

Eureka Volunteer Ambulance Service Employee Handbook



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Section 1: Introduction

1.1 Purpose of this Handbook

The purpose of this handbook is to familiarize you – the employee/volunteer – with the policies, rules and other key aspects of Eureka Volunteer Ambulance Service (EVAS). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees and volunteers.

1.2 Changes of Policy

Eureka Volunteer Ambulance Service Board of Directors reserve the right to change this handbook's content, at its sole discretion. The Handbook's provisions may not be altered by any other means, oral or written. You will receive notice of any changes made to the employee handbook, and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Director of Operations.

1.3 Application for Membership

- 1.3.1 All new members and employees must apply using Board-approved forms.
- 1.3.2 New members must complete Board-approved orientation processes prior to responding to ambulance calls.
- 1.3.3 After initial paperwork and orientation, the remaining new member requirements, including background checks, may be completed during the member's probationary period.
- 1.3.4 Except as provided by the Board, all members who will be providing licensed patient care must have a background check completed during their probationary period. The decision to check a member's background if that member will not be providing patient care is up to the discretion of the Board.

1.4 Employment Forms

All new employees are required to complete and submit the following forms. Starred (*) forms can be found at the end of this manual. All others have been or will be provided separately.

- 1.4.1 At-Will Employment Agreement and Acknowledgement of Receipt of Employment Handbook *
- 1.4.2 Employment Eligibility Form I-9
 - 1.4.2.1 On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility. The same applies to re-hired employees whose I-9's are over three years old or are otherwise invalid.
- 1.4.3 Forms establishing identity and eligibility
 - 1.4.3.1 Current Montana Drivers license
 - 1.4.3.2 Social Security Card
 - 1.4.3.3 Current EMS certificate of authorization from the State of Montana.
 - 1.4.3.4 Current Professional Rescuer CPR card.
 - 1.4.3.5 Current immunization records or proper declination forms signed by ECP.
 - 1.4.3.6 Non-Disclosure Agreement

Section 2: General Provisions

2.1 Definition of “Probationary” Status

Probationary status, as described in the Bylaws, means that a member is lacking criteria for full “good standing” status at their category of membership. The Board of Directors may terminate affiliation with members failing to meet the terms of their probation.

- 2.1.1 All New Members are considered probationary for a period of six months from the commencement of employment. After completion of the probationary period the membership has the power to vote a probationary member onto the Service as a full member with voting rights.
- 2.1.2 Any member can be put on probationary status by the Board of Directors for any reason, such as improvement in proficiency or disciplinary measures.

2.2 Types of Worker

- 2.2.1 This section distinguishes the different types of workers EVAS employs. Employee/volunteer status is established at the time of hire and may only be altered via written agreement between the member and the BOD.
- 2.2.2 Regular employees/volunteers work a regular schedule, either on a full-time or part-time basis.
- 2.2.3 A temporary employee/volunteer is a person EVAS hires for a short period (usually 3 months at a maximum) to assist in the summer months or remedy a staff shortage. A temporary employee is also employed on an “at-will” basis (defined above).

2.3 All Members

- 2.3.1 Shall provide medical care at the level to which they are licensed.
- 2.3.2 Shall not respond to calls after taking any substance that may impair his or her performance or judgment.
- 2.3.3 Shall maintain a good driving record and inform the Director of Operations of any serious driving infractions, such as DUI, reckless driving, etc. EVAS may check driving records periodically. Members who have a serious driving infraction will be reviewed by the Board of Directors for any necessary restrictions to EVAS driving privileges.
- 2.3.4 Volunteer staffing at community events is encouraged. Volunteer staffing may be used to evaluate service activity, nomination and sponsorship at training events, etc.
- 2.3.5 Shall, at a minimum, meet the membership requirements agreed upon with EVAS at the time of hire.
- 2.3.6 Duty Crew shifts are scheduled year-round on weekends and can be changed to accommodate local events. Shifts typically run from 1800 on Friday to 1800 on Saturday, and from 1800 on Saturday to 1800 on Sunday.
- 2.3.7 Each Full Member is expected to serve on at least one 24-hour duty crew shift per month from May through August. Associate Members are welcome to serve on Duty Crews, as well. Members may take both shifts on any given weekend. Members must sign up for a complete 24-hour block. In the event EVAS is short on active members to fulfill these expectations, duty crew shifts

can be offered to Temporary Members. Duty Crew will be compensated as stated in Attachment A.

- 2.3.8 If a member serves on a duty crew on one weekend, they must wait until Thursday at 1700 to sign up for a crew on the following weekend.
- 2.3.9 Once a member has signed up for a duty crew shift following these guidelines, there are limited scenarios in which they may be removed from the duty crew:
- 2.3.10 The resulting crew would likely not be able to competently manage the vast majority of calls for service, and another member wishes to sign up who would bring needed skills/experience to the crew.
- 2.3.11 All slots are full on the sign-up sheet, the crew is lacking a critical position, such as a Driver or an EMT with Medication and IV/IO Monitoring endorsements, and another member who can fill that position wishes to sign up.
- 2.3.12 On a call that requires a higher level of care than the Duty Crew can provide, one or more members may be directed to stand down by more qualified members who will replace those Duty Crew positions on a call-by-call basis only.
- 2.3.13 The ideal EVAS duty crew consists, at a minimum, of an EVAS-approved driver and an additional EVAS member with Medications, IV/IO Maintenance, IV/IO Initiation, and Advanced Airway Endorsements.
- 2.3.14 Individual exceptions for service requirements in certain instances if presented in writing to the Board; these exceptions shall be reviewed periodically.
- 2.3.15 Members who do not meet the minimum requirements for their level of membership, and members who exhibit insubordination or incompetency, may be placed on probationary status.
- 2.3.16 Members with probationary status can be let go from employment/volunteerism at any time.
- 2.3.17 For Full Members, the minimum requirement for participation on ambulance runs is two runs per month. With a goal of maintaining proficiency, said Full Members must also participate on six patient care runs in every period of three months.
- 2.3.18 A “patient care run” is defined as a documented response to a run on behalf of EVAS at which there was actually a patient and assessment/care was provided to that patient. The following are not considered to be patient care runs: standbys at special events or fires that have no patients; dead body transports; runs where the ambulance is stood down prior to arriving on scene; scenes found to have no patients needing evaluation or treatment.
- 2.3.19 The Board of Directors and/or the Training Officers will review participation of the aforementioned Members in the two weeks following the preceding quarter. Reviews will happen in these months: April, July, October, January.
- 2.3.20 If any of the aforementioned Members are found not to have completed their minimum participation and proficiency requirements, said Member(s) may be placed on a 3-month minimum probation.

- 2.3.21 If a member fails to meet the terms of this probation, the assumption will be that affiliation with EVAS is no longer a mutually beneficial arrangement. The most likely course of action will be removal from the EVAS roster. Factors such as historical participation, frequency and openness of communication with the Board, and other EMS involvement will be considered and documented in any decisions regarding the member's continued affiliation with EVAS.

2.4 Disciplinary Probationary Members

- 2.4.1 Any Member who violates the Bylaws, Operating Procedures, Protocols, or acts against the best interests of EVAS, may be placed on disciplinary probation. To continue affiliation with EVAS, the Member shall agree in writing to follow a course of corrective action set forth by the Board of Directors for a period of time also set by the Board of Directors.
- 2.4.2 The Board shall review probation status at the end of the probationary period. The Board reserves the right to set additional stipulations or extend the term of the probationary period if corrective action has not been demonstrated by the Member.
- 2.4.3 A determination of satisfactory performance will result in the individual's return to active membership status.
- 2.4.4 Unsatisfactory performance or violation of probation terms may result in removal from membership and association with EVAS.
- 2.4.5 Full Members placed on disciplinary probation forfeit voting rights for the period of probation.
- 2.4.6 Restrictions on individual participation on runs, as stipulated in the disciplinary contract, will be the sole responsibility of the member to follow and communicate to other members as necessary.

2.5 Suspended Members

- 2.5.1 Any member of the Board of Directors, and the Director of Operations, may suspend a member from active duty upon receipt of information that the member in question may jeopardize EVAS if he/she continues to respond to calls without intervention. The person making the decision to suspend a member must notify all others with suspension authority as soon as possible, and the Board of Directors must meet as soon as possible to review the situation and make a plan of action.
- 2.5.2 Suspended members are removed from active duty.
- 2.5.3 Suspended members forfeit voting rights for the period of suspension.
- 2.5.4 Any member placed on suspended status shall agree in writing to follow a corrective course of action set forth by the Board of Directors.
- 2.5.5 The Board shall review suspension status when documentation of the completion of corrective action has been completed.
- 2.5.6 A determination of satisfactory performance will result in the individual's upgrade to probationary membership status.

- 2.5.7 Unsatisfactory performance or violation of suspension terms shall result in immediate removal from membership and association with EVAS.
- 2.5.8 After a suspension of ninety days or greater, six probationary runs shall be mandatory for all returning members, regardless of time with the service.

2.6 Individuals Removed from Membership

- 2.6.1 Upon final decision for removal, shall return all property belonging to or paid for by EVAS, including: radios, chargers, and batteries; all issued uniforms such as jackets, hats, tee-shirts; and medical equipment or supplies. Personal property, purchased by the individual, that identifies EVAS, may be retained by the member but shall not be worn in public.
- 2.6.2 Shall not be eligible to re-apply for membership for a period of two years, effective from the date of removal.
- 2.6.3 If the individual wishes to maintain EMS certification, which may include training offered by EVAS, they must do so on their own initiative and make their own arrangements to attend required courses or training.

2.7 Grievance Process

- 2.7.1 Complaints shall be submitted in writing to a member of the Grievance Board. The Grievance Board member receiving the complaint will immediately notify the Director of Operations of the complaint.
- 2.7.2 The Director of Operations may attempt to resolve the complaint and, if unable to do so, present the complaint to the full Grievance Board. If the complaint is against The Director of Operations, the complaint shall go directly to the President. If the President is unable to resolve the complaint, the complaint shall be presented to the full Grievance Board.
- 2.7.3 If the Grievance Board is hearing or acting on a complaint by or against a member of the Grievance Board, the remaining members shall temporarily appoint surrogate members as needed.
- 2.7.4 Any problem brought before the full Grievance Board will be resolved in a timely manner.
- 2.7.5 All complaints brought to the Grievance Board will be handled with confidentiality in so much as it is possible.
- 2.7.6 When a complaint has been made against a service member, that member has the right to know the exact nature of the complaint, who is lodging the complaint, present a defense on his or her behalf, and have a hearing before the Grievance Board with all involved parties present.
- 2.7.7 If corrective or disciplinary action is warranted, the Board shall follow the Bylaws and Policies regarding disciplinary probation.

Section 3: Payroll

3.1 Payment Schedule

- 3.1.1 Office personnel will be paid twice a month on the 1st and 15th of the month. EMS personnel will be paid on the 1st of the month. In cases where the regular payday falls on a holiday or weekend, employees/volunteers will receive payment on the following business day.

3.2 Compensation

- 3.2.1 Active members will be compensated an hourly wage from the time of call to the time of "back in barn, back in service," per the Eureka Volunteer Ambulance Service Wage Scale (See Attachment "A"). The minimum pay for a call is one hour of pay. Calls lasting longer than one hour are rounded to the nearest quarter-hour to calculate pay.
- 3.2.2 Observers are not compensated.
- 3.2.3 Staffing of community events, if approved for compensation by EVAS, and classes taught on behalf of EVAS will be compensated as outlined in Attachment A.
- 3.2.4 Attendance at business and training meetings is not financially compensated.
- 3.3.5 If funds are available and approved by the BOD, year-end bonuses will be paid in December. Bonuses may only be paid to members who were Full Members at any point from December 1 in the preceding year through November 30 in the current year, and who are affiliated with EVAS as of November 30 of that year. EMS Provider bonus rate will be 10% of year-end earnings and Office personnel shall receive 5%. Bonuses are calculated from earnings from December 1 of the preceding year through November 30 of the current year.
- 3.2.6 Regular Employees will be paid for ten (10) holidays per calendar year, to include: New Year's Day, Presidents' Day, Good Friday OR Easter Monday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Friday after Thanksgiving, and Christmas Day. If the Holiday falls on a weekend it will be observed on the following Monday.
- 3.2.7 Time cards will be provided and shall be properly filled out at the end of each shift/call. The Corporate Secretary/Treasurer will issue payment in accordance with these policies.

3.3 Member Expenses and Reimbursement

- 3.3.1 Reimbursement for expenses incurred by members for training and/or recertification must be approved prior to incurring the expense.
- 3.3.2 By vote of the membership on 09/04/2019, the following expenses are considered pre-approved:
- 3.3.3 State of Montana Emergency Care Provider licensing fees (initial, renewal, endorsements)
- 3.3.4 Emergency care provider certification fees (i.e. NREMT, etc.) (initial and renewal)
- 3.3.5 Receipts for all expenses are required for reimbursement from EVAS, regardless of prior approval.

- 3.3.6 Examples of reimbursable expenses include, but are not limited to: training tuition, course materials, vaccinations, licensing fees, travel expenses to attend approved training, and supplies purchased for EVAS and mileage accrued while purchasing supplies.
- 3.3.7 Reimbursement for expenses related to EMS courses, certification, licensing, and other expenses required to achieve eligibility to join EVAS can be requested with proof of receipts after fulfilling one year of service with EVAS.

3.4 Wages

- 3.4.1 Pay rates are outlined in Attachment A.
- 3.4.2 Regular employees: Sick Leave Policy is in Attachment L

3.5 Deductions & Garnishment

- 3.5.1 EVAS will follow Federal and State laws for withholdings from paychecks, and the following deductions:
- 3.5.2 Other Deductions required by law or requested by the employee.
- 3.5.3 A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year. If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Office Staff.

Section 4: Rights & Policies

4.1 Equal Opportunity Employment Policy

- 4.1.1 EVAS provides equal opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, nationality, sex, sexual orientation, gender identity, age, ancestry, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to: hiring, and terminating; compensation schedules and job assignments; discipline; training; working conditions; and all other aspects of employment. As an employee/volunteer, you are expected to honor this policy and take an active role in keeping harassment and discrimination out of the workplace.

4.2 General Code of Conduct

- 4.2.1 At no time shall a member's actions, while on or off duty, violate any state or federal laws. Violation of such laws while on duty may result in disciplinary action from the Board of Directors. Violation of such laws while off duty may result in disciplinary action if the member is convicted of a crime or being charged with a crime that would adversely affect their ability to be a member of EVAS (i.e. DUI, child/elder abuse, violations of HIPAA/confidentiality, etc.). Members shall report all criminal convictions to the Board of Directors at the time of hire and of any criminal convictions earned while a member of EVAS. Members may be required to submit to various background checks as a condition of employment.
- 4.2.2 Each member is a representative of EVAS and the total EMS system. The conduct of all members shall therefore convey professionalism, caring, and politeness. All members shall be cooperative with and respectful of patients, other ambulance service members, dispatch, law enforcement, medical

providers, other EMS agencies, and the public. Professional conduct shall be adhered to when on calls, at all EVAS meetings, and at all times when conducting the business of, or representing EVAS. Any departure from expected conduct shall be grounds for a hearing before the Board or Directors. Gross violations of EVAS 's rules of conduct may result in dismissal from EVAS.

- 4.2.3 All members shall abide by and adhere to the rules and policies found in HIPAA (Health Insurance Portability and Accountability Act), a copy of which will be held by EVAS.
- 4.2.4 Appropriate dress on calls shall consist of long pants, closed-toe shoes, EVAS issued shirts and coats. Short pants may be worn, but anyone wearing shorts must have pants with them in the ambulance. EVAS has provided lockers on the ambulance premises for members to keep extra clothing; this locker remains the property of EVAS and there is no expectation of privacy for the items in the lockers. EVAS recognizes that members may have to respond to calls with civilian clothes, which are expected to still be as clean and as presentable as the EVAS uniform.
- 4.2.5 All members are representatives of EVAS. When wearing EVAS clothing we shall conduct ourselves in a professional manner that protects the public image of EVAS. EVAS clothing should only be worn in public when prepared -- physically, mentally and emotionally—to provide emergency medical care.
- 4.2.6 Members must make all reasonable efforts to maintain professional hygiene, and to refrain from emitting excessive odors.
- 4.2.7 Members shall not use tobacco products (including e-cigarettes, “vapes,” etc.), detectable by other persons, while on calls or while being paid for service by EVAS, nor while wearing any EVAS-labeled clothing. Members may wear EVAS clothing where alcohol is served but shall never consume alcohol while wearing EVAS clothing.

4.3 Business Meetings

- 4.3.1 Business meetings will be held the first week of each month, day subject to change by membership.
- 4.3.2 Business meetings are open to the public.
- 4.3.3 A list of members in attendance will be kept for each business meeting.
- 4.3.4 During meetings members should refrain from cell phone use.

4.4 Training Meetings

- 4.4.1 Regular training meetings will be held on the same day as the business meeting. .
- 4.4.2 Regular training meetings are open the general public, unless logistics or safety considerations preclude such openness.
- 4.4.3 A list of members in attendance will be kept for each training meeting.
- 4.4.4 Members are expected to actively participate in training sessions, and may not be granted continuing education credits if they do not participate in the training session.

4.5 Excused Absences from regular meetings

- 4.5.1 Excused absences include illness or death in the family, working, vacation, ambulance dispatch, or as deemed appropriate by the Board.
- 4.5.2 Requests for excused absences from business and training meetings shall be submitted in writing or by phone to one of the Board members or to the Director of Operations.

4.6 Social Media Policy

- 4.6.1 EVAS members shall not violate HIPAA and/or patient confidentiality, especially not via social media platforms or any other media that may be or may become publicly accessible.
- 4.6.2 EVAS Members shall not post pictures or other information of anything that might identify a patient including but not limited to landmarks, vehicles with license plates, addresses to which the ambulance responded, ages of patients, names, initials, etc. Care must be taken to protect the privacy of our patients in a small town environment. Even if the public knows about a call, the public shall not receive information about calls from EVAS members.
- 4.6.3 EVAS Members should not initiate nor respond with any specific, identifying communication to patients via social media, with respect to EVAS runs.
- 4.6.4 Pictures of car crashes in which there were no patients (or deaths), helicopters coming in to land/taking off, other emergency vehicles/responders are generally acceptable to share, so long as patient care is not and will not be compromised to obtain these pictures.
- 4.6.5 Members shall not post anything on social media platforms that may present EVAS or its members in a negative manner. EVAS leadership has the right to request that members remove any posts from social media that pertain to EVAS or its members or to work performed with EVAS, even if EVAS is not mentioned by name. This is because in our small community, the general public knows who works for EVAS and could reasonably assume that mentions of EMS work pertain to EVAS. If a member declines to comply with the request to remove a post, and/or if they post information damaging to EVAS or its members on social media, they may face disciplinary action.
- 4.6.6 If a member violates HIPAA on social media, EVAS will likely terminate affiliation with that member and refer the offense to the appropriate State and Federal authorities.

Section 5: Operations

5.1 General Operations

- 5.1.1 Refer to the Standard Operating Guidelines.

5.2 Ambulance Driver

- 5.2.1 Shall be a qualified member, and have completed EVAS driver training.
- 5.2.2 Shall possess a valid driver's license.
- 5.2.3 Shall be responsible for the safe and proper handling, moving, and placement of the ambulance at all times.

- 5.2.4 Shall decide where and when to take the ambulance into questionable or complex locations.
- 5.2.5 At the completion of each call, (s)he will make the ambulance ready for the next call, as set forth in the protocol and operating procedures of EVAS, including refueling, preventative maintenance, and vehicle cleaning.
- 5.2.6 Generally is responsible for all ambulance radio communications with local dispatch centers, law enforcement, fire department, ALERT helicopter, ALS ambulance services, etc.
- 5.2.7 Must be at least 21 years old in order to drive an ambulance (this is an insurance requirement).
- 5.2.8 Ambulance driver shall not use his/her cell phone to make/receive calls or text anyone while driving the ambulance.
- 5.2.9 If the patient's condition requires all EVAS crewmembers on the call to provide patient care, and patient care will be compromised by waiting for an EVAS-approved driver, the EVAS members on the call may choose a driver from other emergency responders on scene (i.e. firefighters, first responders and/or police) who are otherwise qualified to operate emergency vehicles. If none of these people are available, the EVAS crew may choose a "civilian" to drive, provided that this individual is known personally by one or more members of the crew to have experience safely operating similarly sized vehicles. With the exception of members in training while being supervised by approved EVAS driver-trainers, EVAS members shall not authorize transportation of patients in EVAS ambulances in emergency mode by persons who have not successfully completed the EVAS Driver Checklist.

5.3 First Patient Attendant

- 5.3.1 Shall be a licensed EMT or higher, authorized to respond independently on behalf of EVAS. There may be more than one "First Patient Attendant" on a call and they shall work in conjunction to accomplish all necessary tasks.
- 5.3.2 Shall be responsible for patient care during transport and all decisions concerning patient welfare.
- 5.3.4 Shall be responsible for training any students and/or additional patient attendants.
- 5.3.5 Shall be responsible for the cleaning and re-stocking of the patient area of the ambulance as set forth in the protocol and operating procedures of EVAS.
- 5.3.6 Shall complete the patient trip report with all necessary information and submit one copy to the medical facility receiving the patient and the original to the EVAS Drop-box as soon as possible.

5.4 Additional Patient Attendants

- 5.4.1 Shall be considered anyone attending to the patient, authorized to respond on behalf of EVAS, but not independently.
- 5.4.2 Shall work in cooperation with the rest of the crew to complete all tasks associated with ambulance calls.

5.5 Authorized Observers

- 5.5.1 Authorized Observers must meet the following criteria:

- 5.5.2 Complete an application form for membership.
- 5.5.3 Be an individual approved by the Board of Directors.
- 5.5.4 Complete the necessary checklists and orientation as determined by EVAS.

Section 6: Professional Development

6.1 Additional Endorsements

- 6.1.1 All members must demonstrate proficiency in basic skills before additional endorsements or advanced training is approved. Members will fill out a Request for Advanced Endorsement Training Form and submit it to the Training Officers for review. (Attachment E)
- 6.1.2 Newly licensed EMT members may be trained in additional endorsements at any time following initial State EMT licensure and approval of a request for additional endorsements. Endorsements will be obtained under the direction of the Training Officers or other assigned and approved Members or outside agencies who can provide the endorsements.
- 6.1.3 Members who hold endorsements from training not authorized in advance by EVAS may be able to use those endorsements with EVAS after demonstrating proficiency to EVAS and after obtaining approval from the Medical Director.
- 6.1.4 It shall be the member's sole responsibility to stay current in all endorsements he/she obtained and to use them as needed on calls.
- 6.1.5 Upon review of participation on ambulance runs, any member with endorsements may be requested to demonstrate proficiency.
- 6.1.6 Endorsements may only be used with approval of a medical director. Endorsement use on behalf of EVAS may only be performed with the approval of the EVAS medical director. .

Section 7: Physical Property

7.1 Use of Ambulance Service Building and Property

- 7.1.1 There will be no charge for any medical-related use of the Eureka Volunteer Ambulance Building.
- 7.1.2 If participants are charged to attend a meeting or training session held at the Eureka Volunteer Ambulance Building, the individual will be apprized up front as to the fee for their participation.
- 7.1.3 EVAS property, including but not limited to kitchen items, furniture, and equipment, is generally not available for loan, unless requested for use by a member for a special gathering. All borrowed property must be returned clean and in good working condition in an agreed-upon time period. A donation for use is appreciated.
- 7.1.4 Eureka Volunteer Ambulance Service office hours are Monday thru Friday 9am to 1pm.
- 7.1.5 Eureka Volunteer Ambulance Service office supplies and equipment will be used for service business only, unless approved by the Board.
- 7.1.6 If Members use the facility, they are personally responsible for cleanup and respectful use of facility. If accompanied by a non-member, that member is personally responsible for them and their conduct.

7.2 Issued Equipment

- 7.2.1 EVAS issues equipment to members, such as: radios, chargers, uniform shirts, uniform coats, uniform hats, EMS half-plates, medical equipment, and other equipment as deemed necessary. Issued equipment is required to be returned promptly upon leaving employment with EVAS. The EVAS board, at its discretion, may allow retired members in otherwise good standing to keep certain clothing items if wanted.
- 7.2.2 EVAS will reimburse members up to \$150 per fiscal year (December 1-November 30) for personal clothing/footwear to be used primarily for response with EVAS.

Section 8: Local Protocols

8.1 Adoption and Amendment of Local Protocols

- 8.1.1 Local protocols may differ from State protocols. These are posted in the back of our State Protocol Books. They can be amended and adopted by our Medical Director as s/he sees fit. EVAS members are responsible to know and adhere to them.

Section 9: Employment Benefits:

9.1 Workers Compensation

- 9.1.1 Regular employees receive benefits as outlined in the applicable attachments.
- 9.1.2 Benefits such as year-end bonus, gym memberships, voting rights, Employee Assistance Program, and others, are typically limited to Full Members, but may be extended to Associate Members upon written agreement with the Board of Directors.

Section 10: Rules of Conduct:

10.1 Code of Ethics for EMS Practitioners

10.2 Driving Conduct

- 10.2.1 Personal Vehicles
 - 10.2.1.1. Driving personal vehicles in conjunction with EVAS operations must be done in a reasonable and prudent manner. Operating a personal vehicle in violation of motor vehicle laws is the personal liability of said driver. EVAS members may obtain written permission from the County Sheriff to operate their vehicle with red emergency strobes while responding to calls; they must carry this in the vehicle(s) in question and have a copy on file with EVAS.
- 10.2.2 Ambulance
 - 10.2.2.1 Operation of ambulances shall follow the guidelines set forth in Attachment D, Driver Handbook and Training Manual.

Section 11: Attachments: