




Employment Policy

CHAPTER:	1000	Number:	1050	APPROVED:	1.1.2019
REPLACES:	12.8.2010				
Last Revised:	12.6.2018	REVIEW:			
APPROVED:			John Oliver, Chair		

I. Purpose:

These policy guide hiring, compensation, working conditions, discipline another human resource matter affecting employees of the Kitsap County emergency medical services and trauma care council (KCEMS & TCC) the policy should be administered with dignity, respect, courtesy, fairness and sensitivity for all involved.

The human resources (HR) committee reviews these policies at least every two years. However, amendments may be made at any time, with or without notice. KCEMS&TCC reserves the right to deviate from these policies in individual situations to avoid disruptions in the employer function, to achieve its primary mission and or to benefit the employee.

II. Policy:

The Kitsap County EMS & TCC shall adhere to the following procedure in regards to all employees.

III. Procedure:

1. PRACTICES:

A. **At will employment:** Employment with Kitsap County emergency medical services and trauma care council is at will employment. Employees serve at the pleasure of the council. Employment may be terminated in one of two ways: for cause as outlined in the employee's individual job description and or the Kitsap County emergency medical services and trauma care council -employment policies; Or without cause upon the Council first supplying to the employee at least 30 days in advance written notice of its intent to terminate employment, which notice contains the final date unemployment.

B. **Evaluation Period:** The first six months of employment is considered the evaluation period. Regular performance feedback is provided at least monthly with a formal



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evaluation at the end of the first six months. Leave may not be taken but is accrued during the evaluation or a regular employee. An employee may be discharged at any time during this period, without having to show cause, after the supervisor consults with the chair and the human resources committee. There is no appeal process in this event. Prior to the end of the evaluation. KCEMS & TCC or the employee can terminate the employment relationship without advance notice. Satisfactory completion of the evaluation period does not negate the at-will nature of the continuing employment relationship.

- C. **Equal Opportunity:** The KCEMS & TCC employees, evaluates, compensates, promotes, and retains individuals on the basis of their qualifications, abilities and performance regardless of their race, creed, color, national origin, gender, sexual orientation, marital status, age, veteran status, or the presence of any sensory, mental or physical disability, consistent with state and federal laws.
- D. **Position Description:** the KCEMS & TCC provides a current position description to each employee. The position descriptions are reviewed and updated every two years as needed.
- E. **Performance Evaluations:** The KCEMS & TCC maintains a performance evaluation program that evaluates employee performance to job standards. The goal of the program is to ensure quality employees on staff. Each staff member has his or her first evaluation after completion of the probationary period of six months, and annually thereafter. The chair, on behalf of the board of directors, conducts an annual written performance review of the EMS program manager and the medical program director. The EMS program manager conducts the EMS staff evaluations. Performance evaluations include review input from peers and appropriate stakeholders EG board members, faculty, and community agencies.
- F. **The KCEMS & TCC is a drug, smoking and alcohol-free workplace:** employees are expected to report to work free from drug and or alcohol impairment and to remain at work in a condition that enables them to perform their job duties in a safe, efficient, legal and professional manner. Smoking is prohibited in the workplace.
- G. **Resignation:** Regular employees are requested to submit a written notice 30 days prior to the planned resignation date. Failure to submit a written resignation may result in the loss of any accrued employment benefits period exceptions to this process are at the discretion of the council.
- H. **Disciplinary Process:** If an employee is not meeting performance expectations, the issue may be addressed with the employee through coaching, counseling, written warning, or written notice of disciplinary action up to and including discharge. If



suspension or discharge is anticipated the human resources committee will be consulted prior to the action.

- I. **Appeal Process:** if the employee desires to appeal a disciplinary action, they first address the concern with their manager. If this does not resolve the issue, the matter may be taken to the next level of authority or the human resources committee.

2. EMPLOYEE STATUS:

- A. **Regular Employee:** a regular employee receives benefits and may work either a full time or a regular scheduled part time work schedule.
- B. **Full-time Employee:** a full-time employee typically works a scheduled 40 hours per week and receives benefits.
- C. **Part-Time Employee:** a part time employee works a prescheduled work week of no less than 8 hours per week and less than 40 hours per week and does not receive benefits.
- D. **Casual Employees:** a casual employee has no more than 20 hours per month or guaranteed hours and is not benefited. This may be a temporary or long-term arrangement.

3. WORK SCHEDULE

- A. **Work Schedule:** the work schedules are determined by the EMS program manager to provide for the most efficient and effective operations. The work cycle is Sunday through Saturday, 8-hour day, 40-hour week. A workday includes a 30-minute unpaid lunch break if employee works more than five consecutive hours, and intermittent rest periods equivalent to 10 minutes for each four hours worked. Non-exempt employees can earn overtime after 40 hours worked in a work week.
- B. **Flextime:** flexible time may be scheduled based on needs of the organization or at employee request as long as the organization's needs are met, and prior approval is given by the program manager.

4. PAY POLICY

- A. **Compensation:** employee compensation is determined by the council as provided through individual employment contract.
- B. **Payroll:** payroll checks reflect the number of hours worked, rate of pay, current and year to date earnings period payroll checks are distributed monthly on the last day of the month.



5. TRAVEL AND BUSINESS REIMBURSEMENT

KC EMS &TCC reimburses employees for reasonable expenses incurred while conducting business or traveling for the benefit of the council. For reimbursement refer to the council's policy for guidance.

6. LEAVES

A. Vacations

1. **Accrual Rates:** vacation time is granted to benefited employees. The following rate of a curl chart is based on full-time status; It is prorated for part time status: 1 year= 64 hours, 2 years=96 hours, 5 years=144 hours, 10 years=193 hours.
2. Vacation hours are accrued per pay period. The accrued balance cannot exceed 1.5 years worth of an individual's accrual rate; Accrual stops once the cap is reached. Once a year, prior to the anniversary date, an employee may cash out accrued vacation time up to 80 hours but must leave a minimum vacation bank of 80 hours. Vacation may be used after the satisfactory the completion of the probationary period. Upon end of employment and successful completion of the probationary period, the vacation balance is paid out.
3. **Requesting Vacation Time:** prior to the date of the requested leave, the employee submits an employee leave request form to his or her supervisor for approval.

B. Sick Leave:

1. **Sick Leave Pay:** the employee receives sick pay for illness or illness of their child under 18 years old period irregular scheduled, full time employee occurs sick leave at the rate of eight hours for each calendar month worked. Part time employee hours are prorated based upon hours worked in the preceding month period an employee may accrue no more than 480 hours of sick leave. Unused sick leave is not paid upon end of employment.
2. **Sick Leave Notification:** employees notified the KCYMS&TCC office at least one hour prior to scheduled time off work if unable to report due to illness, or illness of their child under the age of 18. If the illness extends beyond three days, the process for medical leave begins.
3. **Sick Leave/Worker's Compensation:** if an employee is eligible to receive payment under the workers compensation act, he/she may request his/her accrued sick leave to equal the difference between the workers compensation



payment and his/her regular pay rate. This will not exceed the gross earnings he/she would have received during a normal work week.

4. **Washington State Family Leave Law:** leave is provided in compliance with various Washington state laws as required which include the following:
 - a. **Family Care Act (RCW 49.12.265; WAC 296-130):** employee may request to use accrued sick and or vacation leave to care for sick family members including spouse, child, parent, parent-in-law, an grandparent with a serious health condition.
 - b. **Leave for victims of domestic violence and their family member (RCW 49.76):** employee may request to use leave without pay or accrued vacation for legal and or law enforcement assistance; Or sick leave for medical treatment or counseling needed as a result of domestic violence to employee or family members including spouse, child, parent, parent in law, and grandparent, or person employee is dating; (this can be paid or unpaid an must be allowed for all employees without consideration as to the number of hours worked).
 - c. **Leave for Spouses of Military Personnel:** during a period of military conflict, an employee who is the spouse of a member of the armed forces, National Guard or reserves is entitled to up to 15 days of unpaid leave while his/ her spouse is on leave from deployment or before and up to employment; (**Note:** this can be paid or unpaid).

C. Holidays:

1. If an approved holiday falls on a Saturday, the employee will receive the previous Friday as the holiday, if an approved holiday falls on a Sunday, the employee will receive the following Monday as the holiday. The established Holidays are as follows:

New Year's Day
Martin Luther King Day
President's day
Memorial Day
July 4th
Labor Day
Veteran's day
Thanksgiving Day
Day after Thanksgiving
Christmas Day



2. If a regular employee works the holiday, he/she may request a day off with pay to be taken within the current pay period or applied the day to his or her annual leave. There is no premium pay for work Holidays. Holiday hours of pay are prorated for part time status.
- D. **Leave without Pay/leave of Absence:** an employee may request leave without pay after completing the probationary. Leave is requested in writing, stating the circumstances, hours and dates required, as far in advance as possible. The supervisor replies in writing. If leave is approved, it commences the first day the employee is absent from work.
 - E. **Maternity Leave:** after an employee has completed the orientation probationary period, he/she may request leave without pay not to exceed three months, prior to or after the birth of a baby. Vacation and sick leave accruals are used prior to leave without pay.
 - F. **Family Leave:** after an employee has completed the probationary period, he/she may request leave without paying not to exceed six months, to take care for his/her a biological, adoptive or stepparent; Wife slash husband; Biological, adoptive, step or grandchild; Grandparent; Brother, sister; Mother slash father-in-law. If possible, the employee gives at least 30 days written notice prior to requested leave.
 - G. **Bereavement Leave:** an employee may receive up to five days of bereavement pay by the employer, for death in the immediate family: biological, adoptive or stepparent; Wife husband; Biological, adoptive, step or grandchild; grandparents; Brother, sister, mother father-in-law. If additional time off is granted, bereavement leave may be charged to accrued sick or annual leave at the option of the employee.
 - H. **Civil Leave:** leave with pay is allowed to permit an employee to serve as a juror or as a subpoenaed witness on behalf of the KC EMS and TCC in any federal, state, or municipal. The employee notifies the immediate supervisor as soon as possible with the written legal notice.

When an employee receives any payment for serving as a draw or witness during regular scheduled working hours, such payment must be paid to the employer. Reimbursement to the employee for travel, lodging, food, or other actual expenses is not considered compensation. The employee notifies his/her supervisor of his or her availability for work during any period of release from civil duty or while waiting to be impaneled.



7. EMPLOYEE BENEFITS

- A. **Medical Benefits Program:** regular employees who work no less than 24 hours per week are covered under the medical benefits program. If eligible for medical coverage, the premium is paid by Casey EMS and TCC for employees who work 32 or more hours per week and is prorated for part time regular employees who worked 24 to 31 hours per week. Family members also may be covered under the employee’s medical plan with premiums paid by the employee.
- B. **Simple IRA:** subject to plan provisions, employees are eligible to participate in the simple IRA plan. See the specific plan description.

These policies are approved by KC EMS and TCC board of directors:

John Oliver, Chairperson

Date