which the employee is engaged in the performance of duty in the service of the United States under competent orders not to exceed a total of fifteen (15) calendar days in any Federal Fiscal year (October 1 to September 30). (Section 105.270 RSMo.)

**Military Leave Without pay:** An employee who is or becomes a member of the National Guard or any other reserve component of the Armed Services of the United States and who is engaged in the performance of duty in the service of the United States under competent orders for an extended and indefinite period of time, shall be entitled to leave of absence of his/her duties until such military service is completed, without loss of position, seniority, accumulated leave, impairment of performance appraisal, pay status, work schedule or any other employment benefit or retirement benefits. Such leave of absence shall be without pay. (Section 105.270 RSMo.)

An employee requesting leave without pay for military duty shall file with the Executive Director and official order from the appropriate military authority as evidence of such military duty. The employee shall advise the Executive Director of his/her expected return date as soon as possible but no later than fourteen (14) days before the expected return date.

When possible, request for leave of absence or any extension of a leave should be submitted in writing a minimum of 30-days in advance. This notice should be filed with the Executive Director, and it will be the employee's responsibility to maintain and report any status changes while on leave. The District may deny leave to employees who do not provide proper advance leave notification or medical certification.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **DISABILITY/LEAVE of ABSENCE POLICY**

#### **Policy # 017-3**

Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military service, without written permission of the Executive Director.

During any FMLA leave, the District will maintain an eligible employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave. The eligible employee's entitlement to benefits other than group health benefits during a period of FMLA leave (e.g. holiday pay, accrual) will be consistent with the District's established policy for providing such benefits when the employee is on other forms of leave.

Employees returning from an approved leave will be reinstated to their same job, or to an equivalent job with equal status and pay, as required by law. Employees returning to work may be required to provide certification of their ability to perform essential job functions. For extended leaves, over 1 year, the employee will be required to undergo the entire hiring process as a new employee

If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of such leave, the employee will be considered to have voluntarily terminated employment.

#### **Notice to employees regarding the Family and Medical Leave Act of 1993**

Effective August 5, 1993, the FMLA requires private employers with more than 50 employees and all public agencies to provide eligible employees up to 12 weeks of unpaid job protected leave in any 12-month period for certain family and medical reasons.

The FMLA defines eligible employees as:

1. have worked for the company for at least 12 months, (and)
2. have worked for at least 1250 hours in the previous 12 months, (and)
3. Work at or report to a work site which has 50 or more employees, or is within 75 miles of work sites that taken together have a total of 50 or more employees.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### ATCHISON-HOLT AMBULANCE DISTRICT JOB DESCRIPTION

#### Policy # 018

#### EMERGENCY MEDICAL TECHNICIAN – BASIC

The Emergency Medical Technician reports to the Executive Director  
And is subject to direction from his/her ALS or senior partner

#### QUALIFICATIONS:

1. Holds and maintains a current and valid Missouri State EMT-B License
2. Holds and maintains a current and valid BLS card
3. Holds and maintains a current and valid vehicle operator's license
4. Must be at least twenty-One (21) years old, and able to be insured by the District's insurance carrier
5. Must be in an adequate physical condition to perform job duties

#### JOB RESPONSIBILITIES:

1. Shall follow the direction of his/her senior or ALS partner
2. Shall accept shift assignments as directed by management
3. As the primary emergency vehicle operator, shall operate the vehicle in accordance of state law and AHAD driving policies
4. Shall communicate essential information to receiving facilities, transferring EMS personnel, or management
5. Shall demonstrate a professional demeanor while on duty, or while off duty if recognizable as an employee of this District
6. Shall follow all policies and procedures of AHAD
7. Shall accept and perform all other duties as needed and directed by management.

#### EXPOSURE RISK:

The EMT-B is at high risk for exposure to blood and body fluids when actively providing patient care

#### WORKING CONDITIONS:

1. Sits, stands, bends, lifts, reaches, walks and moves intermittently during working hours
2. Is subject to frequent interruptions
3. Is involved with patients, family of patients, general public, visitors, and government officials in sometimes extreme conditions
4. Is subject to occasional hostile and emotionally volatile situations
5. Communicates with allied health personnel, law enforcement officials, fire/rescue department personnel and bystanders on a daily basis
6. is subject to exposure to hazardous materials, infectious waste, or other communicable diseases

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **PHYSICAL/SENSORY REQUIREMENTS:**

#### **Policy # 018-2**

1. Must be able to move intermittently throughout the working shift
2. Must be able to read, write and speak the English language in an understandable manner
3. Must be able to cope with the emotional stress of the position
4. Must be able to cope with the physical stress of the position
5. must be able to see and hear, or with the use of prosthetics, be able to adequately function in this position
6. Must be in good general health, and demonstrate emotional stability
7. Must be able to relate and work with ill, disabled, emotionally challenged, and sometime hostile patients
8. Must be able to lift, push, pull and move a minimum of 50 pounds dead weight.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### ATCHISON-HOLT AMBULANCE DISTRICT JOB DESCRIPTION

#### Policy # 019

#### EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC / REGISTERED NURSE (R.N.)

The Emergency Medical Technician – Paramedic and R.N. reports to the Executive Director

#### QUALIFICATIONS:

1. Holds and maintains a current and valid Missouri State EMT-P or R.N. license according to level of training
2. Holds and maintains a current and valid BLS card
3. Holds and maintains current and valid ACLS certification
4. Holds and maintains current and valid PALS certification
5. Must be at least twenty-One (21) years old, and able to be insured by the District's insurance carrier
6. Must be in an adequate physical condition to perform job duties

#### JOB RESPONSIBILITIES:

1. Shall accept shift assignments as directed by management
2. Shall function as the senior crewmember on crews with EMT-B and EMT-P or R.N. configuration
3. Shall be responsible for overall patient care
4. Shall be responsible for all actions of the crew
5. Shall communicate essential information to receiving facilities, transferring EMS personnel, or management
6. Shall be custodian of all patient records, and personal effects while patients are in direct care of the EMT-P or other junior crew members
7. Shall demonstrate a professional demeanor while on duty, or while off duty if recognizable as an employee of this District
8. Shall follow all policies and procedures of AHAD
9. Shall accept and perform all other duties as needed and directed by management.

#### EXPOSURE RISK:

The EMT-P and R.N. are at high risk for exposure to blood and body fluids when actively providing patient care

#### WORKING CONDITIONS:

1. Sits, stands, bends, lifts, reaches, walks and moves intermittently during working hours
2. Is subject to frequent interruptions
3. Is involved with patients, family of patients, general public, visitors, and government officials in sometimes extreme conditions
4. Is subject to occasional hostile and emotionally volatile situations
5. Communicates with allied health personnel, law enforcement officials, fire/rescue department personnel and bystanders on a daily basis

6. is subject to exposure to hazardous materials, infectious waste, or other communicable diseases

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **PHYSICAL/SENSORY REQUIREMENTS (continued):**

#### **Policy # 019-2**

9. Must be able to move intermittently throughout the working shift
10. Must be able to read, write and speak the English language in an understandable manner
11. Must be able to cope with the emotional stress of the position
12. Must be able to cope with the physical stress of the position
13. must be able to see and hear, or with the use of prosthetics, be able to adequately function in this position
14. Must be in good general health, and demonstrate emotional stability
15. Must be able to relate and work with ill, disabled, emotionally challenged, and sometime hostile patients
16. Must be able to lift, push, pull and move a minimum of 50 pounds dead weight.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **CELL PHONE CAMERAS: PERMISSIBLE USES**

#### **Policy #020**

##### Purpose:

To assure that the new technology of cell phone camera technology is not used in a way that harasses co-workers, nor violates the privacy or dignity rights of either District employees or the District patrons.

##### Recital:

Whereas the sexual harassment has a simple negligence standard in the area of hostile environment and strict liability for quid pro quo supervisor harassment, and

Whereas, such causes of action can be based on Title VII of the 1964 Civil Rights Act, and therefore cannot be defended under the doctrines of Sovereign Immunity, Official Immunity or the Missouri Public Duty doctrine, and

Whereas, tortious privacy, constitutional privacy and the intentional or negligent infliction of mental distress also carry potential substantial liability, and

Whereas, the Board of Directors and the District's Administration have a fiduciary duty to maintain a cooperative work group and a fiduciary duty for positive public relations and confidence in the District, and

Whereas new cell phone camera technology can permit operators of such camera technology to furtively take photographs without permission of the subjects of such photographs, and thereby cause consternation and objection from the subjects later;

Wherefore the District has adopted the following,

#### **I. Photographs taken of co-workers at the stations or otherwise while on duty**

No employee shall secretly or openly without permission of the other employee subject or over the objection of an employee subject take a photograph of a co-worker.

The District reserves the right to take appropriate disciplinary action of the offending employee upon reasonably verified violations of this policy up to and including termination is necessary.

When applying this policy in order to determine the degree of discipline, the District shall take into account the degree of the objectionable nature of the un-consented to photograph in the light of a reasonable person's sensibilities. The District shall also take into account the frequency of the objectionable conduct.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### **CELL PHONE CAMERAS: PERMISSIBLE USES**

#### **Policy #020-2**

#### **II. Photographs taken at scenes of emergencies**

Photographs taken at the scene of accidents or other emergencies to help document for law enforcement or insurance companies possible causes of an accident or document the nature or extent of injuries shall be treated as part of the patients medical record and therefore shall be released only with the prior authorization of the patient or patient's representative per HIPPA federal privacy regulations or in accord with the stated exemptions therein such as billing, payment, operations, other health care provider, an entity with a Business Associate Agreement with the District, or law enforcement as part of immediate pursuit and when in the patient's own interest, governmental agency doing a lawful investigation, or pursuant to a valid court order subpoena duces tecum.

Photographs taken at the scene of accidents or other emergencies to later to be used for training or educational purposes must prior to any such use find a way of obliterating the face of any patient/victims and/or have the prior written authorization of the patient or the patient's immediate family, or the patient's legal representative prior to any such use.

Photographs taken at the scene of accidents or any other emergency shall never be released to the news media if potentially the release of such photographs would be offensive to a person of reasonable sensibilities.

Photographs taken at the scene of accidents or any other emergency shall never be released to the news media without prior written authorization of the patient, the patient's immediate family, or the patient's legal representative.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### EMPLOYEE MEDICAL OR PSYCHIATRIC EVALUATIONS

#### Policy #021

##### Purpose:

This is a policy on the District's right and obligation to seek medical or psychiatric evaluations of employees using the District's own choice of physician or specialist.

##### I. Recital:

Whereas, the District has a fiduciary duty to provide the highest possible quality of care (190.060-1(7) RSMo), and

Whereas, in regard to the patients transported in the District's vehicles, the District has the legal status of a common carrier and therefore owes the highest duty of care for their safety (ordinary due care is the usual standard for negligence), and

Whereas, in order to discharge these extraordinary duties the District has to ensure that its employees are physically and mentally capable of performing physically demanding activities under stressful circumstances, and

Whereas, the District has a fiduciary duty to minimize claims under the Worker's Compensation laws including especially the Second Injury Fund, and

Whereas, the Worker's Compensation Laws empower the employer to insist when necessary on an employer's own physician's evaluation for return to work for full duty, and

Whereas, the Americans' With Disabilities Act has a public safety concern exemption, and

Whereas, the Americans' With Disabilities Act requires only that the employer make reasonable accommodations and that the employee must still be able to perform all essential functions of the job, and

Whereas, again the employer can not make these Americans' With Disabilities Act determinations without an independent and objective medical evaluation, and

Whereas, the return to work procedures anticipated by the Family Medical Leave Act when the medical leave is necessitated by the employee's own medical condition, empowers the employer to require and independent medical evaluation for return to work, and

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### EMPLOYEE MEDICAL OR PSYCHIATRIC EVALUATIONS

#### Policy #021-2

Whereas, section 190.103-3 RSMo imposes on the Medical Director an absolute non-delegable duty to confirm the capabilities of the District's employees to perform competently and capably,

Wherefore, the District through its Board of Directors has adopted the following:

#### **II: POLICY**

- A. Whenever an employee returns to work after a medial absence and the District Administrator or its Medical Director have reasonable concerns about the capability of the employee to safely return to full duty or the capability of the employee to perform essential functions of the job, then the District can insist on an independent medical evaluation by a physician or appropriate physician specialist of the District's own choosing as a condition for return for work.
- B. If at any time the District Administrator or its Medical Director notice any employee performance issues that may be reasonably related to medical or psychological problems, or receive credible reports from co-workers to that same effect, then the District can use this reasonable basis for a need for an independent medical or psychological evaluation to order such an evaluation by an independent physician or medical specialist of the District's own choosing, as a condition of continued employment.
- C. While the District has determined that only a rational basis test need be shown to invoke this policy, the District has also determined that the policy meets the more onerous compelling governmental interest test because of the unique duties imposed by law upon the District to protect the public health and safety.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### CRIMINAL BACKGROUND CHECKS

#### Policy #022

##### Purpose:

The District has the fiduciary duty to ensure a safe working environment for all of its employees; a fiduciary duty to provide the highest quality of patient care (190.060-1(7) RSMo); a fiduciary duty to monitor the driving licensing status of its employees (190.105-2 RSMo); a fiduciary duty to monitor the continuing qualifications of its employees (190.103-3 RSMo); a specific statutory duty to report within seventy two hours to the State EMS Licensing Agency any knowledge of any of its employees involved in *possible* criminal action when the *potential* charges involve child abuse or sexual abuse of a child, crimes of violence, or rape or sexual abuse (190.196-3 & 4 RSMo); and a duty under BNDD & DEA regulations to assure no controlled substance violations exist for any of its employees. In order to fulfill these legally mandatory duties the District must conduct criminal background checks on an annual, random, or as needed basis, and to take appropriate personnel action if necessary, desirable, or as required.

##### NOTICE TO EMPLOYEES:

The District hereby reserves the right to conduct a criminal background check on any employee with or without the employee's knowledge or consent at any time, and whether on an annual, random or an as needed basis in order to fulfill the legal obligations imposed on the District as stated in the Purpose section above. This background check can only be done by the Executive Director in agreement with the President of the Board of Directors

##### FACTORS THAT MAY BE EVALUATED:

If a prior conviction (or possible charges in cases of 190.096-3 & 4 RSMo types of crimes) the District may evaluate the following factors:

1. **Seriousness and relatedness of the conviction:** If charges are pending on child abuse, child sexual abuse, elderly abuse, crimes of violence, theft, robbery, shoplifting, drug offenses, crimes of violence, or rape, the District reserves the right to suspend the employee without pay and to dismiss the employee upon conviction.
2. **How recent the conviction and intervening conduct:** For all other convictions not stated in paragraph #1, how recent the conviction (particularly whether the conviction was more than five years ago), and what has been the employee's intervening conduct shall be evaluated in determining if any disciplinary employment action is necessary up to and including dismissal.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### CRIMINAL BACKGROUND CHECKS

#### Policy #022-2

3. **Availability for work:** If the conviction affects availability for work due to conditions of partial incarceration, house arrest, work release conditions, or condition of parole the District reserves the right to take appropriate employment disciplinary action up to and including dismissal.
4. **Notoriety within the community:** The District reserves the right to evaluate how well known are the criminal charges or convictions in the community and what are the impacts of the charges or conviction on the public image of the District and the professional reputations of its other employees and to take appropriate disciplinary action up to and including dismissal
5. **Other employees reasonably refuse to work with the affected employee:** if due to either the nature of the prior conviction or the notoriety of the prior conviction, other employees reasonably refuse to work with said employee, the District reserves the right to take appropriate employment disciplinary action up to and including dismissal.

# Atchison-Holt Ambulance District

## Employee Policy Manual

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### ACKNOWLEDGEMENT OF RECEIPT OF POLICY MANUAL

I have read and understand the policies of the Atchison-Holt Ambulance District as outlined in the Policy Manual I received on \_\_\_\_\_(date). I agree to follow and uphold these policies as long as I am employed by the Atchison-Holt Ambulance District.

I have entered into this relationship voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or AHAD can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable state or federal laws.

I understand that while I may not agree with every policy it is my job to follow them as long as I am in the District's employ, and as long as such policies do not violate any state, local, or federal laws.

I understand that the policies herein are subject to change, and I may have input toward changing any policies with which I disagree by presenting alternatives to the Executive Director and the Board of Directors of Atchison-Holt Ambulance District for use in developing ever better policies. My input does not automatically mean a change will take place, but it will be considered.

I understand that this handbook is neither a contract of employment nor a legal document. It is my responsibility to read and comply with the policies contained within, and any revisions or changes passed by the Board of Directors and distributed to me.

I understand that if I do not follow these policies, or amended policies as passed by the Board of Directors which are given to me as addendum's to this manual, I may be summarily terminated from employment with the District.

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

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

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

**\*\* Return this form, signed, to the Executive Director of Atchison-Holt Ambulance District within 30 days of receiving this policy manual**