

PATTEN AMBULANCE SERVICE

PERSONNEL POLICY

ARTICLE ONE – PREAMBLE

A. The Board of Selectmen hereby adopts the following Policy for utilization by the Town of Patten in the administration of the personnel activities of the employees of Patten Ambulance Service. These rules and subsequent modifications shall supersede any policy and rules made previously by the Board of Selectmen.

B. The Town may delete, amend, modify or change any or all of the provisions contained in this Policy without prior notice. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with its employees.

ARTICLE TWO – EMPLOYMENT

A. The employment of all personnel shall be approved by the Board of Selectmen.

B. All applicants must submit a written application for employment.

C. All employees are considered probationary for the first six- (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause and without right to file a grievance.

ARTICLE THREE – EQUAL OPPORTUNITY EMPLOYER

The policy of the Patten Ambulance Service is to provide equal opportunity to all employees and applicants without regard to religion, age, sex, marital status, race, color, ancestry, national origin, physical or mental handicap, except as a bona fide occupational qualification.

ARTICLE FOUR – TYPES OF APPOINTMENTS

The number of hours each Ambulance Service Employee works will be determined by the Ambulance Service Director based on the Service's needs and personnel availability. There is no guaranteed number of on-call hours.

ARTICLE FIVE – PUBLIC AND EMPLOYEE RELATIONS

- A. Patten Ambulance Service Employees are prohibited from engaging in any conduct, which could reflect unfavorably upon the Town or disrupt the efficient operation of the administration of the Town. Town employees must avoid any action which might result in, or create the impression of using any person, or losing complete impartiality in conducting Town business.**
- B. Cooperation of all employees is essential to efficiency. Our customers are entitled to the best service we can give them. Cooperation, courtesy and responsibility are the key elements of good service.**
- C. These policies and regulations are provided to assist the employees and Town administration in functioning at peak efficiency with minimal cost to the taxpayers.**
- D. RECEIPT OF GIFTS - Patten Ambulance Service employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc. is permitted.**
- E. BUSINESS ACTIVITIES AND SOLICITATIONS - No employee shall engage in any business other than his/her regular duties during work hours.**

ARTICLE SIX – WORK WEEK/COMPENSATORY TIME

- A. The regular work week for payroll purposes begins on Monday and ends on the following Sunday Midnight. Time cards must be turned in on a bi-weekly basis by Monday following the end of the pay period.**

ARTICLE SEVEN – HOLIDAY

Subject to these rules, the following holidays shall be paid at 8 hours for regular full-time Town Employees and five hours for regular part-time Employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Holidays will be scheduled with minimum staffing at the discretion of the Ambulance Service Director.

ARTICLE EIGHT – VACATION

A. To be eligible for full vacation benefits an ambulance service employee must agree to make him or herself available for call a minimum of 120 hours per week. Full vacation benefits will be established based on the employee's availability and the actual number of on-call hours worked. Employees will become eligible for full vacation benefits after one year of satisfactory employment. Employees will be authorized vacation based on the following criteria: after one year and up to 4 years of service one week of vacation will be authorized. After 4 years and up to 8 years of service 2 weeks of vacation will be authorized. After 8 years and up to 12 years of service 3 weeks of vacation will be authorized. After 12 years of service 4 weeks will be authorized. A week of vacation pay will be based on a maximum of 120 hours of call time at the employee's current rate of pay and will

be a maximum of the cumulative weekly average of hours that the employee worked in the preceding year. Employees of Patten Ambulance Service who do not make themselves available for call at least 120 hours per week will not be entitled to full vacation benefits. These employees will receive one week of vacation with a maximum number of vacation hours equivalent to the cumulative numbers of on call hours worked in the preceding year.

B. Vacations will be scheduled at such time or times as shall be mutually agreeable to the employees and the Ambulance Service Director. Due consideration will be given to an employee's seniority in scheduling vacations.

C. Employees must take their vacation before December 31st, or it will be paid to the employee in cash. Vacation cannot be rolled over or banked.

D. An employee shall not accrue vacation time during any period on which the employee is out of work due to illness or injury.

ARTICLE NINE – SICK LEAVE

Patten Ambulance Service Employees are not entitled to sick leave.

ARTICLE TEN -PAY

Pay day for all employees is on every other Thursday for wages earned in the pay period ending the previous Sunday. Should this fall on a holiday, payment will be made on the preceding day.

Levels of compensation for each employee are to be established by the Ambulance Service Pay Scale approved by the Board of Selectmen, at the recommendation of the Ambulance Service Director. The Ambulance Service Director may withhold wage increases that were approved in the budget for unsatisfactory performance of employees; budgetary wage increases are not automatic, nor an entitlement.

ARTICLE ELEVEN – INSURANCES

Patten Ambulance Service Employees are not entitled to Health Insurance Benefits.

ARTICLE TWELVE – LEAVES OF ABSENCE

- A. Leave Without Pay.** Ambulance Service Employees may be granted a leave of absence without pay by the Ambulance Service Director for a period deemed necessary by the employee for the purpose of the leave, but not in excess of sixty (60) calendar days. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave, granted at the discretion of the Ambulance Service Director. Continued absence without having arranged for an extension of leave may be deemed a resignation from the service. Vacation will not continue to accrue during the leave.
- C. Jury Duty.** The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay provided the employee presents an official statement of jury pay received.
- D. Family and Medical Leave.** It is the intent of the Town of Patten to administer the applicable Federal and State FMLA provisions. Eligible employees may apply for and may receive leave as described in the Family and Medical Leave Act (FMLA). The Federal/State Rule and Laws shall determine the reasons for such leave and its length. The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA.
- E. Military Leave.** Military leave and the right to re-employment after such leave are available to employees of the Town under the terms and conditions of applicable Federal/State Law. Any person restored to service under such law shall be restored with accrued seniority.
- F. Reserve Service Leave.** Reserve service leave is available to employees who are members of the military reserves or National Guard, under the terms of applicable Federal and State law. In addition, for any period of reserve service up to two (2) weeks in any calendar year, the Town will compensate the employee for the difference between his/her regular weekly wages and his/her total

military pay. Employees using reserve service leave must furnish the Department Head or Town Manager with an official statement of reserve service pay received. Any amount served in excess of two (2) weeks shall be considered leave without pay.

ARTICLE FOURTEEN – GRIEVANCE PROCEDURES

Should an employee feel aggrieved concerning the interpretation, meaning or application by the Town of any provisions of the Town’s personnel rules, regulations and policies or the terms of employment, within five (5) working days from the incident, he/she shall submit the details of such grievance in writing to the Board of Selectmen. Within thirty (30) calendar days thereafter, the Board of Selectmen shall meet with the employee for the purpose of discussing the grievance and the Board of Selectmen shall render their final decision within thirty (30) working days after said meeting.

ARTICLE FIFTEEN – RESIGNATION

All employees resigning from service of the Town shall give a written two week notice (unless they have an Employment Contract that stipulates something different).

ARTICLE SIXTEEN – POLICY ON HARASSMENT

The Town of Patten has adopted a separate Policy on Harassment for all Town Employees (including Patten Ambulance Service and Patten Fire Department). The Harassment policy will be given to all Employees and a statement of understanding will be placed in each Employee’s personnel folder.

ARTICLE SEVENTEEN – TRAINING

The Town of Patten encourages continuing education. If an employee is absent due to continuing education required for certifications, the Town will compensate the employee at regular time plus travel time. If certification or recertification is not a requirement of the position, the Town will not pay the employee travel time. The employee will be reimbursed for mileage per the Towns reimbursement policy. All

training and development expenses shall be approved in advance by the Ambulance Service Director.

ARTICLE EIGHTEEN – SMOKING POLICY

In order to protect the public health and welfare, the Patten Board of Selectmen prohibits smoking or the use of tobacco products in any town buildings and in municipal vehicles, to guarantee the right of non-smokers to breathe smoke-free air and to recognize the need to breathe smoke-free air shall have priority over the desire to use tobacco products.

ARTICLE NINETEEN – SEVERABILITY/CONFLICTING ACTIONS

If any provision of the personnel policy is held to be invalid by the appropriate judicial or other authority, this invalidity does not affect other provisions or applications of the personnel policy, which can be given effect without the invalid provision of application, and for this purpose the provisions of this personnel policy is severable. If any provision of this personnel policy is held invalid by reason of any conflict with Federal or State law, the provisions of the applicable Federal or State law shall automatically become incorporated within these personnel policies in place of the invalid provisions.

Conflicting Actions. All actions and statements by the Board of Selectmen or other authority in conflict with the provisions of this personnel policy is hereby repealed.

Revised in 2011 - due to revised pay scale/ vacation policy

Patten Board of Selectmen:

Attest: A True copy.

Terri Conklin, Town Manager

I acknowledge that I have read, and understand, the Town of Patten's Personnel Policy (revised in May 2008) including the Policy on Harassment. I have brought any concerns or questions to the Town Manager's attention and feel that they have been discussed and clarified.

Employee's Signature

Witness to Signature

Date: _____