

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Employment Categories

REVISED: 08/18/16

APPLIES TO: Employees

POLICY: # 300

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Employment Categories

- It is the intent of Southern Stone County Fire Protection District to clarify the definitions of employment classifications so the employees understand their employment status and benefit eligibility.
- Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.
 - NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. (Hourly personnel)
 - EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. (Salaried personnel)
 - This classification may be changed only upon written notification by Southern Stone County Fire Protection District management.

In addition to the above categories, each employee will belong to one other employment category:

Introductory

Employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Southern Stone County Fire Protection District is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Part -Time

Employees are those that work less than 30 hours per week at the discretion of the Fire Chief or his/her designee performing various duties as assigned. These employees may be eligible for Southern Stone County Fire Protection District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Full-Time

Employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Southern Stone County Fire Protection District's full-time schedule. Generally, they are eligible for Southern Stone County Fire Protection District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Shift Personnel

Employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Southern Stone County Fire Protection District's 24 on and 48 hour off schedule. Generally, they are eligible for Southern Stone County Fire Protection District's benefit package, subject to the terms, conditions, and limitations of each benefit program. Excluding paid holidays

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Introductory Period

- The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Southern Stone County Fire Protection District uses this period to evaluate employee capabilities, work habits, and overall performance. A formal District evaluation should be completed during this period at 30, 60, & 90 calendar days.
- All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Southern Stone County Fire Protection District must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If Southern Stone County Fire Protection
- District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance; the introductory period may be extended for a specified period.
- In cases of promotions or transfers within Southern Stone County Fire Protection District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time in accordance to District policies. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Southern Stone County Fire Protection District’s needs.
- Upon satisfactory completion of the initial introductory period, employees enter the “regular” employment classification.
- During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers’ compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Southern Stone County Fire Protection District-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information of each specific benefits program for the details on eligibility requirements.
- Benefits eligibility and employment status may not change during the secondary introductory period that results from a promotion or transfer within Southern Stone County Fire Protection District.

Fire Chief Date

Board Member Date

Revision Date: 08/18/2016

Adopted: 08/18/2016

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Medical Leave

- Eligible employees shall be entitled to up to twelve (12) weeks of leave during any twelve (12) month period for any of the following reasons:
 - Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
 - Because of the placement of son or daughter with the employee for adoption or foster care.
 - In order to care for the spouse, or a son, daughter, or parent of the employee, with a serious health condition.
 - Because of the employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
 - Because of a spouse, son, daughter or parent being on active duty or who has been notified of an impending call to active duty status.
 - In order to care for a spouse, son, daughter, parent or next of kin who is a service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty.
- Upon returning from leave, an employee shall be restored to the position held when the leave commenced, or an equivalent position. A position is equivalent if it has or requires the same pay, benefits, shift schedule, responsibilities, skills, and working conditions as the former position.

Eligible employees

Employees are eligible for leave when they have been employed by the Southern Stone County Fire Protection District for at least twelve (12) months and have actively worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve (12) month period during the period immediately preceding the commencement of the proposed leave.

Salaries, wages, and benefits while on leave

Any leave of absence under this policy shall be unpaid except that the District shall require that any sick time and vacation time be used during the leave, beginning with the first day of leave and continuing for each subsequent day until all accrued paid time off is exhausted.

Thereafter, the remaining portion of the leave shall be without pay. The maximum length of a leave of absence shall be twelve (12) weeks regardless of whether the employee receives paid time off while on leave. Health benefits coverage shall continue during the leave under the same conditions that coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee shall make arrangements with the District for payment of any costs, premiums, or expenses required to be paid by the employee for

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such health benefits. The taking of a leave of absence shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced, although no employee shall be entitled to accrue seniority or any employment benefits while on leave.

Notice of request for leave and medical Certification

Request for foreseeable or planned leaves of absence shall be made at least thirty (30) days in advance of the date the leave is to begin, except that if the circumstances do not allow for thirty (30) days prior notice, the employee shall provide such notice as is practicable.

An employee requesting a leave of absence because of a serious health condition of the employee or family member may be required to provide a certification issued by a health care provider which states either: (1) that the employee is needed to care for a family member, or (2) that the employee is unable to perform the functions of the position of employment. The District may require a second opinion if it has reason to doubt the validity of the initial certification, and may request a third opinion if the first and second opinions are in conflict.

Intermittent or reduced schedule leave

A leave of absence for a serious medical condition of the employee or family member may be taken on a reduced schedule or intermittent basis when medically necessary. The District may request certification of the need for reduced schedule or intermittent leave. The District may also require the employee to transfer to an alternative position having equivalent pay and benefits that is better suited to accommodating intermittent leave.

A leave of absence for the birth, adoption, or foster care placement of a child shall not be taken on reduced schedule or intermittent leave.

Employees not entitled to restoration – key employees

The District may deny restoration to any salaried employee who is among the highest paid ten percent (10%) of employees provided the following conditions are satisfied:

- Restoration is denied to prevent substantial and grievous economic injury to the operations of the District; and,
- The District notifies the employee of its intent to deny restoration; and,
- If the leave has commenced, the employee elects not to return to employment after receiving such notice.

Spouses both employed – aggregate leave

If both spouses are employees, they shall be entitled to only 12 weeks of leave in the aggregate for the birth, adoption or foster care placement of a child, or to care for a seriously ill parent.

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When leave is taken to care for a seriously ill spouse or child, spouses who are both employees may each take 12 weeks of leave.

Coordination with family and medical leave act

An employee's right to a leave of absence pursuant to this policy shall be construed to be in accordance with the Family and Medical Leave Act of 1993 and any regulations promulgated in relation to this act. No additional right to leave shall exist beyond that provided by the Family and Medical Leave Act.

Pregnancy Leave

- Personnel are required to notify the Fire Chief of their pregnancy. Personnel shall not hold the District liable for any injuries that may occur during the routine performance of duties as a result of continuing to perform such duties. Personnel will obtain consent for maintaining full duty status.
- The employee's personal OB-GYN, the District Physician, and the employee document that the employee has a high-risk pregnancy and should not work in any capacity for the duration of the pregnancy due to health complications or risk to mother or fetus. In this situation, the employee will be placed on Pregnancy Leave from the time her pregnancy is termed high-risk. During this leave, the employee may request a leave

Vacation Leave

- Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.
- The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:
- Non Shift personnel will accrue vacation at the following schedule.
 - Upon initial eligibility the employee is entitled to five (5) vacation days.
 - Upon completion of each year of eligible service after one (1) year the employee is entitled to one (1) additional day of vacation, not to exceed the maximum allowance of twenty-five (25) vacation days after twenty (20) years of eligible service.
- The length of eligible service is calculated on the basis of a "benefit year." This is the twelve (12) month period that begins with the employee's hire date. An employee's benefit year may be extended for any significant leave of absence, except military leave of absence. Military leave has no effect on this calculation.
- Once employees enter an eligible employment classification, they begin to earn paid vacation time in accordance with the schedule. They can request use of vacation time after it is earned.

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- Paid vacation time can be used in minimum increments of ½ shift/day. To take vacation, employees should request advance approval from their supervisor(s). Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
- Vacation time off is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.
- As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry over up to five (5) days of earned vacation.
- Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Accrual basis for shift personnel: Should be calculated on anniversary of hire date

	Hrs/Month
91 st Day – 1 Year	8
1-2 Years	9
3-4 Years	10
4-5 Years	11
5-6 Years	12
7-8 Years	13
9-10 Years	14
11+ Years	15

- Shift Personnel can accrue up to 228 hours of Vacation annually
- In the event that available vacation is not used by the end of the benefit year, employees may carry over up to 48 hours of earned vacation.

Sick Leave

- Southern Stone County Fire Protection District provides paid sick leave benefits to all regular full-time employees for periods of temporary absence due to illness or injuries. This benefit starts after 90 days of employment and may be utilized as accrued.
- Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a “benefit year”, the 12-month period that begins when the employee starts to earn sick leave benefits.
- Shift Personnel will accrue Sick Leave at 12 hours/month.
- Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

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- Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
- Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 days of sick leave benefits. Shift Personnel may accrue up 480 hours of Sick time. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. If an employee is still sick at the end of accrued time off, the situation may be reviewed and additional sick leave granted.
- Employees who do not use any sick leave during the calendar year may convert up to (24) hours or one shift, of unused sick leave for personal/vacation leave for the next calendar year.
- Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

The remainder of this section defines the responsibilities of employee and the management of sick leave for employees.

- All sick leave notification shall be made directly and personally to the employee's supervisor, before the scheduled start of their workday if possible. The Fire Chief or designee must also be contacted on each additional day of absence.
- If an employee is absent for three or more consecutive days/shifts due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates.
- Sick leave can be used to tend to sick members of an employee's immediate family for a period not to exceed 30 days. Proof of family illness may be required.
- An employee may not engage in other work while on sick leave.
- An employee that will be recuperating at a place other than their residence shall notify the employee's supervisor of their location and a phone number at which they can be reached.
- An employee may be contacted by a Fire District representative each duty day they are on sick leave until notice of recovery is given. Contact may be through a phone call or a personal visit.
- A signed Sick leave request must be filled out within 24 hours of returning to work.

Bereavement Leave

- Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.
- Up to 3 days or 24hrs for Shift Personnel of paid bereavement leave will be provided to eligible employees.

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- Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.
- Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.
- Southern Stone County Fire Protection District defines "immediate family" as the employee's spouse, parent, child, or sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Jury Duty

- Southern Stone County Fire Protection District encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one (1) week or 5 business days of paid jury duty leave over any one (1) year period.
- Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.
- If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.
- Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.
- Either Southern Stone County Fire Protection District or the employee may request an excuse from jury duty, if in Southern Stone County Fire Protection District's judgment; the employee's absence would create serious operational difficulties.
- Southern Stone County Fire Protection District will continue to provide health insurance benefits for the full term of the jury duty absence.
- Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Military Leave

- A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
- The leave will be unpaid. However, employees may use any available paid time off for the absence.
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- Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
- Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.
- Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.
- Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.
- Contact the Fire Chief for more information or questions about military leave.

Holidays

- Southern Stone County Fire Protection District will recognize the following holidays:
- Shift personnel will recognize the holiday on the actual date listed below:
 - New Year's Day (January 1)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Veterans Day (November 11)
 - Thanksgiving (Fourth Thursday in November)
 - Day after Thanksgiving
 - Christmas (December 25)
- Southern Stone County Fire Protection District will grant paid holiday time off to all eligible employees who have completed ninety (90) calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.
- A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
- If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.
- Shift Personnel will receive time and a half for holiday hours worked only.
-

Absent Information Card

SICK DAY	VACATION DAY	ADD HOLIDAY (600)

Comments _____

Date(s) Absent _____

Member Signature/Date _____

Approved By Signature/Date _____

REQUEST FOR FMLA LEAVE

I, _____, request a Leave of Absence under the
(Name)

Family and Medical Leave Act (FMLA), for the following reason:

(Check one)

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- Because of the placement of son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent of the employee, with a serious health condition.
- Because of the employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
- In order to deal with a qualifying exigency which arises because a spouse, son, daughter or parent is on active duty or has been called to active duty status in the Armed Forces.
- In order to care for a spouse, son, daughter, parent or next of kin who sustained a serious illness or injury while on active duty in the Armed Forces.

When will you begin the leave? _____

When will you return from the leave? _____

Signature of Employee

Date Submitted

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

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Eligible employees at Southern Stone County Fire Protection District are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

The following benefit programs are available to eligible employees:

Life Insurance

Bereavement Leave

Dental Insurance

Employee Assistance Program

Family Medical Leave Act (FMLA)

Health Insurance

Holidays

Jury Duty Leave

Personal Leave

Sick Leave Benefits

Vacation Benefits

Vision Care Insurance

Wellness Program

Lagers (Starts after 6months of employment)

Some benefit programs require contributions from the employee,

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Worker's Compensation

- Southern Stone County Fire Protection District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately.
- Employees who sustain work-related injuries or illnesses will inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the employee to qualify for coverage as quickly as possible.
- Neither Southern Stone County Fire Protection District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Southern Stone County Fire Protection District.

Supplemental Accidental Disability Policy

In addition to the comprehensive workers' compensation insurance program, Southern Stone County Fire Protection District also provides a supplemental accidental disability policy to all emergency responders. This policy provides income replacement and many other benefits that pay independently of one another to ensure the financial security of the emergency responder and his or her family in the event of an injury or illness.

Health Insurance

- Southern Stone County Fire Protection District's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits.
- Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Southern Stone County Fire Protection District and the insurance carrier.
- Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Office Manager for more information about health insurance benefits.

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When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor’s prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime hours shall be paid at one and one half (1 ½) time rate. This calculation should utilize ¼ hour intervals, (round the compensated time to the nearest ¼ hour, this will provide ¼, ½, and ¾ hours intervals for calculations).

Regular Full time (Non Exempt) employees will be paid overtime for hours worked over 40. Shift Personnel will be paid for hours worked over 106 in a 14 day period.

Fire Chief Date

Revision Date: 08/18/16

Board Member Date

Adopted: 08/18/16

**Southern Stone County Fire Protection District
10965 E. State Highway 76, Branson West, MO 65737
417-272-1510 office/417-272-1509 fax**

Acceptance Agreement

- I have read and understand and accept my responsibility to comply with the Policies of the Southern Stone County Fire Protection District.
Initials: _____

- I have read and understand and accept my responsibility to comply with the SOG's of the Southern Stone County Fire Protection District.
Initials: _____

- I have read and understand and accept my responsibility to comply with the Harassment Policy of the Southern Stone County Fire Protection District.
Initials: _____

- I have read and understand and accept my responsibility to comply with the Communications Policy of the Southern Stone County Fire Protection District.
Initials: _____

- I have read and understand and accept my responsibility to comply with the HIPAA agreement of the Southern Stone County Fire Protection District.
Initials: _____

- I also understand
- that the Policies and Guidelines may change. The most updated versions will be accessible on the District's webpage.
Initials: _____

- I have read and understand the Drug and Alcohol Policy of the Southern Stone County Fire Protection District.
Initials: _____

Chief Officer's signature: _____

Date: _____

Member's signature: _____

Date: _____

