

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Effective- January 2019



Adapted from VFIS



LINEBORO VOLUNTEER FIRE DEPARTMENT

PAID PERSONNEL OPERATIONS

Paid Personnel Policy Manual

Section 1: Introduction

- 1.1.1- Welcome Statement
- 1.2.1- About This Paid Personnel Policy Manual
- 1.3.1- How to Use This Manual
- 1.4.1- Paid Personnel Committee
- 1.4.2- Chain of Command

Section 2: Employment Standards

- 2.1.1- At Will Employment Notice

Section 3: Classifications of Employment

- 3.1.1- Employee/Worker Classifications
- 3.2.1- Position Titles, Wages, and Requirements

Section 4: Equal Opportunity

- 4.1.1- Equal Employment Opportunity
- 4.2.1- Harassment-free and Sexual Harassment-free Workplace

Section 5: Benefits

- 5.1.1- Sick and Safe Leave
- 5.2.1- Workers Compensation

Section 6: Ethics

- 6.1.1- Lineboro and Ethics
- 6.2.1- Workplace Wrongdoing
- 6.3.1- Insubordination
- 6.4.1- Off-Duty Conduct

Section 7: Safety

- 7.1.1- Lineboro and Safety
- 7.2.1- Preventing and Reporting Workplace Violence
- 7.3.1- Weapon-free Workplace
- 7.4.1- Safety of Minors
- 7.5.1- Substance Abuse Prohibited
- 7.5.2- Substance Abuse Testing



LINEBORO VOLUNTEER FIRE DEPARTMENT

PAID PERSONNEL OPERATIONS

Paid Personnel Policy Manual

Section 7 (continued): Safety

- 7.6.1- Personal Protective Equipment
- 7.7.1- Smoking and Nicotine Containing Products Restricted
- 7.9.1- Safe Driving
- 7.9.2- Company Vehicles Operations and Maintenance
- 7.10.1- Carelessness
- 7.11.1- Required Medical Physical Examinations

Section 8: Rules, Regulations, and Prohibitions

- 8.1.1- Work Schedule and Hours
- 8.2.1- Attendance
- 8.3.1- Overtime
- 8.4.1- Progressive Discipline
- 8.4.2- Termination of At Will Employment
- 8.5.1- Personnel File
- 8.5.2- Document Management
- 8.6.1- Routine Duties and Responsibilities
- 8.8.1- Dress
- 8.8.2- Uniforms
- 8.9.1- Personal Appearance
- 8.9.2- Hygiene
- 8.10.2- Fragrances Prohibited
- 8.11.1- Electronic Equipment, Internet, and Network Usage
- 8.11.2- Information Security
- 8.11.3- Cell Phone Use Restricted
- 8.11.4- Digital Imaging or Photographic Equipment Restricted
- 8.12.1- Social Media
- 8.12.2- Communications with the Media
- 8.12.3- Logos, Copyrights, and Trademarks

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 1 - Introduction





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
1.1.1	Welcome Statement	
INSTITUTED		
1/1/2019		

- I. It is with great pleasure that Lineboro Volunteer Fire Department, Inc (Lineboro) introduces this Paid Personnel Policy Manual to you.
- II. We consider our employees to be one of Lineboro's most valuable resources, and every employee plays an important part on our team. Whether you have just joined our workforce or have been here for a while, we look forward to a productive and successful association.
- III. One important message embodied in this Paid Personnel Policy Manual is that to succeed, we must respect the laws, regulations, and policies that govern workplace practices and our personal conduct. To the extent that any policy may conflict with federal, state, or local laws, Lineboro will follow the applicable federal, state, or local law.
- IV. This Paid Personnel Policy Manual contains many of Lineboro's internal policies. It is impossible for us to have a policy to address every conceivable issue that may occur at work. If an issue is not addressed in this Paid Personnel Policy Manual, please bring this issue to the attention of a member of the Paid Personnel Committee. We want to resolve our issues and promote a workplace that is fair and works for everyone.
- V. Finally, all great teams are built on respect for the organization they represent and their teammates. Lineboro is built on that same respect. By respecting what each person brings to Lineboro, we can achieve great things together.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
1.2.1	About This Paid Personnel Policy Manual and Your At-Will Employment	
INSTITUTED		
1/1/2019		

I. INTRODUCTION

- A. This Paid Personnel Policy Manual is intended to accomplish several goals:
1. It describes your relationship with us, your employer.
 2. It lists our benefits, your eligibility for those benefits, and the procedures for accessing those benefits. Some benefits are governed by insurance policies and are subject to the terms contained in those written insurance policies. The benefits are included in summary fashion in this document.
 3. It lists contacts for you to speak to if you have questions or concerns.
 4. It contains our policies and procedures regarding your responsibilities as an employee.
 5. It replaces any and all previous editions of our Paid Personnel Policy Manual.
 6. Finally, we hope it can answer many of the questions you may have as an employee.

II. THE PAID PERSONNEL POLICY MANUAL'S LIMITATIONS

- A. Please note there are also some things that this Paid Personnel Policy Manual does not do.
- B. First, this Paid Personnel Policy Manual does not create a contract of employment between you and Lineboro. At all times during your employment, you are an at-will employee. That means that you are free to end your employment at your will at any time and Lineboro is free to do the same. Your employment is not for any specific length of time. Nothing in this Paid Personnel Policy Manual is meant to alter that at-will employment relationship in any manner.
- C. Additionally, this Paid Personnel Policy Manual cannot address every circumstance that may occur while you are performing your duties. It cannot list every act you are permitted or not permitted to do while employed or answer every question you may have. The guidelines presented in it are not intended to be a substitute for sound decision-making, management, judgment, and discretion.
- D. Consequently, we ask that you inquire with a Paid Personnel Supervisor or Fire or EMS Officer, before acting on matters that are in question or that this Paid Personnel Policy Manual does not address. If something is not addressed in this Paid Personnel Policy Manual, Lineboro will act in its discretion as the law permits.
- E. Lineboro also reserves the right, without notice, to modify, supplement, and/or rescind any policy or portion of a policy, procedure or benefit (in whole or in part) in this Paid Personnel Policy Manual, as well as any other policy, procedure or benefit of Lineboro, whether or not physically appended to this Paid Personnel Policy Manual.
- F. Finally, this Paid Personnel Policy Manual and the information in it is the property of Lineboro. No part of this Paid Personnel Policy Manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by an information storage and retrieval system or otherwise, for any business or commercial



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

venture without the express written prior permission of Lineboro. The information contained in this Paid Personnel Policy Manual is strictly limited to use by Lineboro and its employees.

- G. Please note that only a member of the Paid Personnel Committee can make changes to the Paid Personnel Policy Manual. If made, those changes must be in writing and approved by the Executive Board of the Lineboro Volunteer Fire Department, Inc. No person, no matter his or her title or position, can change the substantive terms or conditions of your employment, including what is written in this Paid Personnel Policy Manual unless such changes are performed as described in this paragraph. Furthermore, nothing contained in any policy or procedure, whether or not physically appended to this Paid Personnel Policy Manual, any job description, application for employment, or any other Lineboro-created document shall in any way alter your at-will employment status or create any contract of employment whatsoever. You are, at all times, an at-will employee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
1.3.1	How to Use This Paid Personnel Policy Manual	
INSTITUTED		
1/1/2019		

- I. You should use this manual as a reference source regarding Lineboro's policies and guidelines.
- II. This manual has several sections. Each section contains different, yet equally pertinent policies and guidelines.
- III. Please note that this manual is not written to address every issue that may occur in the workplace or answer all of your questions.
- IV. If you have questions, suggestions or concerns about this policy, or any other policy contained in the manual, you should direct them to a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
1.4.1	Paid Personnel Committee	
INSTITUTED		
1/1/2019		

- I. The Paid Personnel Committee shall be responsible for the general operations of the Paid Personnel Program at Lineboro. General responsibilities shall include, but may not be limited to:
 - A. Hiring of personnel;
 - B. Maintaining a current version of all policies contained within the Paid Personnel Procedure Manual;
 - C. Developing, maintaining, and enforcing completion of all Paid Personnel activities;
 - D. Receiving, reviewing, and investigating any and all complaints involving Paid Personnel;
 - E. Implementation of the Progressive Discipline Policy;
 - F. Review and modification of an employee's current employment status; and
 - G. Other duties as assigned
- II. The Paid Personnel Committee shall be made up of the Department's:
 - A. Fire Chief (or designee)- Representing the interests of the Fire Suppression Operations
 - B. EMS Captain (or designee)- Representing the interest of the EMS Operations.
 - C. President (or designee)- Representing the interests of the Department
 - D. Paid Personnel Operations Supervisor- Assists in the day-to-day paid personnel operations and oversees paid personnel affairs.
 - E. Schedule Coordinator- The Paid Personnel Committee may elect to appoint a member to serve as the Schedule Coordinator. When appointed, this individual will be responsible for administering the schedule via the online schedule management system. This individual would not have any administrative capacity, decision-making capacity, or disciplinary capacity, outside of the tasks required to administer the schedule.
 - F. Paid Employee Representative- The Paid Personnel Committee may elect to appoint an employee to serve as a representative and liaison. This individual would represent the employees as a collective group and provide insight and guidance on behalf of the employees during administrative functions. This is not a supervisory position. There is no compensation offered to those who serve in this position.

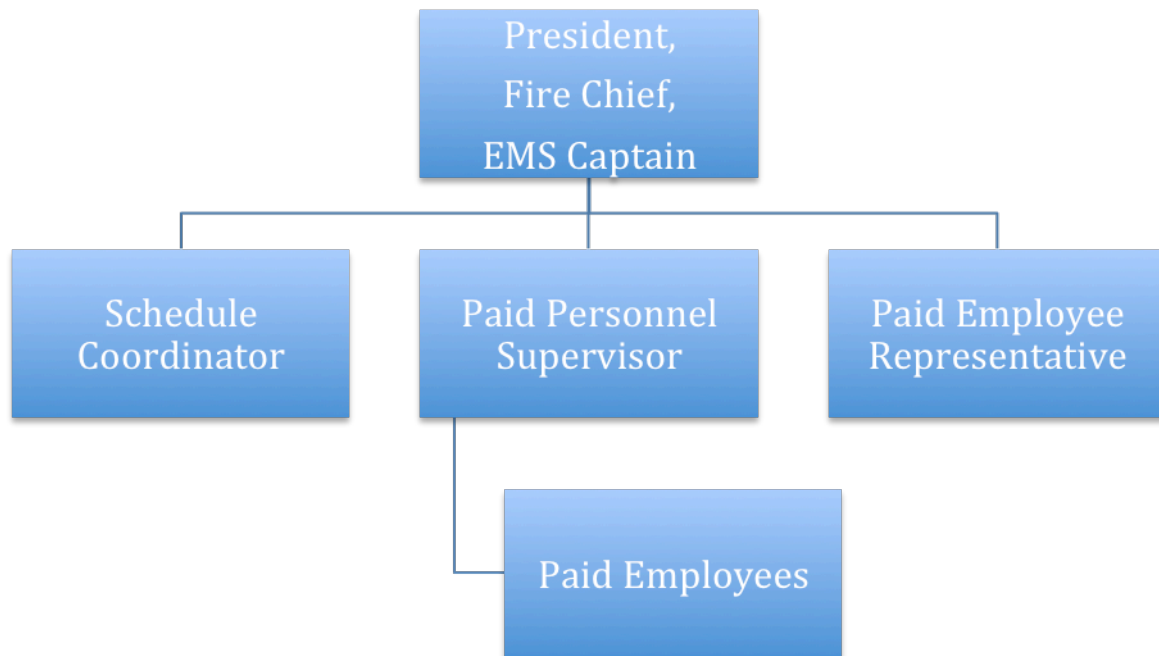


LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
1.4.2	Chain Of Command	
INSTITUTED		
1/1/2019		

I. For administrative matters, the employees shall adhere to the Paid Personnel Committee's Chain Of Command:



II. From the time that an alarm for service is issued, until the apparatus has been returned to a state of readiness, employees shall adhere to the Department's Chain Of Command.

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 2 – Employment Standards





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
2.1.1	At-Will Employment Notice	
INSTITUTED		
1/1/2019		

- A. You are an at-will employee, and nothing in this manual shall constitute any type of contract that guarantees employment or compensation for any specific period of time.
- B. As an at-will employee, you or Lineboro can terminate your employment at any time with or without cause, reason, and/or notice. Nothing contained in any manual, or any workplace policy or rule of Lineboro, whether appended to this document or not, and no verbal statements or promises made by employees or agents of Lineboro shall alter the at-will employment relationship between you and Lineboro or restrict the option both you and Lineboro have to terminate the employment relationship. Nothing contained in any job description, application for employment, or any other Lineboro-created document shall in any way alter your at-will employment status or create any contract of employment whatsoever. You are, at all times, an at-will employee.

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 3 – Classifications of Employment





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
3.1.1	Employee/Worker Classifications	
INSTITUTED		
1/1/2019		

I. Lineboro respects the value each employee brings to the team. Our employees make us better because of their remarkable attributes, skills, and experiences.

II. Employee/Worker Classifications

A. It is important that our employees understand how other workplace participants contribute to Lineboro. For that reason, Lineboro has listed and provided a limited definition regarding several types of participants in our workplace.

B. There are some points we would like you to remember when reviewing these classifications:

1. All participants in our workplace contribute differently. We have different job duties, skills, experiences, and even the amount of time we spend at work is different.
2. Despite our differences, our workplace will provide equal opportunity to each employee, no matter his or her classification.
3. Today's workplace is dynamic. Lineboro must address changes and circumstances to stay relevant and operate properly. Therefore, Lineboro reserves the right to change this manual, including the employee classifications listed below, as it sees fit and without notice.
4. Please also note that none of the classifications alter or diminish the at-will employment relationship you have with Lineboro.

III. Classifications

A. Lineboro exclusively employs part-time, non-exempt employees.

B. Part-time employees work, on average, no more than 40 hours per week.

C. Non-exempt employees are part-time employees who are paid a wage based on the amount of time they spend working. They are required to "clock in" when beginning work and "clock out" when their shift ends, and are due overtime wages should they exceed 40 hours per week.

D. Unless notified in writing, you should assume that all job classifications are part-time, non-exempt.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
3.2.1	Position Titles, Wages, and Requirements	
INSTITUTED		
1/1/2019		

I. Lineboro employees will be classified for a job position based on certain qualifications and permissions. Hourly pay rates will be based off of the classification in which you are assigned.

II. Job Position Classifications and Wages

1. The job position classifications and pay rates are:

Classification	Base Hourly Rate
Probationary EMT/Firefighter	\$15.00
Probationary EMT/EVOD	\$15.50
Probationary Paramedic/Firefighter	\$17.50
EMT/Firefighter	\$15.50
EMT/EVOD	\$16.00
Paramedic/Firefighter	\$18.00

2. An employee will be paid the hourly rate that corresponds with their assigned job position classification.

3. An employee who changes classifications will have those changes take effect at the beginning of the next occurring pay period after the actual change occurs.

4. It is the responsibility of the employee to notify the scheduling coordinator, who will make the appropriate adjustments in online schedule management system, as well as notify the Payroll Administrator of the change.

III. Job Position Classification Requirements

A. Probationary EMT/Firefighter

1. Employment with Lineboro Volunteer Fire Department, Inc. is less than six months, or the employee remains on probation for other reasons.

2. Authorized to function as a BLS provider by the EMSOP

3. Authorized to function as a "Fourth Person" by Chief 7.

B. Probationary EMT/EVO

1. Employment with Lineboro Volunteer Fire Department, Inc. is less than six months, or the employee remains on probation for other reasons.

2. Authorized to function as a BLS provider by the EMSOP

3. Authorized to function as a "Fourth Person" by Chief 7.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

4. Authorized by Chief 7 to operate at least one (1) piece of heavy apparatus
- C. Probationary Paramedic/Firefighter
 1. Employment with Lineboro Volunteer Fire Department, Inc. is less than six months, or the employee remains on probation for other reasons.
 2. Authorized to function as a ALS provider by the EMSOP
 3. Authorized to function as a “Fourth Person” by Chief 7.
- D. EMT/Firefighter
 1. Employment with Lineboro Volunteer Fire Department, Inc. is greater than six months and one day, and the employee is not on probation for any reason.
 2. Authorized to function as a BLS provider by the EMSOP
 3. Authorized to function as a “Fourth Person” by Chief 7.
- E. EMT/EVO
 1. Employment with Lineboro Volunteer Fire Department, Inc. is greater than six months and one day, and the employee is not on probation for any reason.
 2. Authorized to function as a BLS provider by the EMSOP
 3. Authorized to function as a “Fourth Person” by Chief 7.
 4. Authorized by Chief 7 to operate at least one (1) piece of heavy apparatus
- F. Paramedic/Firefighter
 1. Employment with Lineboro Volunteer Fire Department, Inc. is greater than six months and one day, and the employee is not on probation for any reason.
 2. Authorized to function as a ALS provider by the EMSOP
 3. Authorized to function as a “Fourth Person” by Chief 7.

IV. Position-Specific Training Requirements

- A. As an employee of Lineboro, you will be required to maintain a current medical certification, issued by the Maryland Institute for Emergency Medical Services System.
- B. Employees with an EVO classification shall be required to possess and maintain either a valid, Class B or Class A Driver’s License from their state of residence. A Commercial Driver’s License is preferred, but a non-commercial license is permitted.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

C. Employees, who are not affiliated with any other Volunteer Fire Department within Carroll County, may be sponsored by Lineboro for required training classes. Unless the training course is classified as "Mandatory", training classes are non-compensated, and shall be pre-approved by the Fire Chief.

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 4 – Equal Opportunity





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
4.1.1	Equal Employment Opportunity	
INSTITUTED		
1/1/2019		

I. Teamwork and success are built on a foundation of diversity and equality. For these reasons and in compliance with the law, Lineboro strives to provide equal employment opportunity for all applicants and employees. We are committed to providing a work environment free of unlawful discrimination.

II. Applicability

A. This policy applies to every employee and all workplace participants – those persons such as volunteer members, and other associates who interact with the workplace or who participate in Lineboro-sponsored activities, no matter his or her authority, position, or classification.

III. Discrimination and Harassment Prohibited – Protected Classes

A. Preventing discrimination begins with respect for, and adherence to, the law. Therefore, discrimination is strictly prohibited against individuals on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies. Discrimination can take many forms, including harassment, which is addressed in detail in separate policies.

B. As an equal opportunity employer, Lineboro will strive to conduct all personnel practices and procedures including recruitment, selection, employment, compensation, benefits, evaluations, promotions, demotions, assignments, transfers, layoffs, terminations, training, education, recreational and social activities, and safety and health programs, without regard to race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies.

IV. Harassment, a Form of Discrimination, is Prohibited

A. Verbal, physical, sexual, written, digital, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

B. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's work performance or experience or creating an environment that is hostile, intimidating or offensive.

C. Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; jokes based on a person's race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws; sexual, racial, ethnic, national origin, disability or religious slurs; bullying; and other abusive or harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.

V. Reporting Discrimination and Harassment

A. If you believe you have been subjected to any form of discrimination, including harassment, or if you know of, or suspect, discrimination or harassment against another employee or workplace participant, you must report it immediately, in writing, to a member of the Paid Personnel Committee, regardless of the accused's identity or position.

B. Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience discrimination or harassment, you must make a reasonable effort to make the discrimination known as soon as you experience or discover it. Discussing or reporting acts of discrimination to anyone other than a member of the Paid Personnel Committee does not constitute a report.

VI. Retaliation Prohibited

A. Retaliation can include, but is not limited to, discrimination, harassment, or any other unfair treatment or abuse of power. Lineboro prohibits retaliation of any kind against those who, in good faith, report discrimination or who assist in the investigation of a report of discrimination.

B. Any employee or workplace participant, who retaliates against for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

C. If you believe you are being subjected to retaliation, or if you know of, or suspect, retaliation against another for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately, in writing, in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of discrimination to anyone other than a member of the Paid Personnel Committee does not constitute a report.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

VII. Workplace Investigations

A. A report of retaliation for reporting discrimination or harassment, or a report of discrimination or harassment, that is made to those listed above will result in an appropriate investigation of the allegations. Lineboro may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

B. Those found to have discriminated, harassed, or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior unlawful discrimination, harassment and/or retaliation.

VIII. Knowingly False Reports Prohibited

A. Any employee or workplace participant, who makes a knowingly false report of discrimination, harassment, or retaliation, will be subject to discipline, including termination.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
4.2.1	Harassment-Free and Sexual Harassment-Free Workplace	
INSTITUTED		
1/1/2019		

- I. The best work environments are built on a foundation of respect for all those who contribute. For that and many other reasons, Lineboro is committed to providing a work environment free of harassment and sexual harassment.
- II. Harassment and Sexual Harassment is Prohibited
 - A. Lineboro defines harassment as behavior or comments that create a hostile work environment for another person because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws.
 - B. Lineboro defines sexual harassment as behavior or comments that create a hostile work environment for another person because of his or her gender. This includes male-to-female, female-to-male, male-to-male, and female-to-female sexual harassment.
 - C. Verbal, physical, sexual, written, digital, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.
 - D. Sexually-charged, verbal, physical, written, digital, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of sex is strictly prohibited.
 - E. Prohibited harassment and sexual harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's work performance or experience or creating an environment that is hostile, intimidating or offensive.
 - F. Sexual advances; requests or demands for sexual favors; physical conduct of a sexual nature; sexual jokes; sexual slurs; or other abusive or harassing language or conduct that is meant to intimidate or that negatively impacts a person's work environment is strictly prohibited.
- III. Harassment and Sexual Harassment-Free Workplace
 - A. Lineboro does not tolerate and expressly prohibits harassment and sexual harassment by any means (verbal, physical, sexual, written, electronically-delivered or otherwise) that creates a hostile or intolerable working environment for any employee or those persons such as volunteer members, vendors, or other associates who interact with the workplace, because of race, color, national origin, religion, sex, age, pregnancy,



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

disability, marital status, military status, genetic information, sexual orientation, gender expression or identity or any other status or condition protected by applicable federal, state or local laws.

B. This policy applies to every person in the workplace and everyone who participates in work-sponsored activities, no matter his or her authority, position or classification.

IV. Reporting Harassment and Sexual Harassment

A. If you believe you have been harassed or sexually harassed, or if you know of, or suspect, harassment or sexual harassment of another, you must report it immediately in writing to a member of the Paid Personnel Committee, regardless of the accused's identity or position.

B. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like harassment or sexual harassment, you must make a reasonable effort to make the wrongdoing known to those listed above as soon as you experience or discover it. Discussing or reporting acts of discrimination to anyone other than a member of the Paid Personnel Committee does not constitute a report.

V. Retaliation Prohibited

A. Retaliation can include, but is not limited to, harassment or sexual harassment, discrimination, or any other unfair treatment or abuse of power. Lineboro prohibits retaliation of any kind against those who, in good faith, report harassment or sexual harassment or who assist in the investigation of a report of harassment or sexual harassment.

B. Any employee or workplace participant who retaliates against another for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

C. If you believe you have been retaliated against, or if you know of, or suspect, retaliation against another, for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in writing, in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of discrimination to anyone other than a member of the Paid Personnel Committee does not constitute a report.

VI. Workplace Investigations

A. A report of retaliation for reporting harassment or sexual harassment, or a report of harassment or sexual harassment, that is made to those listed above will result in an appropriate investigation of the allegations. Lineboro may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

B. Those found to have harassed or sexually harassed or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior harassment or sexual harassment and/or retaliation.

VII. Knowingly False Reports Prohibited

A. Any employee or workplace participant who makes a knowingly false report of harassment or sexual harassment or retaliation, will be subject to discipline, including termination.

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 5 - Benefits





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID EMPLOYEE GUIDELINES AND PROCEDURES

NUMBER	TITLE	REVISIONS
5.1.1	Mandatory Maryland Sick And Safe Leave	1/2/2019
INSTITUTED		
2/11/2018		

I. PURPOSE

- A. On February 11, 2018, the Maryland Healthy Working Families Act went into effect, requiring that the Lineboro Volunteer Fire Department to establish a paid leave program for its employees. All employees of Lineboro Volunteer Fire Department are entitled to accrue sick and safe leave within the confines of the law. Volunteer members of the department do not qualify for the paid leave program.

II. PROCEDURES

A. Leave Accrual

1. Leave accrues at the rate of one hour for every thirty hours that an employee works.
2. An employee, who works less than 24 hours in any single, two-week pay period, will not accrue sick and safe leave for that period.
3. An employee is entitled to accrue a maximum of 40 hours of sick and safe leave in a calendar year.
4. An employee is entitled to carry over up to 40 hours of earned, unused sick and safe leave from one year to the next, unless it would provide the employee with more than 64 hours of total accrued leave.
 - i. No employee shall accrue more than 64 hours of paid sick and safe leave
5. Only time that an employee actually works will count towards the sick and safe leave accrual.

B. Eligibility to use Sick and Safe Leave

1. Employees hired on November 4th, 2017, or earlier, may use leave as it is accrued.
2. Employees hired on or after February 11, 2018 must wait 106 days from their date of hire.

C. Permissible Uses of Sick and Safe Leave

1. Under Maryland law, earned sick and safe leave may be used for the following:
 - i. To care for or treat the employee's mental or physical illness, injury or condition
 - ii. To care for a family member with a mental or physical illness, injury or condition
 - iii. To obtain preventative medical care for the employee or their family member
 - iv. For maternity or paternity leave
 - v. For an absence due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member*
 1. *Permissible under certain circumstances.
2. A "Family Member" is defined by the State of Maryland as:
 - i. A biological, adopted, foster, step child or grandchild;
 - ii. child or grandchild that you have legal or physical custody of or for whom you are the primary guardian;
 - iii. Child for whom you stand loco parentis
 - iv. your or your spouse's biological, adoptive, foster or step parent;
 - v. your legal guardian or your primary caregiver when you were a minor;
 - vi. your spouse;



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID EMPLOYEE GUIDELINES AND PROCEDURES

- vii. your biological, adopted, foster, or step- grandparent or the spouse of your grandparent; and
- viii. your biological, adopted, foster, or step-sibling or spouse of your sibling.
- 3. Paid Sick and Safe leave shall be used in one-half (0.5) hour increments, to a maximum of either:
 - i. The number of hours in the scheduled shift has been reached; or
 - ii. In the event that the employee does not have enough hours of leave accrued to cover the entire shift, the maximum number of accrued hours will be applied, in one-half (0.5) hour increments, until the remaining balance of accrued hours is equal to or less than 0.499 hours. In this case, the balance of the shift will be unpaid leave.
- 4. Planned or Foreseeable Usage
 - i. To qualify for the use of accrued sick and safe leave hours, employees are required to provide notice no more than seven days in advance if the sick and safe leave use is foreseeable.
- 5. Unplanned or Non-foreseeable Usage
 - i. For leave that is not foreseeable, the employee must provide notice as soon as practicable.
 - ii. In the event that notice is not provided within seven days of the request to use accrued sick and safe leave, and if the vacated shift cannot be filled by another employee, then the employee's request to use accrued sick and safe leave may be conveyed to unpaid time off.
 - 1. An employee who fills in a vacated shift must work the same number of hours, or more, than the employee requesting to use leave was scheduled for, to qualify for the use of accrued sick and safe leave. Otherwise, leave will be conveyed to unpaid time off.
 - 2. *"An employer is permitted to deny a request to take earned sick and safe leave if the employee fails to provide notice and the employee's absence will cause a disruption to the employer."*
- 6. Sick and safe leave will not be granted prior to being earned.
- 7. Sick and safe leave will be paid at the employee's regular, base rate
- 8. Sick and safe leave hours do not count as hours worked for purposes of calculating overtime.

D. Verification

- 1. Verification will be required for employees who use sick and safe leave for three (3) or more consecutive scheduled shifts. Verification must be provided for within the confines of the state law.
 - i. *"An employer may require verification for use of earned sick and safe leave if the employee (1) used sick and safe leave for more than two consecutive scheduled shifts"*
- 2. Verification shall be provided to a member of the Paid Personnel Committee no later than the close of the pay period for which the leave is used.
- 3. All leave requests that require verification will be entered as unverified until appropriate verification has been provided.
- 4. If appropriate verification is not provided per the requirements of the policy, then the leave will remain unpaid and no deductions shall be made against the employee's accrual.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID EMPLOYEE GUIDELINES AND PROCEDURES

E. Separation of Employment

1. Employees will not be paid out the balance of any earned, yet unused, sick and safe leave, upon their separation of employment with the Lineboro Volunteer Fire Department.
2. If a separated employee is reemployed with Lineboro Volunteer Fire Department within 37 weeks, they shall have the balance of their earned, unused sick and safe leave reinstated along with their employment.

F. Employee Tracking of Sick and Safe Leave hours

1. Sick and Safe Leave hour accrual will be tracked by the payroll administrator and published on the employee's paycheck, pay stub, or in their online payroll viewer.
2. Employee's can also check their accrued Sick and Safe Leave hours in FireManager. To check paid leave hour accrual and usage, the employee shall perform the following steps:
 - i. Log into FireManager using their issued credentials
 - ii. Locate the menu item that says **Reports**
 - iii. Locate the section that says **Time Off Accrual**, and click the "+" icon.
 - iv. Review the information contained in the section.

G. Employee Requests to use Sick and Safe Leave

1. All requests for leave shall be processed via FireManager
2. Employees shall submit their requests for time off through the FireManager system
 - i. Employees who wish to use their accrued Sick and Safe Leave hours shall select "Request- Sick/Safe Leave".
 - ii. Employees may select "Request- Non-Paid Time Off" if they do not wish to use accrued sick and safe leave, or if they do not have enough time accrued.
3. An administrator will change the time off type to the appropriate disposition.
 - i. For employee's who are using accrued sick and safe leave hours, Information will be provided to the employee via the "Note" in the time off request dialogue box regarding the balance of hours.

H. Violations of policy

1. An employee who is found to be in violation of this policy may be subject to immediate disciplinary action, up to and including suspension pending termination.

- I. Lineboro Volunteer Fire Department will not allow retaliation or any adverse employment action against any individual for taking sick and safe leave in accordance with the law. If you feel you have been retaliated against or that your employer has violated this Act, please speak with the EMS Captain or Chief immediately. If you feel LVFD is not in compliance with the Maryland Healthy Working Families Act, you may file a written complaint with Commissioner of the Maryland Department of Labor and Industry by sending an email to ssl.assistance@maryland.gov



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
5.2.1	Workers' Compensation	
INSTITUTED		
1/1/2019		

I. Safety and health are priorities to Lineboro. Nevertheless, accidents can occur in even in the safest workplace environments.

II. When an accident happens and an employee is injured in his or her scope of employment, Lineboro has workers' compensation insurance benefits to assist eligible employees with their medical treatment and recovery.

III. Reporting Injuries

A. You must report any and all injuries, no matter how slight you think they are, that occur or may have occurred while performing your job duties, as soon as the injury is known to you to a member of the Paid Personnel Committee. Notify any other person not on the Paid Personnel Committee shall not constitute a report.

IV. Discrimination Prohibited

A. Lineboro prohibits all forms of illegal discrimination, including discrimination in regard to workers' compensation benefits. If you suspect discrimination regarding your benefits, you must report it immediately, in writing, to a Paid Personnel Supervisor.

B. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like workers' compensation benefit fraud, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of worker's compensation fraud to anyone other than a member of the Paid Personnel Committee does not constitute a report.

V. Fraud

A. When employees fraudulently invoke their benefits, they hurt everyone. For this reason, workers' compensation fraud is prohibited.

B. If you suspect that someone is committing fraud, please report your good faith suspicions, in writing, to a Paid Personnel Committee Member.

C. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like benefit fraud, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of workers' compensation fraud to anyone other than a member of the Paid Personnel Committee does not constitute a report.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

VI. Retaliation Prohibited

A. Retaliation can include, but is not limited to, harassment, discrimination, or any other unfair treatment or abuse of power. Lineboro prohibits retaliation of any kind against those who, in good faith, report discrimination regarding their workers' compensation benefits or who assist in the investigation of a report of discrimination regarding those benefits.

B. Any employee or workplace participant who retaliates against another employee or workplace participant, for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

C. If you believe you, or another employee, are being subjected to retaliation for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately, in writing, in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to anyone other than a member of the Paid Personnel Committee does not constitute a report.

VII. Workplace Investigations

A. A report of retaliation for reporting a violation of policy regarding workers' compensation benefits or a report of discrimination or workers' compensation fraud, that is made to those listed above will result in an appropriate investigation of the allegations. Lineboro may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

B. Those found to have committed workers' compensation fraud, discriminated, or retaliated, against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior fraudulent behavior, discrimination and/or retaliation.

VIII. Knowingly False Reports Prohibited

A. Any employee or workplace participant who makes a knowingly false report of workers' compensation fraud, discrimination regarding workers' compensation benefits, or retaliation will be subject to discipline, including termination.

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 6 – Ethics





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
6.1.1	Lineboro and Ethics	
INSTITUTED		
1/1/2019		

- I. Lineboro is committed to a foundation based on ethics, including the ethical principles of integrity and respecting the rights of others.
- II. To be ethical means making the ethical choice, as well as asking for advice when the ethical choice is not clear.
- III. We demand honesty, integrity, respect for others, and adherence to the law.
- IV. Ethical Violations Prohibited
 - A. Lineboro prohibits violations of ethical principles. If you suspect a violation, you must report it immediately, in writing, to member of the Paid Personnel Committee.
 - B. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like ethics violations, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of ethics violations to any person other than a member of the Paid Personnel Committee does not constitute a report.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
6.2.1	Workplace Wrongdoing	
INSTITUTED		
1/1/2019		

- I. Being ethical includes not only following the law, but also choosing the ethical path in your decisions and actions.
- II. For that reason, Lineboro does not tolerate and prohibits wrongful, illegal, unethical or harmful behavior by its employees or any person who interacts with Lineboro. Prohibited wrongdoing includes, but is not limited to:
- A. Stealing, whether from Lineboro, volunteer members, customers, vendors, suppliers, coworkers, or any other participant in Lineboro's workplace;
 - B. Embezzlement, including embezzlement of Lineboro's funds or the funds of volunteer members, co-workers, customers, clients, vendors, suppliers, or other workplace participants;
 - C. Fraud, including, but not limited to, providing false or misleading information on time sheets, account sheets, expense forms and making false claims under Lineboro's insurance or benefits policies;
 - D. Pilfering of Lineboro's property for personal gain,
 - E. Intentional destruction of Lineboro's property;
 - F. Improper use or expenditure of Lineboro's resources including, but not limited to, utilizing Lineboro's personnel for projects, tasks or work outside the scope of Lineboro's business; Lineboro's computer, Internet and telephone resources and privileges for personal or financial gain; or using your affiliation with Lineboro for personal or financial gain];
 - G. Illegal or unethical accounting or business practices including, but not limited to, misleading statements or reports of Lineboro's financial condition;
 - H. Improper or unprofessional interaction with other employees, vendors, customers or workplace participants, including, but not limited to, sexual, racial and other forms of illegal harassment, and other abusive or disrespectful behavior meant to degrade others;
 - I. Illegal billing practices, including submitting false statements or invoices, overcharging or undercharging for products or services; mischaracterization of products or services; or any other billing practice prohibited by local, state or federal law;
 - J. Illegal practices that can harm the public; contravenes public policy or the public good; or harms Lineboro in any manner;
 - K. Improper or illegal disclosure of confidential information of the Lineboro or the medical or health information of employees and/or patients;



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

- L. Illegal or improper acts performed as part of your employment, including any breach of duties owed to the public, shareholders, employees, volunteer members, or the Leadership of Lineboro;
- M. Making knowingly false claims; bearing false witness; or knowingly or recklessly creating false light against other employees, management, customers or others that interact with Lineboro;
- N. Improper or illegal retaliation, including the denial of employment opportunities to employees for filing a complaint or making a report; reporting a violation of this manual; filing a complaint of wrongdoing like discrimination or harassment; or blowing the whistle or acting as a witness to any illegal activity; or
- O. Intentional violations of the policies in this manual.

III. Reporting Wrongdoing

- A. If you are experiencing any type of wrongdoing, or if you know of, or suspect, wrongdoing by another employee or workplace participant, you must report it immediately, in writing, to a member of the Paid Personnel Committee.
- B. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of wrongdoing to any person other than a member of the Paid Personnel Committee does not constitute a report.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
6.3.1	Insubordination	
INSTITUTED		
1/1/2019		

I. Lineboro was built on teamwork. Teamwork requires everyone at Lineboro work together to accomplish common goals.

II. We have entrusted to our officers and leadership with the authority to achieve these goals. To do this, those personnel in leadership positions must have your cooperation and willingness to work under his or her leadership.

III. What Is Insubordination?

A. Insubordination is a form of wrongdoing that undermines leadership.

B. Insubordination includes, but is not limited to:

1. Refusing to follow the policies in bad faith or without good cause;
2. Refusing to follow other rules and regulations of Lineboro in bad faith or without good cause;
3. Knowingly defying leadership in bad faith or without good cause;
4. Knowingly disobeying an order of leadership in bad faith or without good cause; or
5. Knowingly disrespecting Lineboro, its mission or its leadership in bad faith or without good cause.

C. Any employee who is insubordinate is subject to discipline, including, but not limited to, termination.

IV. Good Faith Refusal

A. It is not insubordination for refusing an order, demand, or request in good faith and for good cause. Whether a refusal is in good faith and good cause is for Lineboro to decide and will be reviewed on a case-by-case basis.

B. Refusing an order or defying policy simply because you disagree with the order or policy or do not want to perform the order or policy for reasons not exempted under this policy is not considered reasonable or "for good cause."



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

V. Unlawful Orders, Demands, or Requests

A. Refusing or defying an unlawful order, demand, or request from a superior is not insubordination. Employees who are subjected to such unlawful orders, demands or requests should refuse to perform what is requested and immediately contact a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
6.4.1	Off-Duty Conduct	
INSTITUTED		
1/1/2019		

- I. This policy applies to all employees of the Lineboro Volunteer Fire Department, Inc.
- II. Lineboro's personnel are subject to standards of performance not only for their specific job functions, but also for their general conduct because they serve the taxpayers and visitors of Carroll County and its neighboring jurisdictions. The public nature of their decisions and commitment to the fire service requires that all personnel adhere to high standards of ethical and moral behavior in their job functions and in their personal conduct.
- III. Personnel are expected to comply with all departmental guidelines, policies, and procedures, and all written laws of the State of Maryland. Personnel are expected to exercise sound judgment in carrying out their duties in a professional manner for the betterment of the community and Department as a whole. While the Lineboro is not normally concerned with the off-duty conduct of its personnel, when off-duty conduct has a bearing on Departmental operations or brings discredit on Lineboro, then such conduct becomes a serious concern and will result in appropriate disciplinary action against the employee concerned.
- IV. The standards set forth in this manual are not intended to, and obviously cannot be, exhaustive of all appropriate responses and actions of personnel, or list every possible situation. These policies shall be used by Lineboro personnel to provide guidance as to the principles and standards they should strive for in every situation.

V. Procedures

A. Unbecoming Conduct

1. Every employee shall conduct him/herself at all times in a manner that reflects most favorably on the Lineboro Volunteer Fire Department, Inc. The phrase "reflects most favorably" pertains to the perception of both the citizens and other employees. Conduct unbecoming an employee shall include that which tends to bring the Department into disrepute, or reflects discredit upon the employee as a representative of the Department, or that which tends to impair the operation or efficiency of the Department or employee.
2. Employees will, at all times, be governed by ordinary rules of good behavior observed by law-abiding citizens, both on and off duty. Employees will be subject to discipline for any conduct tending to bring reproach, disgrace or discredit upon the Department and its uniform, and for any conduct that undermines or interferes with the efficiency or operations of the Department, even though such conduct may not be specifically prohibited by policy or procedure.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

B. Employee's Obligation to Notify Lineboro of Certain Activities

1. Employees must immediately report (completely and in writing) any of the following matters to the Paid Personnel Committee:
 - a) When the employee is arrested or cited for any criminal offense, including all categories of felonies, misdemeanors and major traffic violations (such as driving under the influence of intoxicants, driving with suspended license, hit and run, attempt to elude, and reckless driving);
 - b) When the employee is a party to any judicial, quasi-judicial or administrative hearing or proceeding related to one's job duties (such as the proposed suspension of the employee's driver's license, or the proposed suspension of a job-related certification, license or permit, such as EMS or ALS certification);
 - c) When the employee knows that another Lineboro employee is involved in any of the matters listed above.
2. Lineboro will conduct an appropriate investigation into any of the matters listed above. Employees must cooperate fully with investigators and provide copies of all police reports, accident reports, Motor Vehicle Administration reports and court records as directed. Employees may be required to provide periodic updates of such records.
3. When an employee's driver's license is suspended by an agency or court, the Department will determine whether a temporary job assignment may be available that does not involve driving. Since all employees must possess a valid driver's license at all times as a condition of their employment, no employee should expect to receive a temporary assignment if they are unable to drive. Lineboro will evaluate each case closely in determining whether to offer temporary reassignment. The facts and circumstances of each incident will be taken into account, as well as the employee's history of discipline and the availability of suitable alternative positions. Lineboro's needs will be primary, and if a temporary position is not available, or is determined not to be appropriate or justified, the employee may be suspended without pay or terminated if they cannot drive.
4. If Lineboro determines that an employee cannot effectively perform their assigned job duties because of pending criminal charges, or because of a pending investigation into their conduct, the employee may be suspended without pay or terminated.
5. In the event that an employee's driver's license, EMS, or ALS certification is revoked or suspended for an undefined or extended period of time, Lineboro may take disciplinary action including suspension without pay or termination of employment.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

C. Examples of Off-Duty Misconduct

1. The following list is provided for information purposes: it is not exhaustive, and is not intended to cover all situations in which disciplinary actions may be taken for off-duty conduct or behavior. Lineboro retains the sole discretion to determine when disciplinary action, up to and including termination, is appropriate.

- a) Commission of a felony, misdemeanor or a crime involving moral turpitude or dishonesty
- b) Conduct reflecting discredit on the Lineboro Volunteer Fire Department, Inc.
- c) Alcohol abuse or illegal drug possession or use in any shape or form
- d) Discourteous treatment of the public, Lineboro personnel, or the personnel of other fire companies and departments
- e) Misappropriation or misuse of Lineboro property
- f) Possession of firearms or other dangerous weapons against the laws of the state of Maryland or the laws of another state
- g) Falsification or destruction of official records or documents
- h) Using obscene or offensive language; engaging in obscene, outrageous or other offensive conduct
- i) Any other action or inaction not in Lineboro's best interest

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 7 - Safety





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.1.1	Lineboro and Safety	
INSTITUTED		
1/1/2019		

- I. Safety is a priority. Lineboro is committed to providing a safe workplace for employees, as well as for volunteer members, customers, visitors, clients, and all who enter the property.
- II. Employees are required to wear required safety equipment, follow Lineboro's safety guidelines, observe the safety procedures for the equipment they use, apply safety training, and report any safety violations, incidents, or concerns.
- III. Reporting Safety Incidents and Concerns
 - A. Employees should immediately report, in writing, safety policy violations, incidents, or concerns, including any injury or near injury, or any potentially dangerous situation, to a Fire or EMS Officer, the Company's Safety Officer, or a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.2.1	Preventing and Reporting Workplace Violence	
INSTITUTED		
1/1/2019		

I. Preventing workplace violence begins with the awareness that violence can occur anywhere and at anytime. Consequently, every person who interacts with Lineboro's workplace is responsible for helping prevent violence.

II. What Is Workplace Violence?

A. Workplace violence can include:

1. Verbal, written or physical threats of violence;
2. Assault and battery;
3. Attempted murder or murder;
4. Plots to damage a facility or to intimidate, hurt or kill employees or others who interact with the workplace; or
5. Other violent actions or crimes at work or during work-related events, directed toward an employee or workplace participant.

B. Lineboro prohibits all forms of violence. Any employee who threatens, conspires to commit, or commits a violent act is subject to discipline, including termination.

III. Reporting Threats, Suspensions, Concerns and Acts of Violence

A. Should life-threatening violence occur in the workplace, at an incident scene, or anywhere you perform your job duties, contact appropriate Emergency Communications Center, and remove yourself from the threat immediately.

B. If you witness an act of violence using deadly or potentially deadly force, contact the appropriate Emergency Communications Center, and, if possible, inform a member of the Paid Personnel Committee at once, so long as you can do so without placing yourself or other workplace participants at risk.

C. If you have a reasonable suspicion that an act of violence is about to occur, contact the appropriate Emergency Communications Center, and, if possible, inform a member of the Paid Personnel Committee.

D. If you have concerns that an employee or other workplace participant may commit an act of violence, or if you have heard rumors of potential violence from employees or others who interact with your workplace, you should contact a member of the Paid Personnel



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

Committee, or contact the appropriate Emergency Communications Center if time is of the essence.

IV. Retaliation Prohibited

A. Retaliation can include, but is not limited to, harassment, discrimination, or any other unfair treatment or abuse of power. Lineboro prohibits retaliation of any kind against those who, in good faith, report a violation of this policy or who assist in the investigation of a report of a violation of this policy.

B. Any employee or workplace participant who retaliates against another for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

C. If you believe you (or another) are being subjected to retaliation for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately, in writing, in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to anyone other than a member of the Paid Personnel Committee does not constitute a report.

V. Workplace Investigations

A. A report of retaliation will result in an appropriate investigation of the allegations. Lineboro may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

B. Those found to have harassed, discriminated, or retaliated, against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior unlawful harassment, discrimination and/or retaliation.

C. Lineboro may elect to use a third-party to assist in the investigation process.

VI. Knowingly False Reports Prohibited

A. Any employee or workplace participant who makes a knowingly false report of a violation of this policy or of retaliation will be subject to discipline, including termination.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.3.1	Weapon-Free Workplace	
INSTITUTED		
1/1/2019		

I. Lineboro prohibits the possession or use of dangerous weapons on Lineboro's property, except when required for official and sanctioned company business or events. Employees, applicants, and third party participants in the workplace may be permitted to secure a weapon in their private vehicle, so long as the storage of said weapon is in accordance with state and local law.

II. This policy applies to all employees, applicants, and third party participants in the workplace including, but is not limited to volunteer members, visitors, vendors, family members, clients, and customers.

III. A license to carry a weapon does not supersede this policy, unless the employee or workplace participant has received written approval in advance from Lineboro, and/or the weapon is necessary to perform a job function. Any member, who is also a sworn law enforcement officer required to carry a weapon as a condition of their employment with a law enforcement agency, may request to be provided with a secured lockbox, in order that they may safely and appropriately store their weapon while on Lineboro property.

IV. Lineboro's property includes all of Lineboro's owned or leased buildings and surrounding areas, including parking lots, as well as within Lineboro's vehicles, leased or owned, or on any incident scene in which Lineboro has been summonsed to respond to.

V. Weapons Prohibited

A. Prohibited weapons include, but are not limited to, firearms of any sort; air guns; stun guns, like TASERS®, or other stun devices; knives with blades longer than allowed by Maryland State Law; explosive material, including fireworks; brass knuckles or other fighting instruments; martial arts weapons such as nunchucks or throwing stars; and all other dangerous weaponry.

B. Employees, volunteer members, or other workplace participants who are found to have violated this policy may be subject to discipline up to and including termination and/or removal from Lineboro's property.

VI. Reporting Weapons

A. If you know of a violation of this policy or reasonably suspect a violation of this policy, and you have reasonable suspicion that potential imminent violence could occur, contact the appropriate Emergency Communications Center immediately. Then, if possible, inform a member of the Paid Personnel Committee.

B. If you know of, or have heard of a violation of this policy, but you do not reasonably believe that violence is imminent, you should contact a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.4.1	Safety of Minors	
INSTITUTED		
1/1/2019		

I. Lineboro is dedicated to providing a safe environment for all minors who participate in, or interact with, its workplace.

II. Responsible adults understand that minors are vulnerable to abuse from adults and other children, and that all safe adults, not just parents and guardians, must make a concerted effort to create and maintain child-safe environments.

III. Lineboro considers any person who meets the requirements of being a minor under state or local law is considered a minor under this policy.

IV. What Is Child Abuse?

A. Child abuse includes physical, emotional and sexual abuse and/or neglect of minors.

B. Child sexual abuse can include unwanted and unnecessary touching or fondling of minors; voyeurism; exposing minors to sexual acts or pornography; requests for or offers of sex to a minor; solicitation of sex from minors; sexual exploitation of minors; lewdness or exposing private body parts to a minor; taking nude photographs of minors without proper consent or for illegal purposes; and other sexual acts with minors such as intercourse, penetration, rape, incest and sodomy.

C. Both child abuse and child sexual abuse are serious crimes.

V. Relationships With Minors Prohibited

A. Employees are prohibited from having any type of sexual relationship with a minor, even if the minor or his or her parent(s) provide their express consent.

B. Employees, volunteer members, and other workplace participants who are discovered to have committed, or are reasonably suspected of committing child abuse will be reported to the proper legal authorities and subject to termination.

VI. Proper Interaction With Minors

A. Lineboro demands that all employees, volunteer members, and workplace participants interact with minors in a safe and proper manner including:

1. Eliminating or limiting the times they are alone with minors without other safe adults being present, accessible, or in view;



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

2. Never being with a minor in a concealed area, including a locked room or a place where other adults cannot see or hear an adult's interaction with a minor or minors;
3. Never hosting an event for minors or inviting minors to their home unless such hosting or invitation is part of an approved Lineboro function;
4. Never inviting minors, not of family relation, to their home without the presence of the minor's guardians, parents or multiple safe adults as part of an approved function;
5. Never entering a home with a minor, not of family relation, unless the minor's guardians or parents are present and/or without the guardian or parent's consent;
6. Never giving a minor a gift or money without the consent of Lineboro and the guardian or parents of the minor;
7. Never providing illicit drugs or alcohol to minors or purchasing illicit drugs or alcohol for minors;
8. Never going to an event with a minor without receiving the written consent of the minor's guardian or parents and Lineboro;
9. Never providing transportation to a minor or minors without approval of Lineboro and/or consent of the minor's guardians or parents, and without other safe adults being present;
10. Never taking photographs or capturing digital images of a minor without receiving the written consent of the minor's guardian or parents and Lineboro; or
11. Never communicating to a minor on matters unrelated to performance of your job duties; in an unprofessional manner; or inappropriately via phone, letter, by electronic or any digital means, including, but not limited to, instant messaging, email, or in a chat room without the consent of the minor's guardians or parents.

B. It is not the intention of this policy to prevent an employee or volunteer member from being able to perform their required duties while responding to or handling a call for service. An employee or volunteer member who performs an action identified above as a condition of performing their duty shall not be considered to be violation of this policy.

VII. Reporting Suspected Child Abuse

A. If you have a reasonable suspicion that child abuse is occurring or that a minor is in danger, you must immediately report the abuse, either to the appropriate law enforcement agency, or in writing to a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.5.1	Substance Abuse Policy	
INSTITUTED		
1/1/2019		

- I. Lineboro is committed to safety. Therefore, the abuse of drugs or alcohol by employees, volunteer members, and others who interact with Lineboro's workplace is prohibited.
- II. Employees of the Lineboro Volunteer Fire Department shall adhere to the Carroll County Volunteer Emergency Services Association's Substance Abuse Policy in its entirety. For reference, a copy of the policy is attached below.
- III. Employees who are found in violation of, or fail to adhere to, the Substance Abuse Policy for the CCVESA, may be subject to disciplinary action, up to and including termination.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

Substance Abuse Policy For Carroll County Volunteer Emergency Services Association

A. *Substance Abuse Policy Statement:*

The Carroll County Volunteer Emergency Services Association values its personnel and recognizes the need to provide a safe and healthy work environment. Personnel who abuse alcohol and/or drugs in the workplace pose a serious safety and health hazard to themselves, their co-workers, and the public. In addition, alcohol and drug abuse leads to absenteeism and interferes with and threatens the emergency services productivity.

The Carroll County Volunteer Emergency Services Association recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled.

The goal of this policy is to provide guidance to all personnel that the use of illegal drugs and the improper use of legal prescription drugs in the workplace are incompatible with providing services with the Carroll County Volunteer Emergency Services Association.

Therefore, the following policy on alcohol and drug abuse will be followed by all personnel as described in the "Execution by Each Personnel of Agreement" section.

1. It is a violation of association policy for any personnel to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs.
2. It is a violation of association policy for anyone to report to work under the influence of alcohol or illegal drugs or any other substance that impairs the personnel's mental or physical capacity.
3. It is a violation of the association policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
4. Violations of this policy are subject to disciplinary action up to and including termination.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free workplace. The intent of this policy is to send a clear message that the illegal use of drugs is incompatible with providing services with Carroll County Volunteer Emergency Services Association.

All personnel of the Carroll County Volunteer Emergency Services Association are subject to this drug policy as a condition of continued volunteerism and/or employment. At any time, the Carroll County Volunteer Emergency Services Association may amend, supplement, modify, or change any part of this policy. Such changes to this policy will be made public prior to the effective date.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

Questions regarding the Carroll County Volunteer Emergency Services Association's substance abuse policy and/or educational materials can be forwarded to attention of The Health & Safety Committee Chairperson at 50 Kate Wagner Road Westminster, Maryland 21157 or contact the Chair at 410-848-1488.

Please refer to definitions section below for defined terms that are used throughout.

B. Execution by Each Personnel of Agreement:

Each personnel and/or applicant will be required to sign the Carroll County Volunteer Emergency Services Association's Acknowledgement of Receipt of the Substance Abuse Policy.

All Carroll County Volunteer Emergency Services Association personnel are subject to this policy as a condition of continued volunteerism and/or employment.

This policy does not represent an expressed or implied contract, and it does not affect any individual's status as an "at will" personnel.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

C. Definitions:

"Accident" means when the driver is involved in an motor vehicle accident which results in disabling damage to any motor vehicle requiring tow away, bodily injury with immediate medical treatment away from the scene, or human fatality.

"Agreement" means the Acknowledgment, Consent & General Release Agreement in the form attached hereto, as that form may be amended from time to time by the Carroll County Volunteer Emergency Services Association in the future.

"Association Physician" means individual that is an occupational health physician who has an agreement with the Carroll County Volunteer Emergency Services Association to provide annual health assessment and services for occupational injuries and illnesses.

"CCVESA Management" means the Carroll County Volunteer Emergency Service Association's officers, Association Liaison, Health and Safety Committee Chairperson and chief of member departments and his or her designate.

"Chain of Custody" means procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen, using an agency approved chain of custody form.

"Company Premises" is interpreted in the broadest sense, and includes, but is not limited to all land, property, buildings, parking lots, vehicles, or equipment owned, leased or in any other manner being used by the Carroll County Volunteer Emergency Services Association.

"Confirmatory Test" means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle.

"Employee Assistance Program" means a counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, and mental health problems, and monitors the progress of employees while in treatment.

"Illegal Drug" means any drug:

1. that is not legally obtainable,
2. that is legally obtainable but has not been legally obtained,
3. that is a controlled dangerous substance, as defined in Article 27, Annotate Code of Maryland.

The term includes both "street drugs" and prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

"Impaired" means working while using legal or illegal drugs in a manner inconsistent with Carroll County Volunteer Emergency Services Association's substance abuse policy.

"Improper Use" means any use that is not a proper use (defined below).

"Initial Test" means a screening test to eliminate "negative" urine specimens from further consideration.

"Legal Drug" means any drug in which possession or sale of which is not prohibited or restricted by law, including legally-obtained prescription drugs and over-the-counter medications.

"Medical Review Officer" means the individual responsible for receiving laboratory results who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate positive test results together with an individual's history and any other medical information.

"On the Job" means during any period of time any personnel are performing any task at the request of the Carroll County Volunteer Emergency Services Association and/or all times the personnel is on Carroll County Volunteer Emergency Services Association premises and/or at the workplace.

"Proper Use" means the personnel's legal use of an over the counter drug or a properly prescribed prescription drug for its intended purpose and, with respect to a prescription drug, in accordance with the prescription, provided, however, that, before beginning work: the personnel shall have given to the Association Physician written notice of the use of any drug and, as to prescription drugs, has provided Association Physician with a copy of the prescription and the name and telephone number of the person issuing the prescription, and personnel has consented in writing to Association Physician to call and discuss with the personnel's medical practitioner the possible effects the use may have on the personnel's work. Personnel shall sign a HIPAA release upon receiving this policy.

"SAMHSA" means Substance Abuse and Mental Health Services Administration.

"Traceable in the Personnel's System" means that the results of the SAMHSA certified laboratory's analysis of the personnel's urine specimen is positive for the tested substance at the Department of Health and Human Services (DHHS) cut off levels.

"Workplace" means any job site, project or assignment to which the Carroll County Volunteer Emergency Services Association services are contracted and includes parking lots, lunch, and change rooms and similar common areas used by Carroll County Volunteer Emergency Services Association personnel. Also, anyone driving a Carroll County Volunteer Emergency Services Association's vehicle to and from work and during work hours and driving a Carroll County Volunteer Emergency Services Association's vehicle for personal use.

"Verified Positive Test Result" means a test result that was positive on both the initial and confirmatory tests, and reviewed and verified by the medical review officer.

"Personnel" means any individual who (volunteer and/or career) responds to an Emergency Medical Services or fire call as a driver, medical provider, firefighter/rescue/hazmat/Advanced Technical Rescue, or Fire Police.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

D. Prohibited Conduct:

No personnel shall be on the job under the influence of any controlled substance unless personnel have notified the Carroll County Volunteer Emergency Services Association in advance and such use constitutes proper use (defined above). The Carroll County Volunteer Emergency Services Association may ask any personnel making proper use of legal prescription drugs to go home if in the reasonable opinion of Carroll County Volunteer Emergency Services Association such use interferes with the ability of the personnel to work safely and efficiently.

Any personnel who refuses to submit to drug testing as required by Carroll County Volunteer Emergency Services Association under its substance abuse policy will be treated as having failed the test and should expect, at a minimum, to be subject to disciplinary action up to and including termination.

Each working day each personnel shall have the independent duty to notify Carroll County Volunteer Emergency Services Association Management before beginning work, of any medical condition or use of any substance which might reasonably affect the safe and efficient performance of personnel while on the job.

Any person who fails to notify the Carroll County Volunteer Emergency Services Association Management in a timely manner of the use of a legal prescription drugs or the use of other substances that might impair the personnel's performance should expect to be subjected to one or more penalties described in Carroll County Volunteer Emergency Services Association's substance abuse policy.

Drug Testing Procedures:

Drug testing will be performed in a manner consistent with Maryland law at qualified collection sites designated by the Carroll County Volunteer Emergency Services Association. The test shall be conducted in a professional and sanitary manner with due regard for the personnel's or potential personnel's privacy, dignity, and confidentiality. A secure, written Chain-of-Custody process will be followed at all times.

The urine specimen will be taken and will be analyzed by a SAMHSA-certified professional laboratory for the following substances:

- Cocaine
- Amphetamines
- Opiates
- Cannabinoids (Marijuana)
- Phencyclidine (PCP)

Any positive urine screen result will automatically undergo a confirmatory test. All positive results will be reviewed by a certified Medical Review Officer (MRO). Positive results will be reported to CCVESA Management as "Not Fit For Duty".



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

At this time, the designated Medical Review Officer is:

Stephan Mann, MD, MPH
Certified Medical Review Officer
Corporate Occupational Health Solutions
700 Corporate Center Court, Suite A
Westminster, MD 21157

Retest of Urine Specimens:

Any personnel are entitled to request a retest of the urine sample that produced a confirmed positive test result, at the personnel's expense, within three days after notification of the test results by the MRO. The personnel will be provided a list of other SAMHSA certified laboratories to choose from and provided by the Medical Review Officer.

The Carroll County Volunteer Emergency Service Association shall abide by the results of the retest and pay for the retest if the retest results are negative and contrary to the initial test results obtained at the personnel's request.

When Personnel Will Be Tested:

Upon the initiation of this policy, all personnel will sign an Agreement and will be drug tested as a condition of their continued service and pursuant to the Carroll County Volunteer Emergency Service Association's legal right and prerogative to test any personnel for drug abuse. The following testing within the limits of federal and state laws will be initiated:

1. New Members

The Carroll County Volunteer Emergency Services Association reserves the right to test and screen of illegal drugs any new personnel as part of their initial physical requirements. This testing should be completed as soon as the applicant is accepted and before they become involved in any organizational official business.

2. Annual Physicals Testing

The Carroll County Volunteer Emergency Services Association reserves the right to drug screening during the annual physical of personnel. This may only be done if the annual physicals are mandated for all personnel.

3. Random Testing

The Carroll County Volunteer Emergency Services Association reserves the right to unannounced random drug testing on a certain number of personnel each year. Personnel are randomly selected by the testing facility and not the Carroll County Volunteer Emergency Services Association, by use of a numbering system, to be certain required testing is purely by chance.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

Random testing will not be done by mass testing or at a supervisor's discretion, (i.e. sending everyone at Station Three today), or solely because of personnel promotion.

4. Post-accident Testing

Any personnel involved in an accident, as defined below, may be immediately screened for Alcohol and drugs at an appropriate medical facility and in the prescribed manner as outlined in DOT standards: Any accident that involves Human Fatality whether or not the driver was issued a citation, any accident that the driver was issued a citation with bodily injury with immediate medical treatment away from the scene, and/or any accident that that the driver was issued a citation with disabling damage to any motor vehicle requiring tow away.

5. Reasonable Suspicion Testing

The Carroll County Volunteer Emergency Services Association reserves the right to send any personnel to an appropriate medical facility and in the prescribed matter for a reasonable suspicion for testing. A supervisor or designated Carroll County Volunteer Services Association official may ask any personnel to submit to a drug test if his or her conduct or appearance indicates evidence of drug use. Anyone who would make the decision to test any personnel will be trained in recognizing drug misuse.

6. Return-To-Duty Testing

The Carroll County Volunteer Emergency Services Association reserves the right to drug testing any personnel who has had sanctions taken against them for drug or alcohol abuse, before they are permitted to return to duty. If you have a positive drug test, refuse to submit to a drug test, or engage in prohibited conduct as outlined in this policy, you will be removed from the job. In order to return to work you must be evaluated by an Employee Assistance Professional (EAP). Following that evaluation and completion of any treatment the EAP recommends, you must submit to another urine drug test, and have a negative result in order to return to work. The EAP will determine which return-to-duty tests are required.

The cost of the EAP evaluation and the completion of any recommended treatment are the financial responsibility of the personnel.

The association will pay for the costs of the first return-to-duty test. The personnel will pay for the costs of any sequential return-to-duty test.

7. Follow-Up Testing

Personnel returning to work after EAP evaluation will also be subject to follow-up testing for up to five years. This will be determined by the EAP, who prescribes the test schedule. At a minimum, there will be six follow-up tests in the first 12 months following your return to duty. These tests are in addition to any random, post-



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

accident or other required tests. These follow up tests will be random and performed under the same policies as other random testing.

The personnel will pay for the costs of the follow-up tests.

Refusal to Test

The following are provided as examples of refusal to test. This list is not exhaustive.

- Failure to go to the clinical testing site.
- Failure to provide a urine drug screen sample as described in the post accident testing section.
- Failure to provide a sufficient specimen or a specimen which is suitable for testing.
- Refusing to complete the testing process.

Penalties:

First Offense:

It is the policy of the Carroll County Volunteer Emergency Services Association that any Personnel:

- refusing a drug test
- testing positive on a drug test

1. Will receive a referral to an Employee Assistance Counselor as outlined above.

Second Offense:

1. Termination

REFERRAL TO AN EMPLOYEE ASSISTANCE PROFESSIONAL:

If any personnel is found to be in violation of the Carroll County Volunteer Emergency Services Association's substance abuse policy, and is referred for evaluation by a substance abuse professional (SAP), the SAP will determine which return-to-duty tests are required.

The cost of the SAP evaluation and the completion of any recommended treatment are the financial responsibility of the personnel.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

E. Acknowledgement of Receipt and HIPAA Release:

As a condition of continued to volunteerism and/or employment, all personnel must sign an acknowledgement of receipt of the substance abuse policy and release of medical information.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

Carroll County Volunteer Emergency Services Association Acknowledgement of Receipt of Substance Abuse Policy and Emergency Authorization for the Release of Medical Information

I hereby acknowledge receipt of the Carroll County Volunteer Emergency Services Association's Substance Abuse Policy regarding the illegal use of drugs. I have read or have had it read to me in a way that I understand the policy. I understand that refusal to submit to any drug test required by this policy or a positive test result is grounds for disciplinary action up to and including termination. Furthermore, I authorize the release of the test results to the Carroll County Volunteer Emergency Services Association Management, Medical Review Officer, and/or, on post-accident tests, Carroll County Volunteer Emergency Services Association's workers' compensation carrier and understand that refusal to release these results is grounds for disciplinary action up to and including termination. I understand that if I test positive for illegal drugs following an on-the-job accident, I may be ineligible for a portion of my workers' compensation benefits. (Note: The Workers' Compensation Commission Review Board reserves the right to review claims and may further reduce the benefits on an individual basis.)

I recognize that the Carroll County Volunteer Emergency Services Association's policy on illegal drug use does not constitute an expressed or implied contract of service.

I do hereby authorize any physician, dentist, chiropractor, therapist, clinic, hospital or other healthcare provider or administrative staff, to release to Carroll County Volunteer Emergency Services Association Physician, all medical records related to my records and information of all prescribed medications by such healthcare provider.

Personnel Name (print)

Personnel Signature

_____/_____/_____
Date

Witness Signature

_____/_____/_____
Date



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.6.1	Personal Protective Equipment	
INSTITUTED		
1/1/2019		

- I. The use of PPE for hazard protection shall be mandatory when specified
- II. Employees may only use PPE issued by Lineboro or another department in Carroll County.
 - A. Lineboro will issue employees a helmet in the event that they are an officer with another department.
- III. **Issuance and Possession of PPE**
 - A. Lineboro will provide PPE to its employees who do not already possess PPE from another department in Carroll County, in accordance to the level of hazard and response expected.
 - B. Employees assigned to respond to structural fire fighting operations shall be issued, or otherwise possess from another Carroll County department, protective clothing such as helmets, hoods, coats, pants, gloves, and footwear that meets applicable requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting.
 - C. Employees assigned to respond on emergency medical services calls shall wear PPE appropriate to the nature of the incident.
 - D. Employees assigned to respond on motor vehicle collisions and other transportation emergencies shall wear PPE appropriate to the nature of the incident:
 1. Under fire conditions, employees shall wear full structural fire PPE including SCBA.
 2. For non fire conditions, employees shall wear appropriate PPE, including helmet, gloves, face and eye protection, and high visibility apparel.
 - E. All employees shall be issued and wear eye protection that meets or exceeds ANSI Z87.1, Standard Practice for Occupational and Educational Eye and Face Protection.
 - F. All employees shall be issued and wear hearing protection that meets or exceeds requirements for 29 Code of Federal Regulation 1910.95, Occupational Noise Exposure.
- IV. **Inspection of Issued PPE**
 - A. Lineboro will provide for the inspection and maintenance of all PPE issued by Lineboro, in accordance with applicable standards and regulations.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

B. Employees shall inspect their issued PPE annually, during their birth-month, as well as when as needed throughout the remainder of the year.

V. Self Contained Breathing Air

A. Employees who are assigned to wear respirators shall be fit tested annually.

B. Employees shall only use SCBA issued by Lineboro, and only once receiving proper and adequate training.

VI. PPE on Apparatus

A. Employees shall don all applicable PPE and be belted in a seat prior to response on fire apparatus. Employees responding on non-fire apparatus shall don the required PPE immediately on arrival at the incident scene.

B. Structural PPE shall not be donned or worn by employees assigned to the ambulance on calls for emergency medical services, except as required by extenuating circumstances.

C. The EVO shall not wear PPE while driving the vehicle. When operating near or around the vehicle at an incident scene, the EVO shall wear a minimum of an approved ANSI Safety Vest, gloves, and protective footwear. When leaving the vicinity of the apparatus on an incident scene, the required level of PPE shall be donned immediately.

VII. All employees, whether working, standing, or otherwise present on the incident scene on a roadway, highway, or street, or who are operating under nighttime or low visibility conditions, shall don a DOT approved traffic safety or otherwise high visibility vest. Structural firefighting coats, command vests, or other similar approved reflective garments may be worn in lieu of traffic safety vests. The safety vest does not need to be worn when engaging in firefighting operations.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.7.1	Smoking, Products with Nicotine, and e-cigarettes Restricted	
INSTITUTED		
1/1/2019		

I. Research proves that smoking and secondhand smoke are dangerous to the health of the smoker and to those who are exposed to smoke. Research continues on use of e-cigarettes, but preliminary studies show they deliver carcinogens and other irritants to the lungs, contributing to asthma, heart disease, and antibiotic-resistant infections.

II. In order to encourage healthy lifestyles, and to protect all employees, volunteer members, and other workplace participants, Lineboro prohibits smoking and use of other tobacco or nicotine-containing products such as e-cigarettes inside of Lineboro's buildings, in Lineboro's vehicles, or while performing job duties on behalf of Lineboro.

III. Smoking Areas

A. Employees are not permitted to smoke or use e-cigarettes ("vape") on Lineboro's property except in designated smoking areas. Employees who do smoke or vape in designated areas are encouraged to be respectful of others including extinguishing and not lighting cigarettes or other lawful smoking material, before leaving or entering the designated smoking area. Employees must not smoke or vape in areas near exits and entrances of Lineboro's buildings.

B. Smoking or vaping is permitted during down time in the following areas:

1. To the rear of Lineboro's Fire Station, but not within 25 feet of the building;
2. In Lineboro's front gravel or grass parking lot; or
3. In the employee's own vehicle.

IV. Smoking and E-cigarette Safety

A. To lower the risk of fires and to keep Lineboro's property clean, employees who smoke must extinguish their smoking waste properly, prior to disposal.

B. If you think someone has been exposed to an e-cigarette or liquid nicotine, call your local poison center at 1-800-222-1222 immediately.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.9.1	Safe Driving and Vehicular Operation	
INSTITUTED		
1/1/2019		

I. Safe driving of Lineboro's vehicles or your own vehicle while conducting Lineboro's business is important for safety and for preserving health and life.

II. To prevent vehicular accidents, Lineboro prohibits the following acts while driving Lineboro's vehicles or while driving any other vehicle while performing your job duties:

- A.** Driving under the influence of alcohol or drugs;
- B.** Operating any vehicle without proper license;
- C.** Speeding (except under certain circumstances during an emergency response);
- D.** Operating a vehicle carelessly, negligently, improperly, illegally, or outside recommended safety protocols;
- E.** Driving a vehicle without using a seat belt, shoulder belt or other safety harness;
- F.** Texting while driving or otherwise using a hand held device;
- G.** Operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle; and
- H.** Turning off or dismantling vehicle safety devices, like airbags.

III. Any decision requiring whether or not a vehicle has been driven carelessly is at the sole discretion of Lineboro. An operator is considered to have operated a vehicle carelessly if he or she:

- A.** Texts while driving or uses a hand held device;
- B.** Is operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle;
- C.** Operating a vehicle while eating, writing, reading or performing other functions that reduce the driver's awareness or ability to control the vehicle;
- D.** Looks away or down while driving or otherwise becomes distracted while operating a vehicle;
- E.** Passes another vehicle in a no pass lane or in the wrong lane, (while not on an emergency response);



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

- F.** Tailgates another vehicle;
- G.** Drives too fast or aggressively during poor conditions, like rain or snow;
- H.** Is ticketed by law enforcement after an accident; or
- I.** Operates a vehicle while sleepy, overly fatigued, or with an illness or condition that impairs or could impair motor skills and judgment.

IV. Driving a vehicle carelessly is not permitted and could result in discipline including, but not limited to, termination of employment.

V. Reporting Careless Driving

- A.** If you know or suspect another employee or workplace participant is violating this policy, you must report it immediately, in writing, to a member of the Paid Personnel Committee.
- B.** Please note that you are not required to confront the person or persons who have given you reason to report. Discussing or reporting acts of careless driving to any person other than a member of the Paid Personnel Committee does not constitute a report of wrongdoing.

VI. False Claims Prohibited

- A.** Any employee or workplace participant who makes a knowingly false claim of a violation of this policy will be subject to discipline or termination.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.9.2	Company Vehicle Operations and Maintenance	
INSTITUTED		
1/1/2019		

I. Vehicles shall only be operated in emergency conditions, with emergency warning devices activated, while responding on a dispatched alarm for service, or other approved company detail. No vehicle shall operate with emergency warning devices activated for any other reason.

II. Lineboro-owned vehicles shall not be used to complete personal business, either on or off duty, unless otherwise expressly approved by a Fire or EMS Officer, or member of the Paid Personnel Committee.

III. Meal Runs

A. Employees may use LS 7, Utility 7, or Medic 79 for meal runs, not to exceed once per shift (not per employee). When used for meals runs, Medic 79 shall be staffed with a minimum of two providers.

B. Meal runs are limited to:

1. Company 7 first due district;
2. Route 30 between Maple Grove Road and Deep Run Road
3. Route 27 between Rt. 30 and Westminster Avenue

C. Sit-down meals are not permitted

IV. Each Lineboro-owned vehicle has been assigned a Driver's Log. The driver shall be responsible for completion of the log upon return to the station.

V. All Lineboro-owned vehicles shall be fueled when the fuel level is at three-quarters of a tank.

VI. All Lineboro-owned vehicles shall be rinsed or washed, whichever is most appropriate, upon returning to quarters.

VII. Repair Work Required

A. The EMS Captain shall be notified of any and all repairs required on LS 7 or Medic 79. The EMS Captain shall be responsible for notifying the Engineer.

B. The Chief or Engineer shall be notified of any and all repairs required on all other Lineboro-owned apparatus.

C. The appropriate, respective forms shall be completed in the online schedule management system.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.10.1	Carelessness in the Workplace	
INSTITUTED		
1/1/2019		

I. Lineboro understands that accidents can happen even in the safest work environment. However, many accidents are preventable when safety is a priority.

II. Safe Work Habits

A. Lineboro expects employees to not only take into consideration their own safety and well-being, but also to consider the safety and well-being of other employees, volunteer members, and other workplace participants, such as visitors, members of the public, and vendors.

III. To prevent accidents, employees must work safely, including:

- A. Following the instructions, procedures and guidelines for all machinery, chemicals, materials and anything else that can cause bodily injury or harm;
- B. Utilizing machinery in a safe manner and as intended;
- C. Using proper lifting techniques, especially when lifting anything over 50 pounds;
- D. Asking for assistance from others before handling oversized or heavy material, equipment, furniture or supplies;
- E. Driving safely and abiding by all driving laws, regulations and Lineboro's driving policies;
- F. Using proper ladders and scaling equipment when climbing;
- G. Never overstuffing, improperly stacking, or climbing upon file cabinets;
- H. Not running in the workplace unless necessary;
- I. Extinguishing all open flames;
- J. Turning off any machinery that creates a fire risk;
- K. Using common sense; and
- L. Making safety a priority.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

IV. Prohibited Acts

A. Strictly prohibited are intentional acts that are meant to cause or could reasonably be expected to cause harm or embarrassment to other employees or workplace participants including:

1. Fighting;
2. Tripping;
3. Horseplay;
4. Wrestling or other rough play;
5. Setting off fireworks; and
6. Practical jokes.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
7.11.1	Required Medical Physical Examinations	
INSTITUTED		
1/1/2019		

- I. Employees are required to participate in the Medical Physical Examinations program established by the Carroll County Volunteer Emergency Services Association.
- II. In order to be eligible to participate in emergency response activities and unit staffing, Carroll Occupational Health must consider the employee to be Medically Qualified.
 - A. Carroll Occupational Health shall be the only organization granted permission to medically qualify an employee.
- III. Employee will be required to schedule and obtain a medical physical examination:
 - A. Upon initial employment with Lineboro.
 1. Employment is contingent upon a successful completion of the medical physical examination and DOT Drug screening.
 2. In the event that they incumbent employee has been identified as Medically Qualified by Carroll Occupational Health within six (6) months of being hired, then they may forego the entire medical physical examination in lieu of completion of a DOT Drug Screen.
 - B. Within one (1) calendar year of their last medical physical
 1. Continued employment is contingent on being considered Medically Qualified after a medical physical examination, to be taken at 12-month intervals.
- IV. **Cost & Compensation**
 - A. Certain employees may be compensated for their participation in the medical physical examination. These are employees who would not be able to draw compensation twice for completion of the same medical physical examination. To qualify for compensation, the employee:
 1. Must be obtaining an initial medical physical exam and DOT drug screen, or an annual medical physical exam.
 2. Must not be employed by another member department of the CCVESA

Lineboro Volunteer Fire Department

PAID PERSONNEL POLICY MANUAL

Section 8 – Rules, Regulations, and Prohibitions





LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.1.1	Work Schedule and Hours	
INSTITUTED		
1/2/2019		

I. The work schedule provides EMS coverage 24 hours a day 7 days a week, as well as an Emergency Vehicle Operator on select hours during the week.

II. At Lineboro, work hours will occur in the following, rotating shifts:

- A. ALS Position- 0700 to 1700 and 1700 to 0700, Sunday through Saturday
- B. BLS Position- 0700 to 1700 and 1700 to 0700, Sunday through Saturday
- C. EVO Position- 0700 to 1700, Monday through Friday

III. Schedule Coordinator

- A. A schedule coordinator will be appointed to handle:
 - 1. Receiving and processing schedule change requests;
 - 2. Posting the monthly work schedule;
 - 3. Sending text notifications to attempt to fill vacancies.

IV. Submitting Availability and Your Work Schedule

- A. Lineboro requires that employees submit their availability in one-month increments via an online scheduling management system.
- B. Availability for the following month shall be submitted via the online scheduling management system no later than the 10th of the current month. If an employee encounters an error when trying to submit their availability, they are to immediately notify a member of the Paid Personnel Committee or the Scheduling Administrator.
- C. Employees are required to submit availability for a minimum of three (3) shifts per calendar month.
 - 1. If an employee is unable to submit for the minimum required shifts, they are to notify, in writing, a member of the Paid Personnel Committee or the Scheduling Administrator prior to the due date (the 10th of the current month).
 - 2. Employees who fail to submit availability for the minimum number of shifts for three (3) consecutive months, without valid reason or prior approval from a member of the paid personnel committee, may be subject to disciplinary action, including termination.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

- D. An employee that wishes to report to or from duty, from another employment obligation, may do so, even if it would require the employee to work less than the regularly scheduled shift hours.
1. Limited availability for a shift should be clearly identified in the online schedule management system. An employee who fails to account for adequate late arrival or early departure times due to other employment obligations may be subject to disciplinary actions.
 2. An employee who has indicated that they are available for the entire duration of a shift shall be assigned that shift over an employee who is not available to work the entire shift, even if that employee is scheduled more than 42 hours in a workweek.
 3. In order to prevent a late arrival or early departure, employees shall plan to report for duty at Lineboro no earlier than two hours prior to their previous employment obligation's end time, and go off-duty no later than two hours prior to their next employment obligation's start time. Employees should use good, sound judgment if they feel that additional time is needed.
 - a) An employee shall go off duty no later than the latest time that they are available to respond on an emergency incident. Employees shall not go off duty at the time that an alarm is received. An employee may chose to remain in the building after going off duty, so long as that employee has clocked out of the payroll system and made the appropriate staffing and unit status changes with the Emergency Communications Center.
- E. Submitting availability for a shift not a guarantee that an employee will be assigned to the shift for which they indicated that they had been available.
- F. The scheduling administrator will be responsible for publishing the official schedule for the following month in the online scheduling management system no later than 1700hrs on the 15th of the current month.
- G. Your employment with Lineboro is part-time, and neither this policy, nor any other, specifies that you will be assigned a designated number of shifts. The Schedule coordinator will strive to meet the needs of each employee; however, they will be unable to guarantee that every employee receives their desired number of shifts.

V. Master Schedule

- A. Once the schedule has been published in the online schedule management system, employees are responsible for working their assigned shifts for that period, or ensuring that adequate coverage can be obtained.
- B. Once published, an employee may request to be assigned to a vacant shift, which they are available for.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

1. In the event that the shift that the employee wishes to be assigned to would put that employee in excess of 42 hours for the workweek, that request may not be approved immediately. The schedule coordinator shall ensure that ample time and notice is offered to assign the shift to personnel who are not incurring overtime costs.
2. The schedule coordinator may elect not to assign an employee to a shift that would put that employee in excess of 42 hours for the week any earlier than 96 hours before the scheduled shift start time. They may also elect to leave the shift vacant.
3. An employee who wishes to be assigned to a vacancy occurring directly prior to their scheduled shift start time or shift end time may do so, regardless of scheduled hours in the work week, as long as the assigned time does not exceed three (3) hours.

C. Once an employee is assigned to a shift that was previously vacant, that employee is responsible for reporting for duty for that shift, or any consequences established by this or other policies, as a result of a failure to report for that shift.

VI. Requests To Change Your Schedule

- A. Requests to change your work schedule must be made via the online scheduling management system and subsequently approved an administrator prior to the change becoming effective.
- B. An employee may perform a work trade with another employee, in order to ensure that the shift remains covered and that the employee wishing to be removed is not penalized for not reporting for duty. Work trades shall occur within an employee's own job classification, unless authorized by a member of the Paid Personnel Committee in advance.
- C. A work trade shall not occur with any employee that would cause the employee working the exchange to exceed the 42 scheduled hours in a workweek.
- D. Employees may perform a work trade a volunteer member of the department as long as that member equally qualified and is committed to remaining available at Lineboro for the duration of the employee's scheduled shift.
- E. Schedule change requests that negatively impact Lineboro, or require an employee to act in a job classification other than the classification they are assigned to, may not be approved at the discretion of the administrator.

VII. Maximum Allowable Hours

- A. Lineboro employees are eligible for overtime when they work over 40 hours in the pre-determined, 7-day work week, which runs Sunday through Saturday.
- B. The maximum allowable pre-scheduled number of hours is 42.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

C. An employee who works 48 consecutive hours must take a minimum of a 10 hour period of off-duty rest, unless there is expressed permission granted by a member of the Paid Personnel Committee.

VIII. Holidays

A. Lineboro identifies the following holidays as days where an increased pay rate is offered for on-duty employees, only:

1. New Year's Day (January 1st): 0700 - 1700
2. Memorial Day: 0700-0700
3. Independence Day: 0700 - 0700
4. Labor Day: Midnight: 0700 - 0700
5. Thanksgiving Day: 0700 - 0700
6. Christmas Eve: 1700-0700
7. Christmas Day: 0700 - 0700
8. New Year's Eve: 1700-0700

B. For the identified periods on the identified holidays above, employees shall be paid a rate on one and one-half (1 ½) of their base hourly rate.

C. When an employee works hours that qualify for both overtime and holiday, the overtime hours shall take precedence and supersede the holiday time. No employee shall be paid a salary any greater than one and one-half (1 ½) of their base hourly rate.

D. All employees, regardless of probationary status, are eligible to receive the holiday pay rate, in the event that they work on the holidays and time periods indicated above.

IX. Differential Incentive Pay

A. Lineboro pays it's employees a differential incentive for working shifts that tend to be more difficult to fill.

B. This incentive is available to employees who are on duty during the following hours:

1. 1700-0700, Sunday – Saturday
2. 0700-1700, Saturday & Sunday



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

- C. The incentive shall be an additional \$0.50/hour, added on to the employee's base hourly rate.
- D. This incentive is offered after overtime or holiday time is calculated.
 - 1. Example: 1 hour = Base Salary x 1.5 + 0.5
- E. All employees, regardless of probationary status, are eligible to receive the differential incentive pay, in the event that they work on the times noted above.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.2.1	Attendance	
INSTITUTED		
1/1/2019		

Attending work when scheduled is an essential job function of every job and an essential requirement of every position.

I. Tardiness and Absenteeism

A. The Lineboro Volunteer Fire Department Inc. understands that part-time employment may conflict with unscheduled obligations to your full time employer. Additionally, illness and family responsibilities will often arise with little time to find adequate shift coverage. However, a failure to honor your shift obligation has a negative effect on the provision of adequate emergency services.

B. If you are unable to meet your start time to begin work, you will be considered tardy. If you miss more than 25% of your scheduled time for the workday, you will be considered absent.

II. Providing Notice of Tardiness or Being Absent

A. If you are unable to meet the start time to begin work, or if you are going to miss your scheduled work period, it is your responsibility to provide notice to a member of the Paid Personnel Committee as soon as you know that you will be tardy or absent. You should provide a reason for why you will be tardy or absent, and, if tardy, the time you expect to arrive at work. (If sick, no specific details are required other than "sick")

B. It is within the discretion of the Paid Personnel Committee to ask for proof of the reason for your tardiness or absence.

III. Excused and Unexcused Tardiness or Absence

A. All employees are required to make an effort to avoid unexcused tardiness and absence. Failure to provide notice of tardiness or to provide notice of being absent will classify your tardiness or absenteeism as unexcused and may lead to discipline. Repeated tardiness or absenteeism that is classified as unexcused may lead to termination for failure to report to work.

B. Nothing in this policy is intended to alter any rights or obligations you may have under the NLRA, the Family and Medical Leave Act or the Americans with Disabilities Act, or the state's versions of either act.

IV. Late Arrivals

A. Employees arriving after their scheduled start time shall be considered tardy.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

B. Employees arriving late due to unanticipated Emergency Operations at their Paid or Volunteer Fire Stations are excused, and shall not be considered tardy.

1. When an employee is reporting from other employment, they shall ensure a minimum two-hour window from the time they are off duty at their previous obligation, before indicating that they are available to work at Lineboro.

C. Employees that encounter an emergency scene while reporting for their assigned shift are excused, and shall not be considered tardy.

D. Late arrivals due to factors such as traffic and weather will generally not be considered excused.

V. Early Departures

A. Any employee who needs to leave prior to their scheduled end time shall contact a member of the Paid Personnel Committee first.

B. Generally speaking, employees shall only be permitted to leave their shift early under very few and rare circumstances. Unless otherwise noted, early departures will be considered unexcused and repeated occurrences may result in disciplinary action.

C. No employee shall leave during his or her shift to conduct personal business without first requesting permission from a member of the Paid Personnel Committee first.

D. Employees who become ill while on duty and need to leave shall be permitted to do so, but only after contacting a member of the Paid Personnel Committee.

VI. Leave

A. Employees that are unable to fulfill their assigned shift and need to use leave shall:

1. Submit the required time off in the online schedule management system, and;
2. Immediately contact a member of the Paid Personnel Committee.

B. Employees shall submit all leave requests via the online schedule management system. An employee may request one of the following two types of leave:

1. Request- Non Paid Time Off
2. Request- Sick/Safe Leave
 - a) Requesting Sick/Safe leave will allow an employee to use accrued paid time off under certain circumstances. Employees shall refer to the Sick and Safe Leave Policy for additional information.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

3. Employees shall document a specific reason in the applicable field.
- C. Once a particular type of leave has been requested, a schedule administrator shall review the associated documentation and select the appropriate leave type. Leave will be identified by an administrator as one of the following:
1. Admin Use- Unexcused, Non-Paid
 2. Admin Use- Excused, Non-Paid
 3. Admin Use- Sick/Safe Leave
- D. Employee's using sick time under the state-mandated sick leave laws shall be considered excused, within the confines of the law.
- E. An employee's leave will only be considered excused when:
1. The employee is using state-mandated Sick/Safe leave, within the confines of the law.
 2. The employee is ill, injured, or recovering from an injury.
 - a) Employees are permitted two (2) occurrences in a calendar year where they may be considered for Excused, Non-Paid leave due to illness, injury, or recovery, without the need to provide documentation.
 - b) For third and future occurrences, Lineboro reserves the right to request a signed, written statement from the employee's physician to verify the illness or injury, and to have the time considered to be Excused Leave.
 - c) Excused Leave for illness, injury, or recovery, will not be compensated unless the employee has requested to use state-mandate sick and safe leave, and they have those leave hours accrued and available to use.
 3. The employee has been summonsed to appear in court or for jury duty.
 - a) Employees who are summonsed to appear in court for an incident, which occurred while on duty at Lineboro, shall be compensated for their time in court, not to include travel to or from.
 - b) An employee summonsed to appear in court, or who has been called upon to serve as a member of a jury, during a time when they have been previously scheduled to work an assigned shift at Lineboro, shall be compensated for the duration of their time in court, not to include travel to or from.
 - c) Lineboro reserves the right to request documentation to verify that the employee appeared at court, in order to have the time compensated.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

4. The employee needs time off for bereavement of a family member.
 - a) Employees will be issued Excused Leave for the purposes of bereavement when the relation to the deceased is either an immediate family member or extended family member.
 - b) Additional circumstances for bereavement may be considered as excused by a member of the Paid Personnel Committee.
 - c) Documentation of the bereavement may be required for the leave to be considered excused.
5. The employee has been recalled or held over at their regular, full time place of employment.
 - a) Employees will be issued Excused Leave for the purposes of reporting to their place of full time employment, only when the call back or hold over is unplanned and not known about or scheduled in advance. Lineboro reserves the right to request documentation to verify that the employee was called to report back to work, and to have the time considered to be Excused Leave.
 - b) This should only occur under rare and infrequent circumstances. If an employee knows in advance that there is the possibility of being recalled or held over at their place of full time employment, that employee shall not show himself or herself available to work during the time when they may be recalled or held over. A member of the Paid Personnel Committee may request verification that the employee was recalled or held over.

VII. No Call, No Show

- A. No Call, No Shows are not permitted. An employee who has been assigned to a shift shall be responsible for reporting for said shift. Failure to report for a scheduled shift without prior notification being made may result in disciplinary action, up to and including suspension pending termination.
- B. On-duty personnel shall contact a member of the Paid Personnel Committee to report a No Call, No Show if a scheduled employee has not reported for duty within fifteen (15) minutes of their scheduled start time.
 1. On-duty employees may attempt to contact the employee one (1) time prior to contacting a member of the Paid Personnel Committee at the fifteen (15) minute mark.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

VIII. Negative Impacts to Provision of Emergency Services

- A. A negative impact to the provision of emergency services is considered to be:
 - 1. Unexcused, late arrival
 - 2. Unexcused, early departure
 - 3. Unexcused absence
 - 4. No Call-No Show (>15 minutes)
 - 5. Incomplete trade resulting in uncovered hours
- B. Employees who create a negative impact to the provision of emergency services may be subject to disciplinary action in accordance to the Progressive Discipline Policy- 8.6.2.
 - 1. An employee that creates a negative impact to the provision of emergency services on three (3) occasions within one (1) calendar year shall be issued a documented verbal warning.
 - 2. The fourth occasion within one (1) calendar year shall result in a written reprimand.
 - 3. The fifth occasion within one (1) calendar year shall result in a suspension without pay, pending a meeting with the paid personnel committee.
 - 4. Further occasions within a calendar year may result in suspension pending termination.
 - 5. A No Call-No Show may result in an automatic suspension without pay pending a meeting with the Paid Personnel Committee.

IX. Certification

- A. Unless specified otherwise, Lineboro reserves the right to request documentation to verify the nature of the request for Excused Leave. In all circumstances, Lineboro requires that the employee provide said documentation upon reporting for their next, scheduled shift.

X. Fraud

- A. When employees fraudulently invoke their Excused Leave benefits, they hurt everyone. For this reason, Excused Leave fraud is prohibited.
- B. If you suspect that someone is committing fraud, please report your suspicions to a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.3.1	Overtime	
INSTITUTED		
1/1/2019		

I. Overtime is any time worked over 40 hours a week, from Sunday to Saturday. For all overtime worked, Lineboro pays employees one and one-half (1.5) their regular pay rate.

II. Eligibility for Overtime

A. Non-exempt employees are eligible for overtime pay.

III. Notice to Work Overtime

A. Lineboro determines whether overtime hours are necessary. Overtime hours are worked "as needed" by Lineboro and are not guaranteed.

IV. Approval to Work Overtime

A. Lineboro pays for all overtime that is worked.

B. Employees who indicate that they are available for a shift that would require them to work more than 40 hours in a week may be hired for the indicated position only as a last resort, and if no other employee is available to fill the shift with a similar availability. Employees will not be hired for overtime any earlier than 5 calendar days prior to the indicated shift.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.4.1	Progressive Discipline	
INSTITUTED		
1/1/2019		

I. General Information

- A. Lineboro wants every employee to contribute and grow while working for Lineboro.
- B. Therefore, each employee is expected to work in a cooperative manner with management, coworkers, volunteer members, workplace participants, customers, and vendors. Each employee is expected to abide by Lineboro's policies and to cooperate in any investigation Lineboro may undertake.
- C. Being insubordinate to, threatening, intimidating, disrespectful or assaulting a manager, supervisor, coworker, volunteer member, workplace participant, customer, or vendor will result in discipline.
- D. Whether or not disciplinary measures are invoked is at the discretion of the Paid Personnel Committee. Below are some of the discipline measures that the Paid Personnel Committee has the option to choose from when it believes that discipline is necessary.
- E. Please note that management may choose any or none of the steps at its discretion and is not required to follow any step-by-step procedure.

II. Verbal Warning

- A. A verbal warning is a form of discipline and notification that you should discontinue some action or take action immediately. For example, should you fail to follow the instructions of an Officer or Supervisor, or violate a provision of this manual, you may receive a verbal warning.
- B. Verbal warnings are warnings issued by a member of the Paid Personnel Committee, and communicated to you. Whether or not the warning is placed into your file is at the discretion of the Paid Personnel Committee.
- C. More than one verbal warning can lead to a written reprimand or even termination.
- D. A Fire or EMS Officer may request that a member of the Paid Personnel Committee issue a verbal warning to an employee.
- E. The Paid Personnel Committee may chose to document a verbal warning in writing and place it in your employee file.
- F. Verbal warnings are not a prerequisite before issuance of a written reprimand or termination of your employment.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

III. Written Reprimand

- A. A reprimand is a form of discipline that is more serious than a verbal warning. A reprimand is a written rebuke or admonishment for an action taken or not taken. It is issued by a member of the Paid Personnel Committee and acknowledged by you, and is placed in your employment file.
- B. Whether or not a written reprimand is issued is at the discretion of the Paid Personnel Committee. No counseling or warning is required before a reprimand is issued.
- C. Reprimands may be reviewed as part of important employer decisions.

IV. Suspension Without Pay

- A. At the Paid Personnel Committee's discretion, employees may be suspended without pay for a period of time as a consequence for an action taken or not taken. During this time, an employee is not permitted to work for Lineboro and no wage or salary is provided for the time the employee is suspended.
- B. In addition to suspension without pay, a reprimand is also placed in the employee's employment file.
- C. Whether or not a suspension without pay is levied is at the discretion of the Paid Personnel Committee. No counseling, verbal warning, or other form of discipline is required prior to a suspension without pay is issued.
- D. Members who are issued a suspension without pay will be required to meet with the Paid Personnel Committee prior to returning to active duty. The meeting will be called at a time that is mutually agreed upon and works for all parties.
- E. Suspensions without pay may be reviewed as part of important employer decisions

V. Implementing Progressive Discipline

- A. The Paid Personnel Committee may discipline an employee in the manner they determine is best and terminate the employment relationship at any time with or without warning or notice, even if an employee is being, or has in the past been, progressively disciplined for the same offense.
- B. Even so, it is the desire of Lineboro to discipline employees in a constructive and progressive manner. If circumstances permit, management has the discretion whether to follow a progressive discipline process before terminating an employee. An example of a progressive discipline process is listed below:
 - 1. First offense – Documented Verbal Warning;
 - 2. Second offense – Written Reprimand;



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

3. Third offense - Suspension without Pay, Meeting Required with Paid Personnel Committee;
4. Fourth offense – Suspension pending Termination.

VI. Documentation of Discipline

- A. Documentation shall be in the format shown on “Appendix D: Disciplinary Actions Form”.
- B. Employees shall sign for and receive a copy of the form. The signature only signifies that the employee has read and received the form.
- C. Any supporting documentation used in the discipline process shall be maintained along with the Discipline Actions Form, and may be requested by the employee.

VII. Reporting Unfair Discipline

- A. If you believe that you or another employee is being disciplined unfairly, or in a discriminatory manner, you should report your concerns immediately to a member of the Executive Board of the Department.
- B. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience what you believe is unfair discipline, you must make a reasonable effort to make the wrong known as soon as you experience or discover it. Discussing or reporting acts of unfair discipline to anyone other than a member of the Paid Personnel Committee, or the Executive Board, does not constitute a report.
- C. Good faith reports of unfair, discriminatory, or abusive discipline will be managed with the attention they deserve, including an appropriate investigation of the charges. Knowingly false reports of abuse can lead to more discipline, including termination.

VIII. At-Will Employment

- A. Please note you are an at-will employee and nothing in this manual, this particular policy, or any policy, whether appended to this document or not, is intended to, or shall, constitute any type of contract requiring certain actions be taken before termination. Lineboro has the right to terminate your employment at any time and for any lawful reason with or without any form of counseling, warning, reprimand or even if you have commendations or positive employee evaluations in your file. Likewise, you may terminate your employment with Lineboro at any time and for any reason.

IX. Questions About This Policy

- A. If you have questions, suggestions, or concerns about this policy, you should direct them to a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.4.2	Termination of At-Will Employment	
INSTITUTED		
1/1/2019		

I. Lineboro expects its relationship with its employees to be beneficial for both parties. When circumstances occur that make the relationship less than mutually beneficial, either Lineboro or the employee have the option to terminate the employment relationship.

II. At-Will Employment

A. Please note you are an at-will employee and nothing in this manual, this particular policy, or any policy, whether appended to this document or not, is intended to, or shall, constitute any type of contract requiring certain actions be taken before termination. Lineboro has the right to terminate your employment at any time and for any lawful reason with or without any form of counseling, warning, reprimand or even if you have commendations or positive employee evaluations in your file. Likewise, you may terminate your employment with Lineboro at any time and for any reason.

B. Lineboro may classify terminations as they occur. The following are the different termination classifications:

III. Resignation

A. A resignation is when an employee terminates his or her employment on his or her own accord.

B. Although notice of termination is not required, an employee who provides written reasonable notice of resignation may be considered for reemployment with Lineboro, so long as the employee's employment record with Lineboro is satisfactory. Whether an employee's record with Lineboro is satisfactory or whether reemployment will occur are at the discretion of the paid personnel committee.

IV. Voluntary Termination (by employee)

A. A voluntary termination is when an employee terminates his or her employment without notice.

B. For example, employees who do not work when scheduled, e.g., after three scheduled shifts, and do not provide a reasonable explanation or cause for the absenteeism, are considered to have voluntarily terminated their employment. Nothing in this policy is intended to curtail any rights or obligations you may have under the Family and Medical Leave Act or the Americans with Disabilities Act.

C. At its discretion, Lineboro may rescind any voluntary termination so long as it is determined the employee acted in good faith and has a reasonable explanation or cause for not working when scheduled.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

D. Employees who voluntarily terminate their employment may be eligible for rehire.

V. Reduction-in-Force

A. Situations or conditions, economic or otherwise, may require Lineboro to institute a reduction-in-force (RIF). Employees who are subject to the RIF are eligible for rehire solely at the discretion of the Paid Personnel Committee. Rehiring after a RIF is not guaranteed.

VI. Involuntary Termination (by employer)

A. An involuntary termination is when the Paid Personnel Committee terminates the employment relationship. The Paid Personnel Committee may terminate employment at any time for any legal reason with or without warning or notice.

B. Employees who are involuntarily terminated are not eligible for reemployment.

C. At its discretion, the Paid Personnel Committee may rescind an involuntary termination if reasonable explanation or cause exists to do so.

VII. Reporting Wrongful Termination

A. If you believe that you, or another, were terminated unfairly, wrongly or in a discriminatory manner, you should report your concerns immediately a member of the Paid Personnel Committee. You do not have to confront the person who performed the termination to make a report.

VIII. Reporting Discrimination

A. If you believe your termination was discriminatory on the basis of race, color, national origin, religion, sex, sexual orientation, age, pregnancy, disability, marital status, military status, genetic information, or any other status or condition protected by applicable federal, state or local laws or if you know of or suspect a wrongful, discriminatory termination of another, you must report it immediately to a member of the Paid Personnel Committee.

B. If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to a member of the Paid Personnel Committee.

C. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like a wrongful, discriminatory termination, you must make a reasonable effort to make it known as soon as you experience or discover it. Discussing or reporting acts of discrimination to any person who is not on the paid personnel committee does not constitute a report.

IX. Retaliation Prohibited



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

A. Retaliation can include, but is not limited to, harassment, discrimination, or any other unfair treatment or abuse of power. Lineboro prohibits retaliation of any kind against those who, in good faith, report disability discrimination or harassment or who assist in the investigation of a report of disability discrimination or harassment.

B. Any employee or workplace participant who retaliates against another employee or workplace participant, for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

C. If you believe you have been retaliated against, or if you know of or suspect another employee or workplace participant is being subjected to retaliation for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to any person not listed above does not constitute a report.

X. Workplace Investigation

A. A report of retaliation for reporting a wrongful termination or discrimination or a report of a wrongful termination or discrimination that is made to those listed above will result in an appropriate investigation of the allegations. Lineboro may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

B. Those found to have discriminated or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior unlawful discrimination and/or retaliation.

XI. Knowingly False Reports Prohibited

A. Any employee, or workplace participant, who makes a knowingly false report of wrongful termination, discrimination, or retaliation, will be subject to discipline, including termination.

XII. Questions About This Policy

A. If you have questions, suggestions or concerns about this policy, you should direct them a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.5.1	Personnel Files	
INSTITUTED		
1/1/2019		

I. General Information

A. Lineboro is required to keep accurate employment records, in both electronic and paper mediums, on all employees to comply with state and federal regulations and to keep information current. All information contained in personnel files is maintained on a confidential, business, need-to-know basis and is considered Lineboro's confidential property. Lineboro maintains files on present and past employees, as well as applicants.

B. Employees must keep Lineboro informed of any necessary updates to their personnel files such as changes of address, changed telephone numbers, emergency contacts, marital status, number of dependents, or military status. Employees also should inform the Paid Personnel Committee of any outside training, professional certifications, education, or any other change in status. In addition to a general personnel file, Lineboro maintains separate work eligibility and medical files on each employee. Access to an employee's medical file is extremely limited and on a need-to-know basis.

C. It is strictly prohibited to review the file of a present or past employee, or applicant, without first receiving written approval from the Paid Personnel Committee.

II. Reviewing Your File

A. An employee wanting to review his or her file may do so by submitting a written request to a member of the Paid Personnel Committee. Lineboro may accept or reject a request at its sole discretion consistent with the requirements of state law.

B. Employees wishing to review their file must review the file in the office where it is contained, and in the presence of a member of the Paid Personnel Committee.

C. At no time shall an original document in an employee's file leave Lineboro's possession and control.

III. Copies of the File

A. An employee, or former employee, may request a copy of his or her file or information within the file. It is in the sole discretion of Lineboro, consistent with the requirements of state law, to allow documents within a file will to be copied.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.5.2	Document Management and Retention	
INSTITUTED		
1/1/2019		

I. General Information

- A. Lineboro's corporate and business records are important assets. This includes essentially all records you produce as an employee, whether paper or electronic.
- B. Lineboro is required by law to maintain certain types of records, usually for a specified period of time. Failure to comply could subject you and Lineboro to criminal and civil penalties.
- C. For compliance with this policy, Fire and EMS Officers and other members of Leadership have been delegated the responsibility and tasked with the supervision of this policy, and will coordinate education and training of employees, and coordinate the retention and destruction of documents.

II. Electronic Documents

- A. Electronic documents will be retained as if they were paper documents. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an archive computer file folder. Backup and recovery methods will be tested on a regular basis.

III. Document Preservation

- A. Lineboro's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Lineboro operating in an emergency will be duplicated or backed up and properly maintained.

IV. Document Destruction

- A. The leadership of the Department is responsible for the ongoing process of identifying Lineboro's records, which have met the required retention period; and for overseeing their destruction by shredding.

V. Destruction Suspension

- A. To avoid spoliation of evidence, document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated when the investigation or lawsuit has ended.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

VI. Violation of this Policy

A. Failure on the part of employees or contract staff to comply with this policy can result in possible civil and criminal sanctions against Lineboro and its employees or contract staff and possible disciplinary action against responsible individuals.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.6.1	Routine Duties and Responsibilities	
INSTITUTED		
1/1/2019		

- I. Above all else, employees of Lineboro will be primarily responsible or ensuring timely response of Fire and EMS apparatus on all alarms for service.
- II. Additionally, employees shall be responsible for ensuring that the following items are completed and documented accordingly, as a priority item:
 - A. Daily apparatus checks
 - B. Weekly/Monthly apparatus checks
 - C. Daily housework chores
 - D. Weekly housework chores.
- III. **Daily Apparatus Checks**
 - A. Daily apparatus checks shall be completed and documented according to current documentation standards, established by the Paid Personnel Committee.
 - B. All daily checks shall be completed and documented in their entirety.
 - C. Responsibility
 1. The employee assigned to the EVOD position shall ensure that the daily checks on heavy apparatus are completed
 2. The employee assigned to the ALS position shall ensure that all daily EMS Checks are completed, and that the controlled substances have been documented, according to current documentation standards.
 3. The employee assigned to the BLS position shall assist with the daily EMS check and apparatus check.
 - D. The following apparatus shall have a daily apparatus check completed:
 1. Engine 72
 2. Engine 73
 3. Tanker 7
 4. Brush 76
 5. Utility 7
 6. Duty 7
 7. Medic 79
 8. LS 7
- IV. **Weekly Apparatus Checks**
 - A. Weekly apparatus checks shall be completed and documented according to current documentation standards, established by the Paid Personnel Committee.
 - B. All weekly checks shall be completed and documented in their entirety.
 - C. Responsibility
 1. The employee assigned to the EVOD position shall ensure that the weekly checks on heavy apparatus are completed
 2. The employee assigned to the ALS position shall ensure that all weekly EMS Checks are completed.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

3. The employee assigned to the BLS position shall assist with the weekly EMS check and/or apparatus check.
- D. The following weekly apparatus checks shall be completed on the following days:
 1. Monday- Medic 79
 2. Tuesday- LS 7, Engine 72
 3. Wednesday- Engine 73
 4. Thursday- Tanker 7, Duty 7
 5. Friday- Brush 76, Utility 7

V. Monthly EMS Apparatus Checks

- A. A monthly EMS Check shall be completed on Medic 79 on the last Monday of each month. This check will be in addition to the weekly and daily check required on the same day.
- B. A monthly EMS Check shall be completed on Life Support 7 on the last Tuesday of each month. This check will be in addition to the weekly and daily check required on the same day.
- C. During the Monthly Check, the providers assigned to the EMS Unit shall ensure that the required number of all supplies are present on the unit, in their correct, identified location, according to the most current version of the unit inventories, made available to all employees and members. Excess supplies shall be replaced in the supply room, and missing supplies should be added as needed.
- D. During the inspection process, any medication or supply that is found to be expiring at the end of the current month, or at the beginning of the following month, shall be removed and appropriately discarded, then replaced with an appropriate, in-date replacement from supply. Consider rotating stock where beneficial. **DO NOT DISCARD OF CONTROLLED SUBSTANCES. THESE NEED TO BE EXCHANGED AT THE CHC PHARMACY.**

VI. Daily Housework Chores:

- A. In addition to the completion of the required apparatus checks, the following housework should be completed on a daily basis, between the hours of 0700 and 1700:
 1. Empty dishwasher
 2. Clean kitchen and lounge surfaces, mop floor
 3. Clean dayroom surfaces, mop floor
 4. Clean fixtures in downstairs restrooms, replenish paper supplies as needed, mop floors
 5. Water Coolers- Drain, add new ice. Refill bottled water as needed.
- B. The following housework items should be completed on a daily basis, between the hours of 1700-0000:
 1. Load and run dishwasher
 2. Ensure trash has been emptied and taken to dumpster



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

VII. Weekly Housework Chores:

- A. In addition to the completion of the required apparatus checks and daily housework routines, weekly housework should be completed as indicated in Appendix A, between the hours of 0700-1700.
- B. If unable to complete housework between 0700-1700, then it should be completed between 1700-000, within reason.
- C. Weekly housework chores may include:
 - 1. Sweep EMS Bay
 - 2. Sweep Suppression Bay
 - 3. Mop EMS Bay
 - 4. Mop Suppression Bay
 - 5. Sweep & Mop Social Hall Floor
 - 6. Wash and Dry Laundry and Linens in Laundry Room, restock linen shelves in bunkroom.
 - 7. Clean Fridge- Throw away old, expired food.
 - 8. Upstairs restrooms- Clean fixtures, restock paper supplies, mop floors.
 - 9. Bunkroom- Remove dirty laundry, vacuum, clean surfaces
 - 10. Windows- Wash all windows on Lineboro Rd side, inside and out
 - 11. Foyer Stairs- Front and back, sweep and mop
 - 12. Wash down aprons- front aprons
 - 13. Mow Grass- Upper and lower lots

VIII. Log Book:

- A. A station logbook shall be maintained at all times.
 - 1. Document time in and out for all employees.
 - 2. Document all sick calls and no-shows.
 - 3. Document all emergency responses.
 - 4. Document all daily activities.
 - 5. Document all building, maintenance, and supply issues.

IX. Other Duties:

- A. Reasonable administrative and operational tasks may be delegated to paid personnel.
- B. Employees will be required to assist with the following other assignments as necessary:
 - 1. Fire Prevention Details
 - 2. Training activities
 - 3. Orientation of newly hired employees
 - 4. Assist with delivering vehicles to maintenance facilities
 - 5. Snow removal
 - 6. Grounds maintenance as necessary
 - a) Personnel staffing the EMS units may elect not to participate in lawn care requirements.
 - 7. Assist with social hall preparation as needed
 - a) Participation in fundraising activities is not required.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

Appendix A- Weekly Housework Assignments

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sweep EMS Bay		X				X	
Sweep Suppression Bay		X		X			
Sweep & Mop EMS Bay				X			
Sweep & Mop Suppression Bay						X	
Sweep & Mop Social Hall					X		
Wash Laundry	X		X		X		
Clean Fridge		X				X	
Upstairs Restrooms			X		X		
Bunk Room			X				X
Mow Grass				X			
Windows			X				
Foyer Stairs	X						
Wash down aprons							X



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.8.1	Dress	
INSTITUTED		
1/1/2019		

I. Every employee is an ambassador of Lineboro. It is important employees convey to the public and to each other a positive appearance.

II. General Dress Appearance

A. Employees should wear clothes that are clean, neat, and safe. Clothes worn should not have an offensive or stale odor, have tears, have holes, have stains, or be overly wrinkled.

B. All employees are required to adhere to the Uniform policy.

III. Required Dress Code

A. Clothing that poses a safety risk, such as loose clothing, is not permitted.

B. Clothing that does not cover the wearer's midriff, buttocks or chest area is strictly prohibited at all times.

C. Shirts shall be tucked into pants all times while on duty.

IV. Violation of This Policy

A. Employees who violate this policy will be asked to leave work and return properly dressed, at their own expense. At the discretion of Lineboro, continued violation of the dress policy may result in disciplinary action.

V. Accommodation

A. To request an exception to this policy in the form of a reasonable accommodation, direct the request to your [e.g., manager, supervisor, Human Resources Department, Personnel Department, Safety Department] and state the accommodation requested and the reasons for the accommodation. Requests for accommodation are granted as permitted by the law and this [e.g., employee handbook, handbook, manual, policy manual, policy guideline]. Each request is considered on a case-by-case basis.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.8.2	Uniforms	
INSTITUTED		
1/1/2019		

I. Every employee is an ambassador of Lineboro. It is important employees convey to the public and to each other a positive appearance.

II. Lineboro will issue required items that are specific to the department. Required, but generic items (items without identifying features), shall be provided by the employee.

III. On-Duty Uniform Requirements

A. While on duty employees are expected to meet the following uniform standards:

1. **Head Cover: *Optional, Issued.*** Employees who elect to wear a head cover may wear either a ball-cap style hat or knit cap, such as a “beanie”. Employees who wear a ball-cap style hat shall only wear it with the brim to the front. Head covers shall be Lineboro-issued only.

2. **Shirt: *Required, Issued.*** Employees shall wear a shirt that represents the Lineboro Volunteer Fire Department. Approved shirts shall be issued by Lineboro, and may be either a short sleeve or long sleeve tee shirt, or a polo shirt. The shirt shall remain tucked in at all times when in view of the public.

3. **Pants/Shorts/Belt- *Required, Non-issued.*** Employees shall wear navy blue pants, either with or without cargo pockets. Pants shall be sufficiently long enough to cover the employee’s ankles. Employees shall be permitted to wear navy blue shorts while on duty. If worn, shorts shall be long enough to reach the employee’s knees. Shorts shall only be permitted to be worn during summer months, and shall not be worn in combination with any form of cold-weather outerwear or long sleeve tee shirt. Employees who elect to wear shorts shall don appropriate flash/splash protection PPE while engaged in firefighting, rescue, or hazard mitigation activities (i.e. auto collisions). Appropriate PPE shall also be donned when faced with the presence of extensive bodily fluids or other biohazard. A solid-color, black belt shall be worn with all pants or shorts. The belt buckle shall be silver in color, plain, and may not represent an individual’s rank.

4. **Shoes/Socks- *Required, Non-issued.*** Employees shall wear shoes that are black in color, with a steel-, composite-, or safety toe. No opened-toed shoes shall be permitted. When worn with shorts, an employee’s shoe may not exceed 5” tall when measured from the floor. Black socks shall be worn while on duty. When worn with shorts, an employee’s socks may not exceed 5” tall when measured from the floor.

5. **Outerwear: *Optional, Some items issued.*** Employees may elect to wear seasonally appropriate outerwear, such as a sweatshirt or coat. Such items shall be worn over an approved, issued shirt.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC

EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

IV. New and Replacement Uniform Items

A. The following items and quantities will be provided to newly hired employees:

1. (3) Short sleeve Tee Shirts
2. (2) Long sleeve Tee Shirts
3. (2) Short sleeve Polo Shirts
4. (1) Head Cover (Baseball cap or Knit cap)
5. (1) Pull-over, Quarter-zip Job Shirt.

B. Replacement uniform items will be issued when the uniform no longer fits, is no longer in serviceable condition, or otherwise does not reflect a positive image of the department.

1. Replacement items will only be issued when the item being replaced is surrendered to a member of the Paid Personnel Committee.

C. The appropriate documentation shall be completed when uniform items are issued or replaced. The form is available in print or electronic medias. If a print form is completed, it shall be placed in the employee's personnel file. If the form is electronic, it shall have the employee's name and date of issue.

V. Outside Jurisdiction Representation

A. Employees shall not wear any apparel that represents any other jurisdiction, agency, organization, or rank while on duty with Lineboro.

B. Employees shall not wear their issued Lineboro apparel when not on duty, with the exception of stopping briefly to complete an errand while reporting to or from duty.

C. Under no circumstances, other than officially sanctioned and approved company business, or while responding to an alarm for service, shall any employee wear apparel that represents Lineboro, into a bar, pub, liquor store, package store, or the like.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.8.3	Issued Uniform Credit Program	
INSTITUTED		
1/1/2019		

I. Lineboro will provide employees with a set off issued uniform items necessary to represent the Department per policy. In addition to the issued items, employees will earn credits based on hours worked, allowing them access to additional uniform items, to be supplied and purchased by Lineboro. These items are intended to be worn while on duty at Lineboro. The items remain property of Lineboro, and shall be returned upon demand.

II. Lineboro will issue credits to all employees based on hours worked. The hours will be calculated based on the number of on-duty hours the employee has logged in the time clock hours in FireManager. Credits will accrue over the course of a calendar year. An employee may not earn more than a set number of credits in a calendar year. When set number of credits has been reached, the employee will no longer be eligible to accrue credits. Credits may not be transferred between employees. Credits may not be carried over into additional calendar years.

A. **Maximum Credits per Calendar Year: 100**

III. Damaged and worn items will be replaced without the need to use accrued credits. Accrued credits may not be used to replace lost or missing issued uniforms.

IV. **Credit Value of Issued Uniform Items**

A. The chart below indicates the current credit-value of available uniform items:

Uniform Item	Credit
Tee Shirt, Short Sleeve	10
Tee Shirt, Long Sleeve	15
Polo Shirt	20
Collared Pull-over Shirt	40
Sweatshirt	35
Pants	45
Shorts	40
Coat	50
Hat- Ball Cap/Knit Cap	10



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.9.1	Personal Appearance	
INSTITUTED		
1/1/2019		

I. Lineboro expects employees to work safely and to convey to the public, and to each other, a positive image.

II. Consequently, Lineboro requires the following:

- A. Hair must be clean and groomed, and in keeping with a professional appearance;
- B. Hair color must be of common colors (black, blonde, red, brunette, grey or moderate shadings of the same) and in keeping with a professional appearance;
- C. Nails should be clean and trimmed, and nail colors should be in keeping with a professional appearance;
- D. Tattoos of an explicit or obscene subject matter shall remain covered in the presence of the public.
- E. Tattoos on the neck and face are strongly discouraged;
- F. Facial hair, including beards and mustaches, must be trim and clean, and in keeping with a professional appearance and NFPA compliance;
- G. In keeping with the requirements for fit testing, providers shall remain clean-shaven for the duration of their shift.
- H. Necklaces shall be worn inside of uniform shirts. Earrings, rings and other jewelry must be in accordance with professional dress and must not convey improper or pornographic messages or threaten the safety of the wearer;
- I. Uncovered or viewable stud piercing(s), other than earrings or ear studs, are not permitted and should be removed before coming to work;
- J. Jewelry or stud piercing(s) of the tongue are not allowed and should be removed prior to coming to work;
- K. Jewelry or hair that poses a safety risk to the employee, other employees, workplace participants, or the public is prohibited;
- L. Makeup must be in moderation and accordance with a professional dress;
- M. Fragrances must be non-pungent and used in moderation;
- N. Open cuts, sores or wounds shall be covered; and
- O. Odors emitted from clothing, hair, breath, the body or other source must be mild and non-pungent.

III. Violation of This Policy

- A. Employees who violate this policy will be required to correct their appearance and/or remediate reasonable objections of management to management's satisfaction. Violators may also be required to leave work and return [at their own expense] only when they correct the violation. At the discretion of Lineboro, continued violation of this policy may be viewed as insubordination and can lead to termination of employment.

IV. Accommodation

- A. Employees who request an exception to this policy in the form of a reasonable accommodation, should direct the request to a member of the Paid Personnel Committee



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

and state the accommodation requested and the reasons for the accommodation. Requests for accommodation are granted as permitted by the law and by this manual. Requests are considered on a case-by-case basis.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.9.2	Personal Hygiene	
INSTITUTED		
1/1/2019		

I. To help prevent disease, Lineboro strives to maintain an environment that promotes wellness and safety. For that reason, Lineboro requires its employees and other workplace participants to maintain the following standards of hygiene:

- A. Wash your hands thoroughly before exiting any restroom;
- B. Wash your hands before handling any food or drink that will be served to another person;
- C. Dress in clean clothing without noticeable stains or odors;
- D. Come to work clean and without pungent body, hair or breath odor;
- E. Cover any of your visible open sores or wounds and change saturated or old bandages frequently;
- F. Clean your work area, deposit all trash into the appropriate containers and do not leave food or drink out in the open after leaving work;
- G. Cover your mouth and turn away from others when coughing or sneezing and wash your hands after doing so;
- H. Clean up areas, like break areas and meeting rooms, after each time an area is used;
- I. Wipe down toilet seats before and after use and report any malfunctions in the restrooms immediately;
- J. If you refrigerate your food or drinks using Lineboro's refrigerators, do not leave your food or drinks behind when you leave;
- K. Do not come to work when ill;
- L. Do not come to work bearing any parasite that is easily transferred to others such as lice;
- M. Take precautions to prevent the spread of blood-borne pathogens by quickly covering any cut or wound and immediately contacting a member of the Paid Personnel Committee when cut or hurt; and
- N. Report to your manager or supervisor whenever you are sick or injured.

II. Violation of This Policy



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

A. Employees who violate this policy will be required to correct the condition or leave work and return at their own expense once the violation is remedied. At the discretion of Lineboro, continued violation of this policy may be viewed as insubordination and can lead to termination of employment.

III. Accommodation

A. To request an exception to this policy in the form of a reasonable accommodation, direct the request to your [e.g., manager, supervisor, Human Resources Department, Personnel Department, Safety Department] and state the accommodation requested and the reasons for the accommodation. Requests for accommodation are granted as permitted by law and by this [e.g., employee handbook, handbook, manual, policy manual, policy guideline]. Requests are considered on a case-by-case basis.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.10.2	Fragrances Prohibited	
INSTITUTED		
1/1/2019		

I. Workplace health and wellness are priorities of Lineboro. Certain fragrances can cause allergic reactions or make other people in the workplace ill. For these reasons, Lineboro must maintain an environment that is fragrance-free. To that end, Lineboro restricts the use of fragrances as follows:

- A. Fragrance-emitting devices, including candles, incense, and fragrant oils are prohibited;
- B. Room spray may be used as long as the odor does not leave that room;
- C. Employees are asked to limit the use of fragrances, like soap, cologne, or perfume on their person that could be detected by another person; and
- D. Employees are not permitted to eat or cook food that emits a strong odor.

II. Violation of This Policy

- A. Employees who violate this policy will be asked to correct the condition or leave work and return at their own expense once the condition is remedied. At the discretion of Lineboro, continued violation of this policy may be viewed as insubordination and can lead to termination of employment.

III. Accommodation

- A. Employees who request an exception to this policy in the form of a reasonable accommodation, should direct the request to a member of the Paid Personnel Committee and state the accommodation requested and the reasons for the accommodation. Requests for accommodation are granted as permitted by the law and by this manual. Requests are considered on a case-by-case basis.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.11.1	Electronic Equipment, Internet and Network Usage	
INSTITUTED		
1/1/2019		

I. Lineboro considers computers, computer hardware and software, electronic communication devices and any and all information received or transmitted utilizing Lineboro's computer equipment, electronic communication devices, systems or accounts, including, but not limited to email and texts, as its property and information. This includes systems and equipment, issued by or owned in whole or part by Lineboro and information transmitted using services paid in whole or in part by Lineboro.

II. Like other Lineboro-owned property, these items and information are to be used for the benefit of Lineboro.

III. **About E-Mail and other Electronic Device Communications**

A. Email and text messages refers to any message created or received on an electronic mail system, including, but not limited to, attached text or word processing documents, spreadsheets, or other data compilations transmitted through a computer or computer system. Electronic Device Communications include but are not limited to texts and voicemail or other data compilations including digital images in the form of jpeg or other format created on or received on an electronic communication device. Any email or other electronic device communication stored on, transferred through or utilizing Lineboro's property is considered property of Lineboro, including email, texts or voicemail transmitted from or to a non-Lineboro computer or electronic communication device.

IV. **Monitoring and Privacy**

A. Lineboro reserves the right to monitor, review, inspect and access all employee Internet, email and other electronic communication device activities to determine that the usage is related to the organization's purposes and complies with all policies, practices, and procedures, including policies prohibiting harassment and discrimination. Lineboro also monitors such activities to ensure the protection of confidential and proprietary information and ensure that users do not exceed authorized access.

B. Employees and persons who interact with Lineboro's employees should not expect information stored, saved, deleted or transmitted through Lineboro's computers or electronic communication devices to be private, including, but not limited to, email messages, text messages, voice mail, digital images, attachments and electronic communications. Employees should expect that Lineboro is monitoring or auditing all such communications at all times.

C. Employees have no expectation of privacy for any communications created on or transmitted through Lineboro's property including computer



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

systems and electronic communication devices. Employees have no expectation of privacy for communications created on or transmitted by Lineboro's owned or partially owned electronic communication devices or where Lineboro partially or wholly, pays for operation services for the computer or electronic communication device. In addition, no expectation of privacy exists where a personal computer or electronic communication device is linked to an Lineboro-provided address.

D. Importantly, Lineboro will keep record of all unique user names and passwords to access Lineboro's equipment, systems and confidential and proprietary information.

E. Please note that the use of a password does not ensure employee privacy and confidentiality of any communication.

V. Harassment and Other Wrongful Behavior

A. Lineboro does not tolerate the transmitting of discriminatory or offensive messages or accessing any Internet sites that are discriminatory, offensive or explicit in nature, including, but not limited to, pornography sites, sites that encourage violence, promote hate or other forms of improper or illegal activities. Employees and users of the Lineboro's computers, electronic communication devices, and Internet system are encouraged to notify a member of the Paid Personnel Committee should you need to access questionable sites for organizational purposes.

B. Employees are responsible for the publication of all emails, texts and other communications to employees including those created on and transmitted on personally owned devices.

C. Any violation of the above policy may result in discipline, up to and including termination of employment.

VI. Security

A. Keeping Lineboro's network secure is a priority. As part of its security, Lineboro will audit its systems including reviewing emails, email attachments, websites visited and all other electronic communications including, but not limited to, texts and voicemails. In addition, Lineboro requires every employee adhere to the following:

1. Not copy, sell or distribute any software program without the consent of the Paid Personnel Committee;
2. Not download software or add attachments on to the Lineboro's computer, electronic communication devices, or database without the consent of the Paid Personnel Committee;



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

3. Not register their business email address with other organizations unless it furthers a business purpose;
4. Not forward jokes, lists, attachments or anything else, not related to business, to other employees;
5. Not use Lineboro's computer, electronic communication devices, or internet system to solicit donations without prior approval;
6. Not provide email addresses of fellow employees to persons outside the organization unless for a legitimate business purpose;
7. Not disclose or share usernames or passwords except to Lineboro's authorized personnel;
8. Not open or forward attachments from unknown senders; and
9. Not respond to email requests for sensitive information of Lineboro, such as credit card numbers, financial information, social security numbers, plans, patient or client lists or other confidential information, without first seeking approval from the Paid Personnel Committee, even if the request appears to come from a known outside source.

VII. Restriction on Use and Confidentiality

- A. Lineboro intends to maintain control over all access to its equipment, systems and information. Pursuant to that effort, all users may be required to sign an agreement acknowledging the confidential and proprietary nature of all Lineboro's information. A user's access to some of the Lineboro's confidential and propriety information does not assume the user is authorized to access other information, systems and equipment. Lineboro will impose and pursue all disciplinary measures including termination and present all legal recourse, including criminal prosecution, against users who exceed authorized access to information, systems and equipment.
- B. Lineboro will seek recourse under The Computer Fraud and Abuse Act (CFAA), 18 U.S.C. 1030 and any other applicable law against any user who accesses Lineboro's equipment, systems and information without authorization or who exceeds authorization with the intent to commit fraud.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

VIII. Reporting Violation of This Policy

- A. If you know of, or suspect, a violation of this policy, you must report it immediately to a member of the Paid Personnel Committee.
- B. Please note that you are not required to confront the person or persons that have given you reason to report. Discussing or reporting acts that violate this policy to anyone who is not a member of the Paid Personnel Committee does not constitute a report.

IX. Retaliation Prohibited

- A. If you believe you have been or are being subjected to retaliation for reporting a violation of this policy, or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.
- B. Any employee or workplace participant who retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.11.2	Information Security	
INSTITUTED		
1/1/2019		

- I. For security and other reasons, Lineboro requires that employees who use Lineboro-issued laptop computers, tablets, and other electronic devices, take certain precautionary measures to secure them from theft.
- II. With all information storage devices taken outside of 4224 Main St, Lineboro MD 21102, Lineboro requires that:
 - A. You keep the information device with you at all times and within reach, within your line of sight, or properly secured in a vehicle. We strictly prohibit leaving any device unattended;
 - B. You do not allow any unauthorized person access to the information storage device;
 - C. You do not share your username or password with any person, with the exception of authorized personnel, or store your username or password on the information storage device;
 - D. You do not dismantle, erase or program a “work around” of any hardware, software or programmed security or authorized protocol of your information storage device; and
 - E. You do not download, upload or install any hardware, software, or information security device without authorization and approval from the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.11.3	Cellular / Mobile Phones Restricted	
INSTITUTED		
1/1/2019		

I. Lineboro does not discourage cell/mobile phone use. However, situations exist in the workplace that require their prohibition or limitation.

II. For safety, Lineboro prohibits or limits the use of cell/mobile phones, including text messaging and video streaming, during certain work-related activities. Except in the case of an emergency, or when prior approval by a member of the Paid Personnel Committee is provided, Lineboro prohibits the use of cellular/mobile phones, text messaging, and video streaming:

- A. While operating a moving vehicle;
- B. While operating or being in close proximity of heavy, dangerous, or moving machinery or vehicles;
- C. While providing direct patient care to ill or injured persons (unless directly for the matter of providing patient care for that patient);
- D. While performing any customer service duty; or
- E. Where use of a cell/mobile phone may place you, your co-workers, or others in the workplace or in the vehicle at risk of injury.

III. When using your cell/mobile phone, please be courteous and speak quietly in an area away from other coworkers and other persons interacting within the workplace. Mute or lower the volume of your device's ring, and do not leave your cell/mobile phone unattended unless the ring is mute and the buzzer is deactivated.

IV. **Reporting Stolen or Missing Cell/Mobile Phones**

- A. If your cell/mobile phone stores email addresses, phone numbers or other work or private information about other employees, or proprietary or confidential workplace information, and is stolen, please report the theft immediately to a member of the Paid Personnel Committee.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.11.4	Restricted Use of Digital Imaging or Photographic Equipment	
INSTITUTED		
1/1/2019		

I. Lineboro prohibits the unlawful taking or recording of digital or photographic images in the workplace, except as required for the provision of emergency services.

II. Any device that can store an image, digital or otherwise, is prohibited in the following rooms when that device's camera is actively engaged and operating: restrooms, locker rooms, storage rooms, bunkrooms, and areas where patient care area is actively occurring, except as required for the provision of emergency services.

- A. Accordingly, the following items are included, but may not limited to:
1. Digital or film cameras;
 2. Digital or film recorders;
 3. Cell phones with digital cameras actively engaged and operating; or
 4. Computers, personal digital assistants, or mini-computers with digital cameras actively engaged and operating.

III. Strictly prohibited is the taking or recording of any image (digital or otherwise) of any Confidential Information, as defined in these policies.

IV. Also, for privacy purposes, and to prohibit unlawful distribution or use of images, do not take or record any image, digital or otherwise, of coworkers, customers, patients, or other workplace participants, while on Lineboro's property or during the scope of your employment, without the written consent of Lineboro and the person or persons whose image you are taking, or recording, or photographing.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.12.1	Social Media	
INSTITUTED		
1/1/2019		

I. Social Media-Defined

A. Lineboro supports self-expression, including expressing oneself to others via letters to the editor, Internet blogs, videos, social webpages, posting on open forums, or speaking during public events (collectively, “social media”). Your social media communications reflect on you, on Lineboro, and on its business.

B. Lineboro respects the right of employees to engage in social media during their personal time, so long as it does not interfere with the business and reputation of the Lineboro Volunteer Fire Department, it’s members, employees, or other associates.

II. Social Media Content Prohibitions

A. Although Lineboro supports self-expression, there are limitations as to how it relates to Lineboro, coworkers and Lineboro’s business:

1. Do not comment on trade secrets and proprietary or confidential Lineboro information (e.g., business, financial, marketing strategies).
2. Do not use Lineboro’s logo, trademarks, or copyrights or other protected information or property for any business or commercial venture without the President’s prior, written permission.
3. Because of the potential for issues such as invasion of privacy (employee and customer); sexual or other harassment (as defined in these policies); and protection of Proprietary information, employees may not take, distribute, or post images, videos, or audio recordings while on working time. You may not take images or make recordings of coworkers, other workplace participants, or work areas. An exception to the rule concerning images and recordings of coworkers, other workplace participants, or work areas would be to engage in activity protected by the National Labor Relations Act including, for example, taking pictures of health, safety and/or working condition concerns or pictures of strikes or protests of work-related issues and/or other protected concerted activities.
4. Do not make knowingly false representations or statements about your credentials or your work or about other workplace participants.
5. Do not create a blog or online group related to Lineboro.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC **EMERGENCY OPERATIONS**

PAID PERSONNEL PROCEDURE MANUAL

6. Do not violate the law, related Lineboro policies, or the mission of Lineboro.
7. Do not make harassing comments, obscenities or similar comments that violate Lineboro's policies.
8. Do not threaten, libel, or defame fellow professionals, employees, coworkers, clients, competitors, or any one else. Be thoughtful in all your postings.
9. Do not speak on behalf of Lineboro. Unless, in advance, Lineboro officially designates you in writing to speak or write for Lineboro, you should never state that you write or speak on behalf of Lineboro or that your viewpoints are the same as Lineboro's, and you should make this clear to those reading or listening to your points of view. Merely providing a disclaimer to this effect will not excuse improper or illegal conduct.
10. Comments or images that disparage or harass someone on the basis of race, color, national origin, gender, pregnancy, sexual orientation, gender identity or preference, religion, age, disability, or any other protected category; i.e., comments or images that would contribute to a hostile work environment. Specifically prohibited are any forms of expressions of hate or abusive communications, as well as threatening, harassing (as defined in these policies) intimidating, profane, obscene or similar inappropriate language.
11. Do not make knowingly false accusations against Lineboro, coworkers, other workplace participants, or Lineboro's customers, clients, volunteers, vendors, competitors, competitor's products or services, management, or executive leadership.
12. Do not use of social media to solicit others for sex or to violate any other laws regarding minors and their protection, including sexual or pornographic imagery or material. Employees who violate child protection laws, including solicitation of sex from minors or posting of illegal, sexual, or pornographic imagery or material, will be subject to discipline including, but not limited to, termination.

III. Online Endorsements

- A. Lineboro may engage in social media as an organizational presence, including online. Employees who post on Lineboro's online locations must do so in their personal capacity and, consistent with this policy, communicate that in the posting. Federal rules require that any employee who endorses Lineboro online must disclose his or her employment in the endorsement.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

IV. Misinformation Correction

A. If you notice misinformation about Lineboro in social media, you should communicate that information to a member of the Paid Personnel Committee for a determination of the best response. You are not authorized to correct the misinformation.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.12.2	Communications With The Media	
INSTITUTED		
1/1/2019		

I. General Information

- A. Lineboro strives to anticipate and manage crisis situations in order to reduce disruption to our employees, workplace participants and to maintain our reputation as a respected organization.
- B. Events may occur in our workplace or at our worksites that will draw immediate attention from the news media. It is imperative that one person speaks for Lineboro to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Lineboro will respond to the news media in a timely and professional manner only through the designated spokesperson.
- C. Although reporters may frequent our station or worksite[s] as customers or clients, professional reporting ethics dictate that they identify themselves as reporters prior to asking questions.
- D. Every employee must adhere to this policy. Answer all reporter questions like this: "I am not authorized to comment on behalf of Lineboro. Let me have our Public Information Officer contact you."

II. Violation of This Policy

- A. Lineboro reserves the right to take appropriate disciplinary action, up to and including termination, for noncompliance with this policy.

III. Reporting Violation of This Policy

- A. If you know of or suspect a violation of this policy, you must report it immediately to a member of the Paid Personnel Committee.
- B. Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience or witness wrongdoing, you must make a reasonable effort to make the wrongdoing known as soon as experience or discover it. Discussing or reporting violations of this policy to anyone not on the Paid Personnel Committee does not constitute a report.



LINEBORO VOLUNTEER FIRE DEPARTMENT, INC EMERGENCY OPERATIONS

PAID PERSONNEL PROCEDURE MANUAL

NUMBER	TITLE	REVISIONS
8.12.3	Logos, Copyrights, and Trademarks	
INSTITUTED		
1/1/2019		

- I. You must respect all copyright and other intellectual property laws.
- II. For Lineboro's protection, as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material, trademarks, and other intellectual property owned by others, including Lineboro's own copyrights, trademarks, logos, and brands.
- III. To minimize the risk of a violation, you should provide references to the source[s] of information you use and accurately cite copyrighted works you identify in your online and other communications, including those of Lineboro.
- IV. Finally, do not infringe on or misuse Lineboro's logos, brand names, taglines, slogans, or other trademarks. If you have any questions about the proper use of Lineboro's intellectual property, contact a member of the Paid Personnel Committee.

V. Reporting Violations of This Policy:

- A. If you know of or suspect a violation of this policy, you must report it immediately to a member of the Paid Personnel Committee
- B. Please note that you are not required to confront the person or persons who have given you reason to report. Discussing or reporting acts that you believe violate this policy to anyone not on the Paid Personnel Committee does not constitute a report.