



Employee Handbook Exordium

Board Approval:

A handwritten signature in black ink, appearing to read "R. M. Kelly", is written over the "Board Approval:" text.

Date: 4/26/16

Introduction

The Jefferson County Emergency Services Agency (JCESA) Employee Handbook is comprised of two sets of documents; Administrative Policies and Operating Guidelines.

Administrative Policies are numbered 1000-1999 and are intended to provide JCESA employees with the most current administrative responsibilities, management procedures, employer and employee requirements, complaint process, disciplinary actions, compensation methods, holidays, benefits, retirement, grievances, leave, ethics, and other administrative topics. It is not possible to address every topic or situation that may arise, therefore the Director(s) and/or JCESA Board reserve the right to impose and enforce policy related to situations that may not be addressed in this handbook.

Operating Guidelines are numbered 2000-2999 and are intended to provide JCESA employees with guidelines to ensure uniform provision of emergency medical services and departmental operations by JCESA employees. Many of these guidelines are based on WV State Code, WVOEMS Protocols, Insurance recommendations, Jefferson County government, the Squad Medical Director and other agencies having jurisdiction or influence over such matters. These guidelines may not be all-inclusive as field conditions may require some deviations. Deviations are subject to review by the Director, Deputy Director, Squad Medical Director and/or the JCESA board at any time deemed appropriate.

The Director will periodically review the contents of the Employee Handbook and make or recommend changes to the JCESA board for approval. Jefferson County Emergency Services Agency reserves the right to make changes to the Employee Handbook at any time without advance notice in the best interest of the Agency. Updated copies of all affected pages will be provided to all employees with written documentation. Any employee may submit recommended changes or additions in writing to the Directors at any time for consideration.

The Employee Handbook is presented as information and is not intended to be or to create an employment contract neither express nor implied.



Jefferson County Emergency Services Agency Administrative Policy

AP 1000

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Mission

The mission statement of the Jefferson County Emergency Services Agency (JCESA) is to assist the Jefferson County volunteer fire departments in providing fire and emergency medical services to all citizens and visitors of Jefferson County, West Virginia. JCESA and the fire departments will provide these services in a non-discriminatory manner with compassion, integrity and commitment to all those in need in a timely and professional manner.

Definitions

Agency: Jefferson County Emergency Services Agency

ALS: Advanced Life Support.

Applicant: An individual who has completed an application for employment with JCESA.

Appointment: The offer of employment and acceptance by an individual of a position with JCESA.

BLS: Basic Life Support.

Board: Jefferson County Emergency Services Agencies Board of Directors.

Compensation: Money, thing of value or financial benefit. The term compensation does not include reimbursement for actual reasonable and necessary expenses incurred in the performance of one's official duties.

Directors: Director and Deputy Director

Dismissal: Involuntary separation from employment with JCESA.

EMS: Emergency Medical Services

Employee / Worker: Any person in the service of the JCESA under any contract of hire, whether express or implied, oral or written, where the employer or an agent of the employer or a public official has the right or power to control and direct such person in the material details of how work is to be performed and who is not responsible for the making of policy nor for recommending official action.

Employer: Jefferson County Emergency Services Agency.

Ethics Act: The West Virginia Governmental Ethics Act.

Ethics Commission: The West Virginia Ethics Commission.



Fringe Benefits: Non-wage benefits provided to full-time employees of JCESA.

Full-Time Employee: Any employee who regularly works a minimum of thirty-five (35) hours per week.

Immediate Family: An employee's spouse, child(ren), stepchildren, grandchildren, father, mother, legal guardian, sister, brother, mother-in-law, father-in-law, son-in-law or daughter-in-law.

Introductory Period: A six-month probationary trial period of employment.

JCESA: Jefferson County Emergency Services Agency

Leave: Approved absence from work whether paid or unpaid.

Management: Director, Deputy Director and/or the Agency

Medical Director: JCESA appointed physician with the rights and responsibilities prescribed by WVOEMS and WV 64CSR48. Also referred to as the Squad Medical Director.

Part-Time Employee: Any employee who regularly works less than thirty-five (35) hours per week.

Person: An individual, corporation, business entity, labor union, association, firm, partnership, limited partnership, committee, club or other organization or group of persons, irrespective of the denomination given such organization or group.

Political Contribution: Has the same definition as is given that term under the provision of article eight [§3-8-1 et seq.], chapter three of the West Virginia Code.

Public Employee: Any full-time or part-time employee of any governmental body or any political subdivision thereof, including school boards.

Public Official: Any person who is elected or appointed and who is responsible for the making of policy or takes official action which is either ministerial or non-ministerial, or both, with respect to (i) contracting for, or procurement of, goods or services; (ii) administering or monitoring grants or subsidies; (iii) planning or zoning; (iv) inspecting, licensing, regulating or auditing any person; or (v) any other activity where the official action has an economic impact of greater than a de minimis nature on the interest or interests of any person.

Suspension: An involuntary leave of absence for disciplinary purposes.



Thing of value: May include any of the following:

- (i) Money, bank bills or notes, United States treasury notes, and other bills, bonds or notes issued by lawful authority and intended to pass and circulate as money;
- (ii) Goods and chattels;
- (iii) Promissory notes, bills of exchange, orders, drafts, warrants, checks, bonds given for the payment of money or forbearance of money due or owing;
- (iv) Receipts given for the payment of money or other property;
- (v) Any right or choice in action;
- (vi) Chattels real or personal or things which savor of realty and are, at the time taken, a part of a freehold, whether they are of the substance or produce thereof or affixed thereto, although there may be no interval between the severing and the taking away thereof;
- (vii) Any interest in realty, including, but not limited to, fee simple estates, life estates, estates for a term or period of time, joint tenancies, co tenancies, tenancies in common, partial interests, present or future interest, contingent or vested interest, beneficial interests, leasehold interests, or any other interest or interest in realty of whatsoever nature;
- (viii) Any promise of employment, present or future;
- (ix) Donation or gift;
- (x) Rendering of services or the payment thereof;
- (xi) Any advance of pledge;
- (xii) A promise of present or future interest in any business or contract or other agreement; or
- (xiii) Every other thing or item, whether tangible or intangible, having economic worth.

WVOEMS: West Virginia Office of Emergency Medical Services

Scope of Coverage

The JCESA Employee Handbook is available to all Employees and Board Members as guidelines and procedures.

Saving Clause

If any portion of the Employee Handbook is found to be inconsistent with any duly constituted authority, adherence will be made to the constituted authority but will not affect the validity of the balance of the guidelines and procedures.