

Eastern New Mexico  
Emergency Medical Services Corporation  
**REGION III**

***Personnel Policies and Procedures***

*(Original – Revised April 24, 2002)*

**PURPOSE**

The following personnel policies and procedures were designed to establish uniform policies and procedures that relate to Corporation personnel.

**CODE OF CONDUCT**

Staff members must remain free of obligation to any interest. Any gratuity or favor that compromised such integrity must be avoided, whether the potential interest conflict is real, apparent, or surmised.

**I. HIRING PRACTICES**

- A. Persons seeking employment or persons employed by Eastern New Mexico Emergency Medical Services Corporation shall not be recruited, appointed, promoted, demoted, removed, or in any way favored or discriminated against because of his or her age, sex, race, creed, color or national origin, as prescribed in the following statutes: New Mexico Human Rights Act, Title VI of the Civil Rights Act (PL 88-352). The Eastern New Mexico Emergency Medical Services Corporation supports Affirmative Action to assure this policy is implemented.
- B. The Executive Director of Eastern New Mexico Emergency Medical Services Corporation shall be hired by and shall serve at the discretion of the Board of Directors.
- C. The Executive Director shall be responsible for the selection and employment of persons for positions at salaries defined and approved by the Board of Directors.
- D. Applications for employment will be accepted when a staff vacancy exists.
- E. All vacant positions on the staff will be advertised for a minimum of three days in at least two newspapers of general circulation in Clovis, Roswell, and the surrounding area. Advertisements for position will contain the phrase "Equal Opportunity Employer".
- F. The Employment Security Commission will be notified of any staff vacancies.
- G. Applicants may be subject to examination when the nature and duties of the job warrant it. Examination may be oral, written or performance, or any combination of these.
- H. Applications, whether accepted or rejected, will remain on file for a minimum of one year and no longer than two years.
- I. Members of the immediate family of an existing staff member or member of the Board of Directors, defined as spouse, parents, grandparents, legal guardians, children, stepchildren, and adopted children, are ineligible for employment with the Eastern New Mexico Emergency Medical Services Corporation. Associate personnel as defined in section III are exempt from this policy.

**II. PROBATIONARY PERIOD**

- A. The probationary period is twelve months for all staff. The Executive Director at the six month period shall have the option to grant permanent status to employees demonstrating exceptional job performance.
- B. Separation during probation may be effected without showing detailed cause.

**III. ASSOCIATE PERSONNEL**

- A. Employees hired on a temporary - part time basis are considered associate employees and are either under contract or hired on an hourly basis. Individuals working under contractual agreement will be paid according to the terms stated in their respective contracts.
- B. Associate personnel are not eligible for benefits, except as provided by law.
- C. Associate personnel are not subject to section 1.I.

**IV. SALARY AND COMPENSATION**

- A. Salary ranges will be established for each position within the Corporation by the Board of Directors.
- B. Cost of living and merit increases for staff positions will be reviewed by the Board of Directors annually.
- C. The normal work week shall consist of 40 hours. Employees shall be compensated on the basis of a normal work week depending upon classification of exempt or non-exempt status.
- D. Exempt employees (Executive Director) include those persons in positions which are executive, administrative or professional in scope. Compensatory time may be allowed for exempt employees. Compensatory time should be scheduled in advance and within the same pay period and/or to the extent possible. Additional compensation, in lieu of compensatory time shall not be allowed.
- E. Non-exempt employees (Training Coordinator, Finance Specialist, Health Educator and Administrative Assistant) overtime shall be calculated at the rate of one and one-half the hourly rate for those hours worked in excess of 40 per week. Non-exempt employees shall be compensated in the form of a commission, flat sum, bonus, compensatory time or on any other basis at the discretion of the Executive Director. Work schedules may be adjusted as needed, at the discretion of the Executive Director.
- F. The above policy statement on compensatory time notwithstanding, it shall be the intent of corporate policy to conform to current law governing compensatory time.
- G. Employees will be paid semi-monthly resulting in 24 pay periods per year.

**V. LEAVE**

- A. Annual leave is earned by a full time employee at the rate of 8 hours per calendar month of employment during the first 5 years of employment, then 12 hours per month after 5 years of employment.
  - 1. The maximum numbers of days that can be accrued is 20 paid leave days (160 hours).
  - 2. Dates for annual leave must be submitted on a leave form two weeks in advance and approved by the Executive Director. Approval for leave on a shorter notice will be at the discretion of the Executive Director.
  - 3. Leave records will be maintained by the Eastern New Mexico Emergency Medical Services Corporation Finance Specialist.
  - 4. Upon separation from the Corporation an employee not in the probationary period, will be paid for the unused portion of the accrued annual leave, not to exceed 20 paid calendar days (160 hours).

- B. Sick leave is earned by a full time employee at the rate of eight hours per calendar month of employment.
1. The maximum number of days that can be accrued for sick leave is 60 calendar days (480 hours).
  2. Dates taken for sick leave must be submitted on a sick leave form by the employee immediately upon returning from sick leave and will be signed by the employee and his or her immediate supervisor.
  3. Sick leave will be authorized when an employee is incapacitated by sickness or injury; for the care of immediate family members in the event of illness; and in the cases of death of an immediate family member.
  4. It shall be the responsibility of the employee to notify the principle office of the employer of his/her or sickness as soon as possible.
  5. After five consecutive days of sick leave, a physician's verification must be provided.
  6. Sick leave is payable at the termination of employment at a 3 to 1 ratio. *(Example: For every three hours accrued, one hour will be paid).*
  7. Sick leave may be used in one (1) hour increments.
  8. Sick leave in excess of 300 hours may be converted at a rate of 3 to 1 into annual leave if:
    - a) the employee chooses to convert, and
    - b) the employee has not used more than 32 hours sick leave in the previous 12 months, and
    - c) the conversion is made January 1, and
    - d) the annual leave converted is used within that year, and
    - e) this annual leave is in addition to the 20 day maximum annual leave accrual (160 hours).
  9. Sick leave in excess of 300 hours may be paid at a rate of 3 to 1 if:
    - a) the employee chooses to be paid, and
    - b) the employee has not used more than 32 hours sick leave in the previous 12 months, and
    - c) the conversion is made January 1, and
    - d) the Executive Director deems funding is available
- C. Leave of absent or leave without pay is generally not permitted except in the case of maternity/paternity reasons, which cannot exceed 12 weeks (3 months) in accordance with the "Family and Medical Leave Act (FMLA). The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks (3 months) of unpaid, job-protected leave per year. It also requires that group health benefits be maintained during the leave. However, within the discretion of the Executive Director, leave without pay may be authorized in unusual circumstances.
- D. Military Leave
1. Members of any component of the United States Armed Forces will be allowed no more than 15 calendar days in one year, in addition to annual leave, for the purpose of required training or duty.
  2. Salary to the military person during the military leave period will be the difference between military pay and regular pay.
- E. Court and Jury Duty Leave
1. Jury leave is granted when a full time employee is subpoenaed or directed by a proper authority to appear as a juror or witness for the Federal Government, the State of New Mexico, or a political subdivision thereof.

2. Salary to the employee during the jury leave period will be the difference between any fees paid by the Court and regular pay.
  3. Employees called for jury duty and not selected for such are expected to return to work.
- F. Absence for voting is permitted for registered voters only for up to two hours between the opening and closing of polls during city, county, state and national elections.

## **VI. HOLIDAYS**

- A. In order to receive pay for a legal holiday, an employee must be in a work or leave status. Any employee on leave without pay status immediately before or following the holiday will not receive the holiday pay.
- B. Ten of the following eleven holidays may be used annually:
  - New Year's Day
  - Martin Luther King Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Columbus Day
  - Veteran's Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Day
- C. Holidays may not be used as termination pay if unused.

## **VII. EMPLOYEE EVALUATION**

- A. The Executive Director or immediate supervisor is responsible for an annual written job performance evaluation of each full time employee. In the case of a new employee, a written evaluation is rendered at six months.
- B. Written evaluations will address the areas of job proficiency, working relationships with fellow workers and with the public, absenteeism and tardiness, growth potential, and others.
- C. The evaluation of the Executive Director shall be made on the basis of progress made toward corporate goals as well as the scope of work with the IPEMS Bureau. A written plan containing the corporation goals and scope of work with the IPEMS Bureau will include goals and objectives for the upcoming year which shall be adopted by the Board of Directors at its June meeting. This written evaluation will contain goals and objectives to be met by the Executive Director for the proceeding year. This written evaluation will be prepared by the out-going and in-coming officers (President, Vice-President and Secretary/Treasurer) of the Board of Directors, based on written evaluations provided by the entire Board of Directors. Upon completion, the written evaluation will be submitted to the full Board of Directors for review. Upon approval, the written evaluation and goals and objectives will be presented to the Executive Director in executive session by the full Board of Directors at the annual meeting in June.

## **VIII. SEPARATION**

- A. Employees are required to submit a letter of resignation to the Executive Director two weeks prior to voluntary separation from the Corporation to leave in good standing.
- B. Upon separation from the corporation an exit interview shall be conducted by the Board of Directors Personnel Committee either in person or by confer-

ence call. The exit interview will be an opportunity to hear concerns or suggestions for improvement from the employee.

**IX. TRAVEL**

- A. Reimbursement will not be paid to staff members for travel to and from work.
- B. All travel must have prior approval by the Executive Director.
- C. Mileage for personal car use will be paid for travel on official business at a rate in accordance with the New Mexico State Mileage and Per Diem Act, if the Corporation vehicle is unavailable.
- D. Per diem will be paid at a rate for in-state travel and for out-of-state travel in accordance with the New Mexico State Mileage and Per Diem Act.
- E. A travel reimbursement request form must be completed by staff or board members prior to any reimbursement for travel or per diem.
- F. Travel by bus, train, or plane and parking will be reimbursed at actual fare and must be justified with ticket stubs and facsimile.
- G. Reimbursement will be made for taxi, limousine or bus fares, whichever is most economical.
- H. The Executive Committee or full board must authorize out-of-state travel.

**X. ACCIDENTS OR INJURIES**

All accidents occurring on the job will be reported to the Executive Director immediately. A written report reflecting time, place, description of accident, names of those involved, nature of injuries to individuals or property will be included in the employee's personnel file.

**XI. GRIEVANCES**

If an employee is of the opinion that policies, procedures and practices as set forth in this manual have been improperly or inequitably applied or who has other grievances against the employer, he or she may seek redress in the following manner:

- A. The employee must put in writing his or her grievance and submit it to the Executive Director within 5 days of the grievance. The Executive Director will investigate the grievance and, if a bona fide grievance exists, will take appropriate measures to redress it within 5 working days.
- B. Should the employee feel that he or she has not attained a fair decision from the Executive Director, the employee may submit the grievance in writing to the Board of Directors or its Executive Committee, if provided, within 5 working days. A call for grievance hearing shall be scheduled within 10 working days. A decision will be made within 10 working days and shall be final.

**XII. OUTSIDE EMPLOYMENT**

- A. Employment outside regular working hours must be requested in writing, approved by the Executive Director in writing, and shall not conflict with assigned duties. The request shall denounce any liability of the corporation for outside work. All requests will become a permanent part of the employees personnel file.

**XIII. FRINGE BENEFITS**

- A. Fringe benefits provided for full time employees shall include:
  - 1. Workman's Compensation, unemployment benefits and other benefits as required by law.
- B. Other fringe benefits, including retirement, may be provided at the discretion of the Board of Directors.
- C. All persons employed by the Eastern New Mexico Emergency Medical Services Corporation shall be given the opportunity to choose his or her medical benefit as sponsored by the Corporation. The benefit is set by the Board of Directors at \$185 per month for single employees and \$200.00 per month for

employees with dependents for health insurance per employee. The employee will be financially responsible for additional or family coverage. The dollar amount of this coverage will be reviewed annually by the Board of Directors.

**XIV. PERSONNEL RECORDS**

- A. Personnel records will be kept on file for all employees.
- B. The individual employee may have access only to his or her own personnel file.

**XV. DRESS CODE**

- A. Appropriate attire will be worn during regular office hours at the discretion of the Executive Director. Dress shorts may be worn from April 15 through October 15.
- B. Uniforms shall be worn at test sites and other designated functions.

These Personnel Policies shall take effect upon adoption by the Board of Directors. PASSED, APPROVED AND ADOPTED at the Board of Directors meeting of Eastern New Mexico Emergency Medical Services Corporation held at Ruidoso, New Mexico, this 24<sup>th</sup> day of April 2002.

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Chairman – Ernie Wheeler, Lea County

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Fred Sinclair, Union County

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Myra Sande, Harding County

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Chris Gomez, Guadalupe County

Date Signed: June 27, 2002