

**EMPLOYEE HANDBOOK and POLICY/PROCEDURE MANUAL**

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 **For Employees of**

 **North Region EMS and Trauma Care Council**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2011**

**Approved as of:**

**Introduction and Mission**

**Welcome to North Region EMS and TCC**

Welcome to North Region EMS and Trauma Care Council, hereinafter referred to as NREMSTCC. We hope your employment will be a source of great personal and professional satisfaction. This Employee Handbook should be kept throughout your employment. It is designed to provide you with information about NREMSTCC and to summarize its policies and procedures. It may not, however, answer all your questions. It is impossible for any handbook to cover all events or circumstances, which could arise. If you need additional information not covered by this Employee Handbook, please talk to the NREMSTCC Executive Director. We will keep you advised of changes in policies in the Employee Handbook during your annual review, or as changes occur.

It is the goal of the North Region EMS and Trauma Care Council to provide our employees with competitive wages and benefits and good working conditions; therefore, we will make periodic reviews of compensation/benefits offered and policies/procedures.

**Mission**

The mission of North Region EMS and Trauma Care Council is to promote a coordinated region-wide system. The System shall provide quality, comprehensive, and cost-effective emergency medical and trauma care to individuals in Island, San Juan, Skagit, Snohomish, and Whatcom Counties.

Welcome,

Executive Board, NREMS & TCC

**Receipt of Employee Handbook**

All employees should read this handbook. You will be required to sign, date and return the form acknowledge receipt and understanding of the handbook contents to the North Region EMS and Trauma Care Council Executive Director. The form will be placed in the employee's personnel file.

Enclosed are the North Region EMS and Trauma Care Council's personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand these policies do not create an employment contract or a guarantee of employment of any specific duration between NREMSTCC and its employees. Although we hope your employment relationship with us will be long term, we recognize things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

Unless specific rights are granted to you in a separate employment contract, all employees of NREMSTCC are considered **at will** employees and may be terminated from Council employment at any time, with or without cause, and with or without notice.

NREMSTCC reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Executive Board. You will be notified of any such changes, and will be given a new copy of the policy manual.

Please also understand no supervisor or representative of NREMSTCC other than the Executive Board has the authority to make any written or verbal statements or representations which are inconsistent with these policies.

If you have any questions about these policies or any other policies of NREMSTCC, please feel free to ask your supervisor or NREMSTCC Chair.

I have read and understand all information included in this handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

(Return one signed copy of this form to the NREMSTCC Executive Director.)

**Purpose and Scope**

**Introduction**

These personnel policies serve as a general guide to the North Region Emergency Medical Services and Trauma Care Council's current employment practices and procedures. As such, we hope they will help you better understand how NREMSTCC operates and what is expected of you as an employee. These policies also describe what NREMSTCC provides you in terms of compensation, benefits and other support.

This handbook is intended to be only a source of information and a general statement of Council policies. It is not a contract of employment. North Region EMS and Trauma Care Council reserves the right to alter or change any statement contained herein, or policy, procedure, regulation, or program without prior notice.

North Region EMS and Trauma Care Council hopes our employment relationship will be continuing and rewarding for both sides. In order to preserve the greatest freedom of association, however, employment and compensation can be terminated, with or without cause, at the option of either you or NREMSTCC. In a reduction in force situation, employees will be given not less than 30 calendar days’ notice.

No Council representative has the authority to enter into any agreement for employment for a specific period of time or make any representations or agreements contrary to the above statements.

**Scope of Policies**

These personnel policies apply to all Council employees. In cases where these policies may conflict with any applicable statute or other governing law, such statute or law shall govern.

**Changing the Policies**

Any changes to these personnel policies must be approved by a majority vote of the Executive Board to be effective.

**Organizational Structure**

The North Region EMS & Trauma Care Council, hereinafter referred to as NREMSTCC, incorporated as an IRS § 501 (c) (3) non‑profit agency in the State of Washington on June 12, 1978, operates under the auspices of the Revised Code of Washington (RCW) Chapter 70.168 Section.100. You can also refer to Washington Administrative Code (WAC) Chapter 246-976 Section 960: Regional Emergency Medical Services and Trauma Care Councils for additional legislative direction regarding NREMSTCC’s roles and responsibilities. NREMSTCC is empowered by statute to review, evaluate and provide recommendations to the State EMS office for the provision of emergency medical services and trauma care in the North Region.

NREMSTCC will be composed of persons defined in NREMSTCC's by‑laws.

The line of authority is clearly established by the organizational structure of NREMSTCC. Policy and direction originates from the full Council to the Executive Board. The coordination, supervision, and delegation of NREMSTCC procedures and directives are provided for as follows:

**Regional Council**

The Regional Council consists of 30 volunteer positions as defined in RCW 70.168.120. The Regional Council sets policy and overall direction for the North Region, which includes Island, San Juan, Skagit, Snohomish, and Whatcom counties. Each county provides one representative each to the following five committees: Pre-hospital; Healthcare Facility; At-Large, Consumer; and Elected Official committees. In addition, the Regional Council also includes representatives from the Ambulance Association, Aero Medical, Medical Program Directors, Hospital Council, and Law Enforcement. Each volunteer is submitted to the Department of Health for review and approval. Each position is a two year term that expires on September 30 of the outgoing year.

 **Executive Board**

The Executive Board is elected by the Regional Council at the Regional Council’s annual meeting. The Executive Board consists of a Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, Treasurer, the Immediate Past Chair, and 6 committee chairs, for a total of 12 members. Each Board member is elected at the Annual Meeting to serve a two year term. Terms begin July 1 of the first year and end June 30th of the second year, which is consistent with the corporation’s fiscal tax year. These two year terms are staggered for business continuity such that all the Executive Board positions will not expire the same year.

The Executive Board is the executive authority for the complete management of all programs and projects. The Executive Board has the responsibility for carrying out all motions, resolutions, and staff directives in the administration of NREMSTCC business. The Executive Board, predicated upon a full report to and approval from NREMSTCC membership, shall manage and administer the affairs of NREMSTCC; employ and authorize the employment of such persons as are necessary or appropriate for the successful execution of the objectives of NREMSTCC; pursue agreements with any governments, philanthropies, or other agencies which in its judgment will further and be consistent with the objectives of the corporation.

 **Council Chair**

NREMSTCC Chair shall be the **chief executive officer** of NREMSTCC and shall have the power to make and execute contracts in the ordinary business of NREMSTCC, for and in the name of NREMSTCC, to execute other legal instruments when authorized by NREMSTCC.

To assure Council business is carried out in an orderly and efficient manner, NREMSTCC Chair will be direct supervisor of the NREMSTCC Executive Director. As such, NREMSTCC Chair is the liaison between staff and Council members. Therefore, all directives to guide the work activities of the NREMSTCC Executive Director, other staff, and volunteers, will be directed through NREMSTCC Chair or through his/her designee.

Therefore:

* Council employees may not direct or attempt to control the work activities of any Council member, except by the NREMSTCC Executive Director and with overview by NREMSTCC Chair.
* Council Chair has the power to approve a Delegation of Authority for NREMSTCC Chair, or any other Executive Board member position when that Board member is unavailable or expected to be unavailable for five (5) business days or more, to any Council member NREMSTCC Chair may deem fit and proper for the position.

 **Treasurer**

The Treasurer shall be the **chief financial officer** of NREMSTCC and shall have the power to make and execute financial transactions and reporting in the ordinary business of NREMSTCC, for and in the name of NREMSTCC, to execute other legal instruments when authorized by NREMSTCC.

To assure NREMSTCC business is carried out in an orderly and efficient manner, the Treasurer will work directly with NREMSTCC Chair. As such, the Treasurer is the liaison between NREMSTCC and financial institutions or fiscal agents. Investments and bank accounts will require at least two signatures to authorize investment, liquidation, transfer of funds, or other significant and non-routine transactions. Both NREMSTCC Chair and the Treasurer, or Board member designee, must approve these non-routine transactions. For a detailed description of internal controls see Appendix 7, Internal Controls Policy Manual.

**Council Staff**

**Executive Director**

**General Description and Duties**

The NREMSTCC Executive Director is an **exempt employee** of NREMSTCC, under the general supervision of NREMSTCC Chair. The NREMSTCC Executive Director is charged with the responsibility of coordinating and implementing those efforts that will effectively integrate and enhance the EMS and trauma system in the North Region according to NREMSTCC's directives and policies.

**Duties**

NREMSTCC, through NREMSTCC Chair, shall delegate to the NREMSTCC Executive Director authority to direct and supervise all other employees of NREMSTCC. The NREMSTCC

Executive Director:

* Reports to Regional Council Executive Board on all operations of the business.
* Negotiates contracts with DOH, public health, regional hospitals, training, any business contract with the NREMS and Trauma Care Council.
* Completes and submits deliverable reports for all contracts.
* Oversees goals, objectives and strategies outlined in regional strategic plan.
* Is responsible for supervising and evaluation of office staff.
* Will consult with Regional Council Executive Board on personnel issues, conflicts and request to release staff from employment.
* Responsible for all functions of daily operations at regional office
	+ All financials of business operations, to include monitoring expenditures not to exceed approved annual budget, and maintaining proper balance sheet of debits/credits.
	+ Staff schedules, work performance and reviews.
	+ Regional office operations.
* Provide leadership to office staff and regional council direction
* Assists council chair in preparation of regional council meeting agenda, provides appropriate informational packets of agendas, minutes, other information presented at board meeting.
* Attend local EMS council meetings when deemed necessary by the NREMS and TC Council.
* Attend State contracts, RAC, Steering Committee meetings.
* Responsible for communications with DOH on all levels in regards to regional business.
* Participates in State workgroups as directed by regional council.
* Performs necessary duties involved working in a professional office setting: greeting public, answering phones, returning messages, dresses appropriately, respectful of other employees & all customers.
* Maintain a safe and clean and organized office environment.
* Follow all financial procedures as outlined in the Internal Controls Manual (See Appendix 7).

**Essential Job Elements:**

* Ability to supervise and manage employees in a positive and respectful manner
* Demonstrate a strong working knowledge of appropriate accounting practices
* Ability to work within an approved budget
* Outstanding oral, written, multicultural and interpersonal communication skills
* Ability to collaboratively with various diverse groups
* Flexibility
* Team-Player
* Detail-oriented with excellent time management skills
* Ability to work independently and simultaneously on multiple projects
* Maintain a positive and respectful working relationship with all members of the North Region Council Executive Board, Committee Chairs and members of local county councils.
* Must have reliable transportation in order to attend required meetings

**Program Coordinator(s)**

**General Description and Duties**

The Program Coordinator(s) is/are **non-exempt** employee of NREMSTCC, under the direct supervision of the NREMSTCC Executive Director.

**Basic Function:**

Coordinate the operation of a specialized or technical program and perform a variety of complex clerical assignments.

**Distinguishing Characteristics**

Under general direction, perform work using knowledge and experience specific to the program. Exercise independent judgment in interpreting and applying rules and regulations. Independently advise staff, agencies, committees, local councils, State DOH, program participants and/or the public regarding program content, policies, procedures and activities; select/recommend alternative courses of action and either:

 (1) Project, monitor, maintain, initiate and/or approve expenditures on program budgets

**OR**

 (2) have extensive involvement with staff, committees, local councils, State DOH, program participants and/or the public, and/or agencies in carrying out program activities, and coordinate, schedule and monitor program activities to determine consistency with program deliverable goals.

**Typical Work**

* With the specialized program:
* Monitor budget status in line with program activities, plans or priorities; maintain program budgets and initiate corrective action; sign vouchers; receive, process and deposit funds; assist in the preparation of contracts and contract deliverables;
* Provide information and advice to staff, committees, local councils, State DOH, program participants and/or the public, and/or agencies regarding program content, policies and activities, recommend alternative courses of action; promote the program throughout the North Region with outside organizations or Regional EMS and TCC Offices;
* Attend meetings and/or conferences as program representative;
* Confer regularly with representatives of other regional organizations and agencies regarding the interpretation and implementation of program and institutional policies;
* Monitor program activities in relation to established program goals; within established program parameters, determine variance from program standards;
* Use word processing, graphics, statistical, spreadsheet and/or data base software;
* Perform complex scheduling including independently prioritizing needs of program clients;
* Direct the work of others, such as temporary office staff during absences of the NREMSTCC Executive Director;
* Perform various clerical duties;
* May make public presentations related to program specialty;
* Perform related duties as required.
* Must have reliable transportation in order to attend required meetings.

**Essential Elements:**

Excellent customer service and organizational skills, ability to multi-task, detailed oriented, and the ability to work with minimal supervision; quickly become acclimated with Washington State Dept. of Health, EMS and Trauma Systems guidelines and procedures, Public Health, EMS Agencies, Training and Local EMS and TC Councils; maintain confidentiality; adept at applying discretion and tact when handling difficult situations; use independent decision making when attempting to resolve unusual inquiries and/or administrative concerns when working with individuals and/or internal North Region issues while maintaining consistency with North Region objectives and policies; demonstrated knowledge of a variety of software programs and/or database software; experience working with diverse populations; excellent oral and written communication skills; ability to establish and maintain computerized tracking and reporting processes.

**Personal Services Contracted and Non‑Employees**

The following individuals are not subject to the provisions contained herein. NREMSTCC will provide written guidelines, as necessary, to establish the working parameters for each of the following positions.

A. Council officials elected by popular vote, and appointees.

B. Consultant or contract employees to perform specific projects (e.g. – Bookkeeper under Council Contract)

C. Legal counsel for NREMSTCC.

D. Volunteers.

**Employee Definitions**

**Immediate Family:** Includes the employee's parents, spouse, domestic partner, child (including step), parent, brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, or other relative who lives in the employee's home.

**Full-time Employee:**

An **“at will”** employee who is hired to work a predetermined schedule of at least forty (40) hours per week.

**Part-time Employee:**

An **“at will”** employee who is hired to work a predetermined schedule of more than twenty (20) hours, but less than forty (40) hours per week. Regular part-time employees may be eligible for full benefits at the sole discretion of the Executive Board.

**Temporary Employee:**

An **“at will”** employee who is hired with the expectation s/he will be employed for a defined period of time, either full- or part-time, without expectation of continued employment after that defined period of time has ended. Temporary employees may or may not be eligible for benefits.

**Non-exempt Employee:**

An **“at will”** employee who is subject to the overtime provisions of the Fair Labor Standard Act (FLSA). Such employees are eligible for overtime at the rate of one and one-half (1 1/2) times the regular rate of pay for all hours worked in excess of forty (40) hours in the work week.

**Exempt Employee:**

An **“at will”** employee who meets the criteria for exclusion from the Minimum Wage Act and FLSA (e.g., administrative professional). An exempt employee is not entitled to receive overtime compensation or compensatory time for hours worked over forty (40) hours per week.

**Compensation**

When you began work, you were given a job description and your rate of pay. That rate has been set by the NREMSTCC based on comparable positions of similar size organizations. However, since each of the eight Regional EMS and TCC in Washington State has its own autonomy, your position may not be an exact match with other positions in the system with a similar job title.

Increases in your salary may occur as a result of additional duties and/or cost-of-living allowances (COLA) based on the calculations for State employees, and upon recommendation and approval of the North Region EMS and TCC Council Chair.

Salaries of NREMSTCC employees are reviewed annually by the Executive Board. Pay increases are contingent on satisfactory performance.

When an employee receives a rate change in his/her wages or salary, that change will be effective at the beginning of the pay period following the authorized wage and salary change.

 1. **Pay Periods and Payday:**

Paydays occur on the 10th of the current month for the prior month end pay period and 25th of the current month for the 1st through 15th pay period of the current month. On these days, you will receive an amount equal to the division of your monthly amount, or based on actual hours worked (for hourly employees). Each work week shall begin at 12:01 a.m. Sunday morning and end at 12:00 p.m. midnight, Saturday night.

 2. **Payroll Deductions:**

Deductions required by law and any other deductions you authorize will be deducted from your paycheck.

3. **Overtime:**

 Work in excess of forty hours in any one work week entitles an employee to overtime compensation which is paid at one and one-half times the employee's straight time hourly rate. Employees shall receive monetary payment for overtime worked. Compensatory time is not allowed. Working overtime hours must be approved in advance by the Executive Director. (See Appendix 1)

**General Policies and Procedures**

**Affirmative Action and Equal Employment Opportunity**

NREMSTCC is an equal employment opportunity employer. NREMSTCC believes every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the NREMSTCC policy to promote genuine equal education, employment attitudes and opportunities for all applicants for employment, as well as for its employed staff, and to administer hiring and placement, conditions and privileges of employment, compensation, benefits, training, promotions, transfers, demotions, layoffs, and recall from layoffs without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation including gender identity, status as a disabled or combat-era veteran, or political opinion or affiliation.

All job announcements and contracts will include NREMSTCC's EEO Statement.

**Discrimination and Sexual Harassment**

All Council administrators, employees, Board and Committee members are expected to work actively to maintain a workplace that is free from unlawful discrimination and harassment based on sex, race or ethnicity, creed, color, national origin, age, marital status, religious preference, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation including gender identity, status as a disabled or Vietnam-era veteran, or political opinion or affiliation, and to conduct themselves in such a way so as to ensure that no discrimination or harassment occurs.

Sexual harassment is a form of unlawful discriminatory behavior. Sexual harassment includes any unwelcome sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature by administrators or supervisors, co-workers, or third parties. Such conduct may interfere with an individual's work performance or create a hostile or intimidating work environment.

NREMSTCC employees, if they feel that they have been a victim of any such discrimination, should notify, in writing, their complaint to NREMSTCC Executive Director. If the NREMSTCC Executive Director is the cause of the discrimination complaint, then the employee should contact directly the NREMSTCC Council Chair, who will then assign three members of the Executive Board to investigate the allegations of harassment or discrimination.

**Chemical Hazard Communication Program**

In accordance with WAC 296-62-054, North Region EMS and Trauma Care Council has established a Chemical Hazard Communication Program. Procedures and guidelines relating to purchasing and receiving, custodial/maintenance, instructional programs, and printing have been established in addition to the following general procedures which are applicable to all Council work areas. (See Appendix 5, Chemical Hazard Communication Program)

**Life Threatening and Communicable Disease**

NREMSTCC recognizes its responsibility to protect the health of employees from the risks posed by infectious diseases. NREMSTCC also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue their employment, and to be treated in a nondiscriminatory manner.

NREMSTCC treats AIDS, HIV, and other specific infections as disabilities in accordance with our policy on Equal Employment Opportunity (EEO), the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, and RCW 49.60.172 and 49.60.180.

**Drug Free Workplace**

**Background**

NREMSTCC is a recipient of federal grants and contracts. The Federal Drug Free Workplace Act of 1988 requires that the recipient of a grant or major contract from a federal agency certify that the grantee will provide a drug free workplace. NREMSTCC must also publish a policy statement notifying employees of the provisions. The grantee is also required to establish a drug awareness program. Failure to comply with the provisions of the Act may result in the suspension, termination, or debarment from the award of any federal contract.

**Policy Statement**

NREMSTCC intend to promote a drug free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any controlled substance is prohibited in or on property owned or controlled by NREMSTCC. The use of alcohol or any unlawful controlled substance while in or on property owned or controlled by NREMSTCC is prohibited. Prescription drug usage must be accomplished in a lawful and safe manner pursuant to a valid medical prescription. No employee will report to work while under the influence of alcohol or any unlawful controlled substance. A controlled substance is defined by RCW 69.50.201 through RCW 69.50.214 or pursuant to Title 21 USC Section 821 (Schedules I-IV), as now enacted or subsequently amended. Violation of this policy by any employee may result in a referral for mandatory evaluation or treatment for a substance abuse disorder. Disciplinary action up to and including dismissal from employment may be imposed.

NREMSTCC recognizes alcohol and drug dependency to be an illness and major health problem. The institution also classifies drug usage and abuse as a potential safety and security problem. Upon hire, each employee is required to read and sign the Drug-Free Workplace Policy that will be held in your personnel file. (See Appendix 2)

**Anti-Harassment and Bullying Policy**

It is NREMSTCC's policy to foster and maintain a work environment free from discrimination and intimidation. Toward this end, NREMSTCC will not tolerate harassment or bullying of any kind that is made by employees toward co‑workers, vendors or members of the general public. Employees are expected to show respect for others at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability.

Workplace Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators and it will not be tolerated. Workplace Bullying that takes one or more of the following forms:

* Verbal abuse.
* Offensive conduct/behaviors (including nonverbal) which are threatening, humiliating or intimidating
* Work interference – sabotage – which prevents work from getting done.

**Employee Personnel Records**

A personnel file for each employee is kept in a secured file. An employee's personnel file contains the employee's name, employment application form, emergency contact, title and/or position held, job description, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file, as well as the 1‑9 form. Beyond the employee, access is limited to the NREMSTCC Executive Director and the elected officers of NREMSTCC.

Employees have the right to review their files. Employees also have a right to receive a copy of their personnel file. To receive a copy of your personnel file, a formal written request must be submitted to NREMSTCC. A copy of the personnel file will then be given to the employee, but the employee is not allowed to take their original personnel file and make copies. Copies of personnel files may only be made by a person designed by NREMSTCC.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specificinformation and a signed waiver and release from the employee.

**Employment References**

Only the NREMSTCC Executive Director or NREMSTCC Chair will provide employment references on current or former Council employees. References will be limited to verification of employment position, dates of employment and salary unless the employee has completed a written waiver and release agreement acceptable to NREMSTCC.

**Public Records Retention**

NREMSTCC is subject to the Public Records Act and is required to maintain Washington State public records retention programs as required by the State Auditor’s Office and the Washington State Archives.

Each employee understands there may be considerable penalties for public record destruction. Therefore, each employee will refrain from these practices until the annual file review period. During this 30 day annual file review period, each employee will sign a written statement that they have reviewed the most current public records retention schedule, have retained all public records consistent with this schedule, and have deleted or destroyed appropriate public records that are no longer required to be maintained by the public records retention schedule. No public records shall be deleted or destroyed outside of this 30 day annual file review.

**Open Public Meetings Act**

NREMSTCC is subject to RCW 42.30 Open Public Meetings Act. The Open Public Meetings Act provides that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly. All Council employees are expected to become familiar with the requirements of this act. All Council employees are responsible to ensure that any and all meetings with the Regional Council and Executive Board comply with the provisions of this act.

**Lines of Authority**

Under the direction of the Executive Board, and specifically NREMSTCC Chair, the NREMSTCC Executive Director manages the North Region office, the daily activities of the employees, and ensures all required deadlines affecting the NREMSTCC are completed in a timely manner. This includes, but not limited to: attending meetings, completion of State required deliverable data, proper and timely invoicing for payment, payment and documentation of all NREMSTCC monies paid to employees, business contracts and general expenses, approved purchases, development of an annual budget for Board approval, monthly reconciliation of financial data, etc.

As Regional Council oversight, NREMSTCC Chair shall receive regular and accurate status reports from the NREMSTCC Executive Director. In those cases when NREMSTCC Chair is unavailable to perform his/her duties, the acting Council Chair shall follow the chain of command, per NREMSTCC By-Laws, unless express and temporary authority is given to the NREMSTCC Executive Director by NREMSTCC Chair.

**Financial Accounting and Internal Controls**

All North Region EMS and Trauma Care Council funds are to be monitored closely. Regional Councils are funded by State and Federal funds and are therefore subject to audit for accuracy and proper cash handling rules.

The North Region EMS and Trauma Care Council contracted Certified Public Accountants to develop and suggest appropriate procedures and guidelines for accounting practices for the North Region. In October 2010, the North Region EMS and Trauma Care Council Executive Board voted unanimously to adopt these guidelines. This report was combined into a separate policy manual attached as Appendix 7. All North Region EMS and TCC employees as well as Regional Council Members and Executive Board shall be held to these guidelines when conducting Council business.

The Independent Accountant’s Report on Applying Agreed upon Procedures specifically recommended the following in addition to the report attached at the end of the policies and procedures:

1. NREMSTCC is to maintain account statements and copies of reconciliation reports of those accounts to the accounting system for each period. Reconciliation reports are to be performed by bookkeeping and forwarded to management for review at the close of each month. Management is to document the review by initialing and signing the document.
2. NREMSTCC is to maintain signed copies of contracts for each obligation NREMSTCC undertakes. This documentation is to be maintained in a practicable manner to allow NREMSTCC to ensure all amounts under each contract have been collected. Actual deposits are to be reconciled with deposit amounts after the end of each contract period.
3. NREMSTCC is to establish a policy to document approved pay rates for all employees.
4. NREMSTCC is to establish a policy regarding reimbursement of expenses paid by employees, or on behalf of an employee, which should state what will suffice as adequate documentation to receive reimbursement. It should also state that no amounts will be reimbursed without adequate documentation and approval by an appropriate individual.

**Standards of Conduct and Discipline**

Council employees are considered professional in every respect. There are certain kinds of actions that cannot be permitted to occur because of their unfair impact on the business of NREMSTCC. Such offenses will ordinarily result in discharge on the first occurrence. Behaviors or actions that could be construed as such offenses are:

* Failure or refusal to carry out job assignments and legitimate management requests;
* Unauthorized release of NREMSTCC information;
* Verbal and/or physical abuse (to include threats of physical harm) while on NREMSTCC premises;
* Falsification of any work, personnel, or other NREMSTCC records;
* Removal of NREMSTCC property without permission;
* Unauthorized taking of NREMSTCC funds or property or unauthorized charges against a NREMSTCC account;
* Dishonesty;
* Discrimination against or harassment of co-workers;
* Possession, consumption, or being under the influence of alcohol or illegally possessing, consuming or being under the influence of a controlled substance at work;
* Deliberate damage to NREMSTCC property;
* Fighting or threatening to fight with another employee;
* Serious misconduct of any kind, which may include committing a misdemeanor on NREMSTCC premises.

These examples are not all-inclusive. Other behaviors may also lead to discharge on the first occurrence.

There are other actions that should not occur, but normally it is either the repeated occurrence of the action or the commission of more than one offense that results in termination. For such actions, an employee may receive some lesser discipline prior to discharge. Some examples of such offenses are:

* Inefficient performance of an assigned duty or responsibility;
* Substandard performance of an assigned duty or responsibility;
* Absenteeism or tardiness in reporting to work or returning from rest or meal periods;
* Failure to report an absence in accordance with the absenteeism policy;
* Failure to comply with safety or security rules and procedures;
* Carelessness or negligence in the performance of an assigned duty or in the care and use of NREMSTCC property;
* Sleeping on the job;
* Violation of NREMSTCC policy.

Once again, these examples are not all-inclusive; other behavior may also be grounds for discipline or discharge.

NREMSTCC is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly "menial" duties outside your regular assignments. It is no reflection on your worth to NREMSTCC but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, NREMSTCC also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

**Outside Employment, Ethics and Conflict of Interest**

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in NREMSTCC's opinion, with the best interests of NREMSTCC or interfere with the employee's ability to perform his/her assigned Council job. Examples include, but are not limited to, outside employment which:

1. prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee’s job;

2. is conducted during the employee’s normally scheduled work hours;

3. utilizes Council telephones, computers, supplies, or any other resources, facilities or equipment;

4. is employment with a firm which has contracts with or does business with the Council; or

5. may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee who chooses to have an additional job, contractual commitment or self­-employment, may do so only after obtaining prior approval from his/her immediate supervisor NREMSTCC Executive Director or Council Chair.

**Political Activities**

Council employees may participate in political or partisan activities of their choosing provided that Council resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Council time. Employees may not allow others to use Council facilities or funds for political activities.

Any Council employee who meets with or may be observed by the public or otherwise represents NREMSTCC to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Council property or Council time, for a contribution for a partisan political cause.

Employees will not wear NREMSTCC logo clothing during any political activities. Except as noted in this policy, Council employees are otherwise free to fully exercise their constitutional First Amendment rights.

**No Smoking Policy**

NREMSTCC provides its employees with a smoking free workplace for the protection of its employees, their families, and our citizens. Smoking shall be prohibited when employees are performing their usual and customary duties. Applicants will receive this information as part of the conditional offer of employment.

**Substance Abuse**

The employer has an obligation to its employees, customers and the general public to reasonably ensure safety in the workplace. Consequently, the following are strictly prohibited and will result in immediate disciplinary action, up to and including termination:

* Reporting to work under the influence of intoxicating liquor or illegal drugs;
* The use, possession, manufacture, purchase or transfer by an employee on employer premises or property and during work time, of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, public, or other employees;
* The sale of such item as listed above.

The employer trains supervisors to identify and detect behaviors that suggest substance abuse. Upon reasonable suspicion, the supervisor may require an employee to be tested for substance abuse when it appears that the employee’s work performance or on-the-job behavior is being affected in any way by drugs or alcohol, or when, in the employer’s judgment, an employee may have contributed to an accident involving bodily injury or damage to property. Costs associated with testing required by the employer will be paid for by the employer.

The employer reserves the right to inspect and/or search all employer property, as well as any employee’s personal property on employer premises, for intoxicating liquor, controlled or illegal substances, or any other substances which impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation may result in disciplinary action up to and including termination.

**Reasonable Suspicion**

Specific observations concerning such circumstances as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior or speech of the employee, or being involved in an accident on employer premises or business which results in physical injury or property damage.

**Recruitment and Selection**

**Recruiting**

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, physical handicap, disability or age.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, NREMSTCC's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired.

**Hiring Authority**

The Executive Board is vested with the hiring authority. Hiring authority may be delegated to an appropriate ad‑hoc selection committee. The selection committee will review applications, interview candidates, and make recommendation to a quorum of the Executive Board for final selection. Final offer of a position may be made only by NREMSTCC Chair or his/her designee. The NREMSTCC Executive Director will participate and coordinate the hiring process as appropriate, and may be part of the hiring committee, if invited by NREMSTCC Chair. (See Appendix 3 for Exempt/Administrative Hiring Process)

All pertinent selection materials will be secured in an appropriate personnel file for privacy and security purposes at the time of hire.

The selection committee may establish specific guidelines for recruiting applicants for available positions. This may be delegated to the NREMSTCC Executive Director for the recruitment of the Administrative Assistant, Secretary and other office support or ancillary positions.

**Job Announcements**

Job announcements for vacancies should specify the title and salary range; the essential functions of the position; minimum qualifications; application process; the necessary special qualifications established for consideration; the closing date; EEO statement and other pertinent information of interest to applicants applying for a position.

Job announcements will normally be posted a minimum of 5 working days. The minimum recruiting sources are the Washington Employment Security Department, local newspapers, and email through appropriate electronic lists, and the NREMSTCC website (<http://www.northregionems.com>).

 **Eligibility lists:**

An eligibility list may be established and maintained for a period of up to 12 months from those submitting applications for a specific position. In the event the applicant selected declines the position, resigns, or is terminated within 12 months, NREMSTCC may elect to fill the position from the eligibility list without reopening the position.

**Selection Process**

The purpose of a selection process is to assure employment strategies are established and are applied equally to all applications/applicants. Selection procedures will be adequately documented to show the specific procedures used to determine how and why a selection was made. The selection committee may conduct the interview or delegate this responsibility to an ad‑hoc interview committee, who in turn will present the final candidate to a quorum of the Executive Board for approval.

**Verification of Application**

The NREMSTCC Executive Director or NREMSTCC Chair will be responsible for verifying the applicant’s employment history and references. When a preliminary decision is made to select a candidate any time during the selection process or upon an offer or employment, employment and personal references should be verified. Candidates who are not selected for interview will be promptly notified.

**Interview Process**

Applicants who meet the minimum qualifications for a position vacancy may be invited to an interview conducted by the selection committee or its designee.

A uniform list of questions may be developed to be asked of each candidate. None of the questions asked shall be contrary to state and federal laws and regulations.

 **Candidate Selection**

A quorum of the Executive Board will direct NREMSTCC Chair to provide a formal, written offer of employment to a selected candidate. This offer shall include the time and manner by which the offer is to be accepted, rate of compensation and benefits, and any other terms of employment.

Candidates who are not selected must be promptly notified. Should a selection not be made, the position may be re‑opened for recruitment once again according to the recruitment process described.

**Employee Dress Code**

NREMSTCC employees are to dress in a professional manner, reflective of the business environment of NREMSTCC office.

Business casual dress or better is the standard dress code for NREMSTCC. Accordingly, clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is unacceptable. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Sports team, university, and fashion brand names on clothing are generally acceptable.

Certain days can be declared dress down days at the direction of the Chairperson of the Executive Board or the Executive Director. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed. Employees who violate the dress code will be sent home to change their clothes. Continued violation of the dress code could result in further disciplinary action.

**Personal Property at Work**

The NREMSTCC recognizes that employees may want to bring personal property to work, such as audio players (radios, iPods), photographs, mementos, posters, or other decorations and may make you feel more attached to or comfortable in your workplace.

However, personal items can also create a cluttered, unprofessional appearance, distract others from work, or lead to inappropriate horseplay. In addition, items of a political, religious, or sexually suggestive nature may be provocative, demeaning, or offensive to fellow employees or customers.

The NREMSTCC asks that you keep personal items to a minimum, and appropriate in nature to a professional office environment. NREMSTCC reserves the right to prohibit certain personal items in the workplace.

The NREMSTCC claims no liability for any lost, stolen, or damaged personal property. Employees bring their personal property at their own risk and NREMSTCC encourages all employees to take appropriate steps to safeguard their items.

**Weapons**

NREMSTCC prohibits, forbids, and does not tolerate any Council employee to possess any weapons on Council property, or during any Council-related activity. No person, no matter his or her title or position, has the authority, expressed, actual, apparent, or implied, to possess unauthorized or dangerous materials, including but not limited to explosives and firearms.

“Weapons” include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials or any other objects than could be used to harass, intimidate, or injure another individual, member, volunteer, Council staff, Council member, or Executive Board.

**Employment of Relatives (nepotism)**

The Executive Board believes it is in the best interest of NREMSTCC and the employees to keep business and professional relationships separate from personal and family relationships.

Accordingly, NREMSTCC will not employ close relatives, spouses, or two individuals living together in a relationship that is essentially equivalent to marriage, except under circumstances where:

1. Neither employee will supervise, appoint, remove, or discipline the other;

2. Neither party will evaluate the work of the other; and

3. The administration determines that the working relationship will not create a conflict of interest or the appearance of favoritism.

For purposes of this policy, “relatives” include: spouses, siblings, parents, children, grandparents, grandchildren, nieces, nephews, and people living in the same household.

**Rehire Policy**

NREMSTCC ***may*** consider former employees for re-employment. As with all applicants for employment, former employees are subject to the NREMSTCC’s hiring and selection policies. Additionally, all such individuals must have terminated the NREMSTCC in good standing.

Employees terminated for serious rule violations (e.g. theft, assault, dishonesty, fighting, intentional falsification of official records, possession or using prohibited narcotics or consumption of alcohol during duty hours, gross negligence or gross insubordination -- -this is not an all-inclusive list) shall be marked as not eligible for rehire to any type of NREMSTCC employment.

**Performance Evaluation**

Performance evaluations provide you and your supervisor with the opportunity to discuss how well you are meeting our expectations, to clarify your job responsibilities, establish potential development opportunities, and to explore possibilities for your advancement within NREMSTCC. Your performance evaluation is part of your personnel records. You are asked to sign your performance evaluation to indicate it was reviewed with you; your signature does not necessarily imply agreement with the evaluation.

NREMSTCC attempts to conduct performance evaluations near the anniversary date of employment, and each anniversary date thereafter. Temporary employees do not receive formal performance evaluations, although their performance may be monitored and discussed. Performance evaluations may also be conducted at other times for specific reasons.

All employees are to receive a copy of their performance evaluation, signed by their supervisor.

The Executive Director is expected to begin this process within 30 days of Executive Board approval of these policies and procedures.

**Exit Interview**

NREMSTCC reserves the right to conduct an interview with exiting employees. The purposes of this interview may include, but are not limited to: ensuring the return of all NREMSTCC property and keys; reviewing financial arrangements, including the amount of the final paycheck, any accrued vacation and the like; reviewing the reasons for the termination, or resignation; informing the employee of rights to continued health care benefits; and obtaining the employee's input and suggestions for NREMSTCC improvement. The final paycheck for exiting employees will be available on the regularly scheduled payday of the pay period during which your employment terminated.

**Use of NREMSTCC Facilities**

1. **Use of Telephones/E-mail/Equipment:** Employees should limit personal telephone calls and e-mail from their workstations. Personal calls should be made from your personal cellular telephones and they are to be used during non-work time. Employees are prohibited from placing personal long-distance calls on Council telephones, unless approved and an emergency situation.

Employees agree that company provided equipment (including copy machine and fax machine) is to be used primarily for official Council business, and that any personal use of the equipment will be incidental (de-minimus use) in nature. Employees agree to reimburse NREMSTCC for any personal use of this equipment that result in noticeable incremental cost to NREMSTCC and will exercise appropriate care and caution when using the equipment.

Employees further understand that they are responsible for safeguarding the equipment, including any data on the equipment, and controlling its use. If NREMSTCC determines there is no longer a business need to possess such equipment, the employee will return or purchase the equipment at NREMSTCC’s convenience. If the employee separates from employment, they will promptly return the equipment to NREMSTCC.

2. **Personal Mail and Copying:** NREMSTCC name, address, or stationery may not be used for personal use. Minimal use of NREMSTCC photocopy machine is accepted, and limited to three page documents.

3. **Office Keys:** Personal keys to the buildings and offices can be obtained through your supervisor. The keys must be returned when leaving employment with NREMSTCC. The opportunity to return these items is usually during the exit interview, or last day of employment, whichever comes first.

**Contact with News Media**

The NREMSTCC Executive Director or Council Chair shall be responsible for all official contacts with the news media, and any media inquiries shall be directed to one of these individuals.

**Educational Support**

The NREMSTCC recognizes that their employees may need job skills upgrades from time to time. In the interest in maintaining job knowledge and skills, the NREMSTCC may assist in “job-related” educational support, such as workshops, seminars and conferences. These must be requested in writing and must first be approved by the NREMSTCC Executive Director, with final approval from NREMSTCC Chair or Treasurer. If the NREMSTCC Executive Director is requesting to attend an educational opportunity, then the approval will be given from NREMSTCC Chair, Treasurer, or Executive Board designee. All requests should explain how the training will improve the employee’s performance.

**Employee Expense Reimbursement**

Employees shall be reimbursed for actual and reasonably necessary expenses resulting from their attendance at conferences, seminars or other activities on behalf of NREMSTCC. However, NREMSTCC will not provide reimbursement for expenses that have been or will be paid by another program or organization, or provided as part of the approved activity or function. All reimbursements shall be submitted in accordance with the NREMSTCC’s Travel Reimbursement Policy.

**BENEFITS**

**Employee Benefits Summary**

NREMSTCC annually reviews the benefits package they provide to NREMSTCC employees, which makes the benefits package subject to change at the end of each fiscal year July 1 through June 30. NREMSTCC currently provides the following benefits in addition to salary:

**Automatic Paycheck Deposit:**

All employees may have their payroll checks deposited automatically into a checking or savings account at their bank or credit union. Please contact the NREMSTCC Executive Director for details about direct deposit, for the necessary forms and/or other pertinent information.

**Personal Medical, Dental and Retirement:**

Employees are responsible for selecting a plan that best fits their needs. Eligible employees are responsible for securing their own benefits which may consists of medical, dental and retirement plan options. Your insurance premiums can be deducted from your paycheck. NREMSTCC contributes $500.00 per employee. An employee must work a minimum of 20 hours per week to be eligible for this benefit options.

**Other Information**

**Workers Compensation**

If an accident should occur, please notify the NREMSTCC Executive Director or Council Chair immediately. They will get the required forms or the medical attention needed to help you.

**Consolidated Omnibus Budget Reconciliation Act (COBRA)**

NREMSTCC **does not qualify** under the Consolidated Omnibus Budget Reconciliation Act rules. Group health plans will not continue beyond voluntary or involuntary job loss, reduction in the hours worked if the number of hours worked falls below the minimum to qualify for benefits coverage, transition between jobs, death, divorce, or other life events.

**Paid Time Off**

Paid Time Off (“PTO”) is an employee benefit which combines traditional vacation, holiday and sick leave programs into one leave bank, to provide both employees and NREMSTCC a flexible method of scheduling time off with pay. Any leave which is taken in violation of this policy shall be deemed unpaid leave.

1. Eligibility. All employees are eligible to earn PTO immediately upon hire.

2. Procedure for Use of PTO.

2.1 Scheduled PTO. PTO must be taken at the convenience of NREMSTCC and shall be approved in advance by the Executive Director or Chairperson of the Executive Board. Due to the demands of a small office, scheduled PTO in excess of 10 consecutive work days will ordinarily not be allowed. Employees should submit a request to take scheduled leave at least two weeks prior to the date of the requested leave. NREMSTCC appreciates as much notice as possible when an employee expects to miss work for a scheduled absence. Employees may use time from their PTO bank in hourly increments.

2.2 Unscheduled PTO Due to Illness. An employee using unscheduled PTO for illness shall personally contact his/her supervisor in the morning. An employee may use no more than 96 hours of unscheduled PTO during any twelve consecutive month period. Unscheduled PTO may be taken for any of the following situations:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
3. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
4. Use of a prescription drug which impairs job performance or safety;

A doctor's certificate may be required when an employee uses unscheduled PTO for a period in excess of three (3) consecutive days or more than 5 days in any 30 day period. NREMSTCC may also request the opinion of a second doctor at NREMSTCC's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of Council services.

3. Accruals. Full time employees accrue PTO as listed in Appendix 6:

Part time employees accrue PTO on a pro rata basis. An employee may accrue a maximum of \_\_\_ hours of PTO (the “PTO Threshold”). An employee ceases to accrue PTO when the employee reaches the PTO Threshold; accruals will resume once the employee’s accrual falls below the PTO Threshold.

4. Cash Out. A current employee is not entitled to any cash out of accrued PTO. Upon separation from employment for any reason other than “for cause”, the employee will be cashed out at 50% of the value of accrued PTO. Employees who are terminated for cause shall not be entitled to have any portion of their PTO cashed out.

5. Use of PTO to “Top Up” Time Loss Compensation. In the event of an accident that qualifies employee for Time Loss Compensation (TLC) under the Industrial Insurance Act, PTO may be used to pay the difference between the TLC payment and the employee's regular salary.

Employees are encouraged to make choices that improve their overall health and well-being that also reduce illness, health care costs, and lost productivity in the workplace. Employees are also encouraged to participate in Community Outreach and Public Awareness opportunities. To support these policies, NREMSTCC will permit up to three (3) hours of the forty (40) hours of compensated work time per work week to be spent in an approved health care or physical fitness facility, Community Outreach, or Public Awareness opportunity as approved by the NREMSTCC Executive Director, provided such flexible time does not compromise the efficient daily operations of NREMSTCC or result in overtime. This option will not be available for employees scheduled to work less than a forty (40) hour workweek.

**Leave Without Pay**

Leave without pay is a temporary unpaid status. Granting of leave without pay is at the sole discretion of NREMSTCC.

Requests for leave without pay must be submitted in writing to the Council Chair. Eligibility is contingent upon ninety (90) days of continuous employment and must be pre‑approved by the Council Chair.

**Jury and Witness Leave**

**Jury Duty:** Regular full‑time and part‑time employees receive paid jury duty leave of up to two weeks each time they are called for jury service. In general, if jury duty extends beyond two weeks in any one instance the additional leave will be unpaid. Exempt salaried employees who are asked to serve longer than two weeks should contact NREMSTCC Chair to discuss whether further paid leave will be provided. Payment provided by the courts during periods of paid jury duty leave must be turned over to NREMSTCC, excluding expense reimbursements, such as mileage. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service. If the employee is dismissed during scheduled working hours, he/she is expected to report for work.

**Witness Duty:**  All employees subpoenaed to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless you are a witness in a case involving NREMSTCC. For exempt employees, however, salary payment will continue except for full‑day absences caused because the employee is a party in a lawsuit.

**Administrative Leave**

On a case‑by‑case basis, NREMSTCC may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of NREMSTCC (as determined by NREMSTCC Chair) during the course of an investigation or other administrative proceeding.

**Bereavement Leave**

In the event of a death in an employee's immediate family, the employee shall be eligible for up to three (3) working days bereavement leave with pay to assist with funeral arrangements and services when the funeral occurs within the State of Washington. An employee shall be granted up to five (5) days with pay to assist with funeral arrangements and services when a death occurs outside the State of Washington. Bereavement Leave will be in addition to paid time off.

The employee's immediate family for purposes of bereavement leave is defined as the employee's spouse, domestic partner, child, step-children, grandchild, parent or step‑parent, brother, sister, mother‑in‑law, father‑in‑law, sister‑in‑law, brother‑in‑law, grandparent, or guardian of the employee.

**Other Leave Conditions**

**Community Outreach and Public Awareness**

Employees may participate in community outreach programs that support the regional public information plan (PIP) to educate the public about the EMS and Trauma Care System. Employees are encouraged, but not required to participate in up to two (2) paid community outreach days per calendar year that supports other charitable and/or non-profit programs within the five counties NREMSTCC represents. Employees will wear Council branded clothing during these community service or public awareness events.

**Office Emergency Closure**

In the event of a power outage, inclement weather, or other emergency incident, conditions may exist that will require the cancellation of meetings, or closure of the NREMSTCC office.

A forecast of snow, freezing rain, or other conditions **does not**, however, dictate the closure or cancellation of NREMSTCC operations.

The determination of closing the NREMSTCC office will be made by mutual agreement of the NREMSTCC Executive Director and NREMSTCC Chair or designee. Notification of this closure shall be made via voice message on the NREMSTCC office phone and on NREMSTCC website, if the phone and website can be changed remotely.

Hourly employees shall not be paid when the office is closed for the entire day. Employees are allowed to use annual leave or sick leave in lieu of losing wages. At times when the office may close early due to weather, utility failure, or other such emergency conditions, employees who reported to work shall be paid for the full work day. Exempt employees shall be paid, but are expected to make up any missed work.

Allowing an hourly employee to work from home during an office emergency closure can be approved by the NREMSTCC Executive Director on a case by case basis.

**Appendices**

**Appendix 1 Overtime Compensation**

**Appendix 2 Drug Free Workplace**

**Appendix 3 Hiring Process**

**Appendix 4 Travel Policy**

**Appendix 5 Chemical Hazard Policy**

**Appendix 6 Salary and Benefits Summary**

**Appendix 7 Internal Controls Policy Manual**

**The North Region EMS & TCC Executive Board approves this document:**

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Education Chair Date