



**County of Humboldt  
Eureka, California  
Ambulance Service Permit Application**

Pursuant to Humboldt County Code, Title V, Division 5  
Emergency Medical Services System

Applicant – DO NOT FILL OUT THIS SECTION	
Date Received:	4/19/2022
Application Fee of \$196.00 Received:	Yes <input checked="" type="checkbox"/> x No <input type="checkbox"/>
Proof of Liability Insurance Attached:	Yes <input checked="" type="checkbox"/> x No <input type="checkbox"/>
Resumes Attached:	Yes <input checked="" type="checkbox"/> x No <input type="checkbox"/>

**Applicants – Please completely fill out this section and provide all requested information/verifications:**

Level of Service:  Basic Life Support  Advanced Life Support  
 Non-Emergency Transport (check all that apply)

Ambulance Service Full Name:	K'ima:w medical center		
Name of Contact Person:	Rod Johnson		
Mailing Address:	po box 1288	City/Zip Code	Hoopa 95546
Physical Address:	535 airport rd	City	
Telephone/Fax Numbers	1 707499-3269	E-Mail	emspro.rod@gmail.com



**County of Humboldt**  
Eureka, California

<b>Owner Name</b>	Hoopa Valley tribe council				
<b>Address</b>	po box 1348	<b>City/Zip Code</b>	Hoopa 95546		
<b>Phone Number</b>	530-625-4211	<b>Fax Number</b>	530-625-4594	<b>E-Mail</b>	hbtsecretary@hoopnsn.gov



**County of Humboldt**  
Eureka, California

**VEHICLES:**

In conformity with the County Ordinance concerning the Permitting of Ambulance Service, the Applicant requests permission from the Permit Officer to operate the following ambulance vehicles:

Year	Model/Make	Vehicle Identification Number	License Plate #	Length of Time In Use (Include current mileage shown on odometer)	State or Federal Aviation Agency License Number	Description of Color Scheme, Insignia Name, Monogram, or Distinguishing Characteristics
1.	Ford/F350 XLT Super cab 4x4	1FDRF3HT8KDA19814	G31 226W	86543.7	GSA	White /red stripes
2.	Ford/F350 XLT Super cab 4x4	1FDRF3HT8KDA19815	G31 0225W	87040.9	GSA	White /red stripes
3.	Ford/F350 XLT Super cab 4x4	1FDRF3HT8KDA01609	G31 0244U	500.	GSA	White /red stripes
4.						



**County of Humboldt  
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5.	Year	Model/Make	Vehicle Identification Number	License Plate #	Length of Time In Use (Include current mileage shown on odometer)	State or Federal Aviation Agency License Number	Description of Color Scheme, Insignia Name, Monogram, or Distinguishing Characteristics
6.							
7.							
8.							
9.							
10							



**County of Humboldt  
Eureka, California**

Attach a copy, or provide a description, of Applicant's policy or program for maintenance of vehicles.

Attach a list, or provide a description of, Applicant's radio communication equipment.

Attach evidence of **currently valid California Highway Patrol inspection report** for each ground ambulance vehicle listed in the application. ~~we are not doing this~~

Applicant certifies that it has reviewed and meets the requirements set forth in Humboldt County Code, Title V, Division 5, Sections 551-5 (Standards for Ambulance Service Permit) and 551-9 (Standards for Ambulance Equipment and Operations).

Attach copies, or provide descriptions of the following:

- Applicant's quality management practices and policy;
- Staffing and hiring policies;
- Organizational chart of management staff;
- Resume of the training, orientation program, and experience of the Applicant in the transportation and care of patients; and
- Knowledge of and/or involvement in the Humboldt County Emergency Medical Services system.

*id gave file*

Attach legible copies of current California Driver's License for each employee listed above.

Provide copies of EMT certification and/or Paramedic licensure cards.

Applicant certifies that the individuals listed above are qualified, duly licensed and/or certified drivers, attendants, and attendant-drivers, and said individuals are currently compliant with any and all applicable training, licensing, and permitting requirements set forth by local, state, and federal law and regulations.



**County of Humboldt  
Eureka, California**

**SERVICE AREA:**

In conformity with the County Ordinance concerning the Permitting of Ambulance Service, the Applicant requests permission to allow its ambulances to provide service in the following zone(s):

<b>Zone</b>	<b>Northern Boundary</b>	<b>Eastern Boundary</b>	<b>Southern Boundary</b>	<b>Western Boundary</b>	<b>Indicate Zone(s) by Placing "X"</b>
<b>Zone 1 North</b>	Humboldt County Line	Redwood Creek Bridge Highway 299 and School House Peak on Bald Hills Road	Indianola Cutoff (includes intersections with Hwy 101 & Old Arcata Rd and up to 1699 block of Peninsula Drive (in Manila)	Pacific Ocean	
<b>Zone 2 East</b>	Humboldt County Line	Humboldt County Line	Redwood Creek Bridge Hwy 299	School House Peak on Bald Hills Road	Xxxx
<b>Zone 3 Central</b>	Indianola Cutoff (includes intersections with Hwy 101 & Old Arcata Rd and up to 1700 block of Peninsula Drive (in Manila)	Showers Pass	Hookton Road & Hwy 101	Pacific Ocean	



**County of Humboldt  
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Zone	Northern Boundary	Eastern Boundary	Southern Boundary	Western Boundary	Indicate Zone(s) by Placing "X"
<b>Zone 4 South – Fortuna Sub-Zone</b>	Hookton Road & Hwy 101	Showers Pass Humboldt County Line	Dyerville Bridge & Hwy 101 & Alderpoint Blocksburg Road 7 miles South of SR 36	Pacific Ocean	
<b>Zone 4 South – Garberville Sub-Zone</b>	Dyerville Bridge & Hwy 101 & Alderpoint Blocksburg Road 7 miles South of SR 36	Humboldt County Line	Mattole/ Ettersburg Road at Ettersburg Bridge Humboldt County Line	Pacific Ocean	

**AMBULANCE SERVICE RATES:**

In conformity with the County Ordinance concerning the Permitting of Ambulance Service, the Applicant must submit a completed Rates & Schedule of charges. Upon the approval by the Board of Supervisors, these rates must remain effective and may not be amended except with the consent of, or by the order of the Board of Supervisors.

Rates & Schedule attached

**INSURANCE:**

Current proof-of-insurance certificates, indicating compliance with the requirement listed below, must be included with this application:

- A. CONTRACT SHALL NOT BE EXECUTED BY COUNTY and the CONTRACTOR is not entitled to any rights, unless certificates of insurances, or other sufficient proof that the following provisions have been complied with, and such certificate(s) are filed with the Clerk of the Humboldt County Board of Supervisors.



**County of Humboldt  
Eureka, California**

B. CONTRACTOR shall and shall require any of its subcontractors to take out and maintain, throughout the period of this Agreement and any extended term thereof, the following policies of insurance placed with the insurers authorized to do business in California and with a current A.M. Best rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONTRACTOR, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000) per occurrence for any one (1) incident, including, personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.
2. Automobile/Motor liability insurance with a limit of liability of not less than One Million Dollars (\$1,000,000) combined single limit coverage. Such insurance shall include coverage of all "owned", "hired", and "non-owned" vehicles or coverage for "any auto."
3. Workers Compensation as required by the Labor Code of the State of California, with Statutory Limits, and Employers Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease. Said policy shall contain or be endorsed to contain a waiver of subrogation against COUNTY, its officers, officials, agents, representatives, volunteers, and employees. In all cases the above insurance shall include Employers Liability coverage with limits of not less than One Million Dollars (\$1,000,000) per accident for bodily injury and disease.
4. Insurance Notices must be sent to:

County of Humboldt  
Attention: Risk Management  
825 5<sup>th</sup> Street, Room 131  
Eureka, CA 95501





**County of Humboldt  
Eureka, California**

5. The Comprehensive General Liability shall provide that the COUNTY, its officers, officials, employees, representatives, agents, and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officers, officials, employees, and volunteers. Said policy shall also contain a provision stating that such coverage:
- a. Includes contractual liability.
  - b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or property underground commonly referred to "XCU Hazards".
  - c. Is primary insurance as regards to County of Humboldt.
  - d. Does not contain a pro-rata, excess only, and/or escape clause.
  - e. Contains a cross liability, severability of interest or separation of insureds clause.

- Attach Certificate of Liability Insurance naming County of Humboldt certificate holder.

**ADDITIONAL INFORMATION:**

Please provide, in writing and attach, a description of the facts relied on by the Applicant in asserting that the public health, safety, welfare, convenience and necessity warrant the granting of the ambulance service permit.

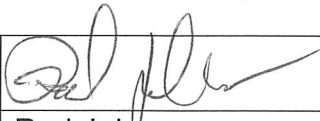
(Information may include the ability of the Applicant to provide ambulance service within established response times for the type of vehicle operated, twenty-four (24) hours per day, seven (7) days per week, year-round; per-approval by North Coast EMS as an Advanced Life Support Provider; familiarity with Humboldt County; prior or additional relevant experience, etc.).

- Additional Information statement attached



**County of Humboldt  
Eureka, California**

I, hereby attest that, KMC /Hoopa Ambulance, has obtained all licenses required by law and is in compliance with standards for providing emergency and/or non-emergency medical services as outlined in the Humboldt County Code, Title V, Division 5, Emergency Medical System, the policies established by North Coast EMS, and all other applicable state and federal law and regulations. All information provided herein is true and complete as of the date listed below.

<b>Signature of Applicant:</b>	
<b>Printed Name and Title</b>	Rod Johnson EMS manager
<b>Date:</b>	04/07/2022

**Required Paperwork Checklist**

- Application complete
- Certificate of Automobile and liability coverage
- Verification that each vehicle listed in application has been certified by the California Highway Patrol and/or the Health Officer pursuant to County Ordinance Section 551-9
- Certificate of Workers Compensation Insurance compensation coverage
- Proposed Rates & Schedule of Charges
- All requested documentation of Applicant's policies and programs (as set forth in the application) are attached and complete
- Application fee or proof of payment of application fee

Payee COUNTY OF HUMBOLDT PUBLIC HEALTH CLINIC  
Vendor ID HUMCOHEAL

 81063  
4/1/2022

Account #:

Invoice  
2022-2023 040122

2022-2023 04/01/22 RENEWAL FEE

Description

Amount

\$196.00

Total : \$0.00 \$196.00



**R**  
**Brown** CONSTRUCTION CO., INC.

GENERAL ENGINEERING CONTRACTOR (A)

P.O. BOX 406 • WILLOW CREEK, CA 95573  
OFFICE (530) 629-3702 • FAX (530) 629-2863  
HOME (530) 629-2480



HAZARDOUS SUBSTANCE  
REMOVAL AND  
REMEDIAATION DIVISION

April 4, 2022

To whom it may concern,

We perform the maintenance for all the K'ima:w GSA Ambulances (0225 & 0226). If you have any questions please do not hesitate to call me at the number listed above.

Thanks,

*Roger Brown*

Roger Brown







**R. Brown Construction Company, Inc,  
INVOICE # 01312022**

**EQUIPMENT INFO**

<b>Property No:</b>	<b>Model Year:</b> 05-2019
<b>Odom/Hours:</b> 76,903	<b>Make:</b> Ford
<b>VIN:</b> 1FDRF3HTXKDA19815	<b>Model:</b> F350 4 x 4
<b>License Plate No:</b> G31 0225W	<b>Unit:</b>
<b>Description:</b> Ambulance	

#	Type of Repair	Description	Parts	Labor	Total
1	SERVICE	Changed Engine Oil and Filter		50.00	50.00
2		Oil Filter	18.11		18.11
3		Oil	43.88		43.88
4		Used Oil & Filter Disposal			10.00
5		Lube Chassis			0.00
6		Checked DEF Fluid level			0.00
7		Check Tires, Air Pressure & Brakes			0.00
8		Labor		50.00	50.00
		Authorization # 33536935 John			
<b>Invoice Totals:</b>			<b>61.99</b>	<b>100.00</b>	<b>171.99</b>

**Invoice Total: \$171.99**



**R. Brown Construction Company, Inc,  
INVOICE # 07302021**

**EQUIPMENT INFO**

<b>Property No:</b>		<b>Model Year:</b> 05-2019
<b>Odom/Hours:</b> 66,182		<b>Make:</b> Ford
<b>VIN:</b> 1FDRF3HTXKDA19815		<b>Model:</b> F350 4 x 4
<b>License Plate No:</b> G31 0225W		<b>Unit:</b>
<b>Description:</b> Ambulance		

Type of Repair	Description	Parts	Labor	Total
1	Service 07/30/2020		50.00	50.00
2	Oil Filter	18.11		18.11
3	Oil	43.88		43.88
4	Used Oil & Filter Disposal			10.00
5	Labor		50.00	50.00
6	Checked DEF Fluid level, Lube Chassis			0.00
7	Check Tires, Air Pressure & Brakes			0.00
8	Fuel Filter	57.10		57.10
9	Air Filter	40.57		40.57
	Authorization # 29314408			
<b>Invoice Totals:</b>		<b>159.66</b>	<b>100.00</b>	<b>269.66</b>

**Invoice Total: \$269.66**

**R. Brown Construction Company, Inc,**  
**INVOICE # 10052021**

**EQUIPMENT INFO**

<p><b>Property No:</b></p> <p><b>Odom/Hours:</b> 71,359</p> <p><b>VIN:</b> 1FDRF3HTXKDA19815</p> <p><b>License Plate No:</b> G31 0225W</p> <p><b>Description:</b> Ambulance</p>	<p><b>Model Year:</b> 05-2019</p> <p><b>Make:</b> Ford</p> <p><b>Model:</b> F350 4 x 4</p> <p><b>Unit:</b></p>
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Type of Repair	Description	Parts	Labor	Total
1	Service 10/05/2021 Rear Brakes	84.04	150.00	234.04
2	Calipers (2) \$118.62 ea.	237.23	50.00	287.23
3	Lube Chassis			0.00
4	Checked DEF Fluid level			0.00
5	Check Tires, Air Pressure & Brakes			0.00
<b>Invoice Totals:</b>		<b>321.27</b>	<b>200.00</b>	<b>521.27</b>

**Invoice Total:** **\$521.27**

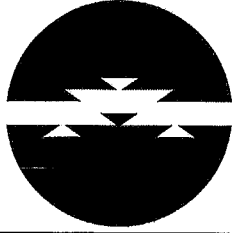
**R. Brown Construction Company, Inc,**  
**INVOICE # 04302021**

**EQUIPMENT INFO**

<b>Property No:</b>	<b>Model Year:</b> 05-2019
<b>Odom/Hours:</b> 55,733	<b>Make:</b> Ford
<b>VIN:</b> 1FDRF3HTXKDA19815	<b>Model:</b> F350 4 x 4
<b>License Plate No:</b> G31 0225W	<b>Unit:</b>
<b>Description:</b> Ambulance	

#	Type of Repair	Description	Parts	Labor	Total
1	Service 04/30/2020	Changed Engine Oil and Filter		50.00	50.00
2		Oil Filter	18.11		18.11
3		Oil	43.88		43.88
4		Used Oil & Filter Disposal			10.00
5		Lube Chassis			0.00
6		Checked DEF Fluid level			0.00
7		Check Tires, Air Pressure & Brakes			0.00
8		Front Brakes	90.72		90.72
9		Labor		150.00	150.00
		Authorization # J0419444 Sang			
<b>Invoice Totals:</b>			<b>152.71</b>	<b>200.00</b>	<b>362.71</b>

**Invoice Total:                     \$362.71**



# K'ima:w Medical Center

P.O. Box 1288, Hoopa, California 95546

Telephone (530) 625-4261

Admin Fax: (530) 625-4842 Medical Fax: (530) 625-4781

An entity of the Hoopa Valley Tribe

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April 4, 2022

K'ima:w Medical Center Ambulance service is an entity of the Hoopa Valley Tribe. We provide 24-hour ALS Ambulance service, 7 days a week. We have two ambulance bases in our response district, one ALS Unit in Willow Creek, and one ALS Unit in Hoopa. Both units are staff with a Paramedic and EMT-1. We are dispatched by Hoopa Tribal Police Dispatch Command Center's 24-hour service. This meets the requirements of the Humboldt County Emergency Medical Services System (HCEMSS).

Marie Harrington, COO  
K'ima:w Medical Center



**APPLICATION FOR EMERGENCY AMBULANCE SERVICE LICENSE**

CHP 361 (Rev. 10-12) OPI 061

Please print or type

<b>REASON FOR APPLICATION</b> <input type="checkbox"/> Initial license (\$200.00) <input type="checkbox"/> New license - majority change in ownership or control (\$200.00) <input type="checkbox"/> Renewal (\$150.00) <input type="checkbox"/> Late renewal (\$200.00) <input type="checkbox"/> Duplicate-license lost or destroyed (\$5.00) <input type="checkbox"/> Replacement - correction or change of name and/or address only (no fee, attach current license) <input type="checkbox"/> Amended - minority change in ownership or control (no fee)	APPLICANT NAME (COMPANY NAME) <b>K'IMA:W MEDICAL CENTER</b>	FEDERAL EMPLOYER I.D. NUMBER (EIN) (IF NONE, LEAVE BLANK) _____
	OWNERSHIP INFORMATION (MARK ONLY ONE) <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC) <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL - PROVIDE DRIVER'S LICENSE NUMBER AND STATE:	SOCIAL SECURITY NUMBER (SSN) (MUST BE PROVIDED FOR INDIVIDUALS) _____
	IF THIS IS A NAME CHANGE, ENTER PREVIOUS NAME	CALIFORNIA CORPORATION NUMBER _____
	ADDITIONAL NAME THE COMPANY IS DOING BUSINESS AS (IF NO DBA LEAVE BLANK) <b>HOOPA AMBULANCE TRIBAL/SOVEREIGN</b>	CHP EMERGENCY AMBULANCE SERVICE LICENSE NUMBER AND EXPIRATION DATE <b># 2182- 6/16/2022</b>
	MAIN OFFICE STREET ADDRESS, CITY, STATE, ZIP CODE <b>535 AIRPORT ROAD HOOPA, CA 95546-</b>	DMV PULL NOTICE PROGRAM REQUESTER CODE NUMBER _____
MAILING ADDRESS, CITY, STATE, ZIP CODE (if different from main office address) <b>P. O. BOX 1288 HOOPA, CA 95546-</b>	TELEPHONE NUMBER, INCLUDE AREA CODE <b>(707) 499-3269</b>	

*Pursuant to Section 494.5 of the Business and Professions Code (BPC), the collection of a Social Security Number (SSN) from individual applicants is mandatory; upon receipt its use will be limited to the purpose of complying with the BPC requirements. As the collection of the number is mandatory, any license or permit application received which does not include an SSN, when required, will be returned without processing.*

**APPLICANT BACKGROUND**

\*YES NO

a. Has the applicant ever been issued a similar license by the Department of California Highway Patrol, another California state agency, or an agency of another state or the federal government? (Other than a renewal of this license)		
b. Has the applicant ever had any license denied, suspended, or revoked by the Department of California Highway Patrol, another California state agency, or an agency of another state or the federal government?		
c. Has the applicant ever been a partner, officer, director or controlling shareholder in a company or corporation whose license was denied, suspended, or revoked by the Department of California Highway Patrol, another California state agency, or an agency of another state or the federal government?		
d. Has the applicant, an owner, partner, officer, director or controlling shareholder (if a corporation or partnership) ever been convicted of any offenses? (Traffic violations classified as infractions need not be reported.)		

\* EXPLAIN ALL YES ANSWERS ON THE REVERSE SIDE OF THIS FORM

PRINT OR TYPE NAME AND TITLE OF EACH COMPANY PRINCIPAL: OWNER, PARTNER, OFFICER, DIRECTOR OR CONTROLLING SHAREHOLDER. (List additional principals on the reverse side of this form or attach an additional sheet of paper if necessary.)	TITLE	DATE OF BIRTH	DRIVER LICENSE NUMBER AND STATE

**APPLICATION CERTIFICATION**

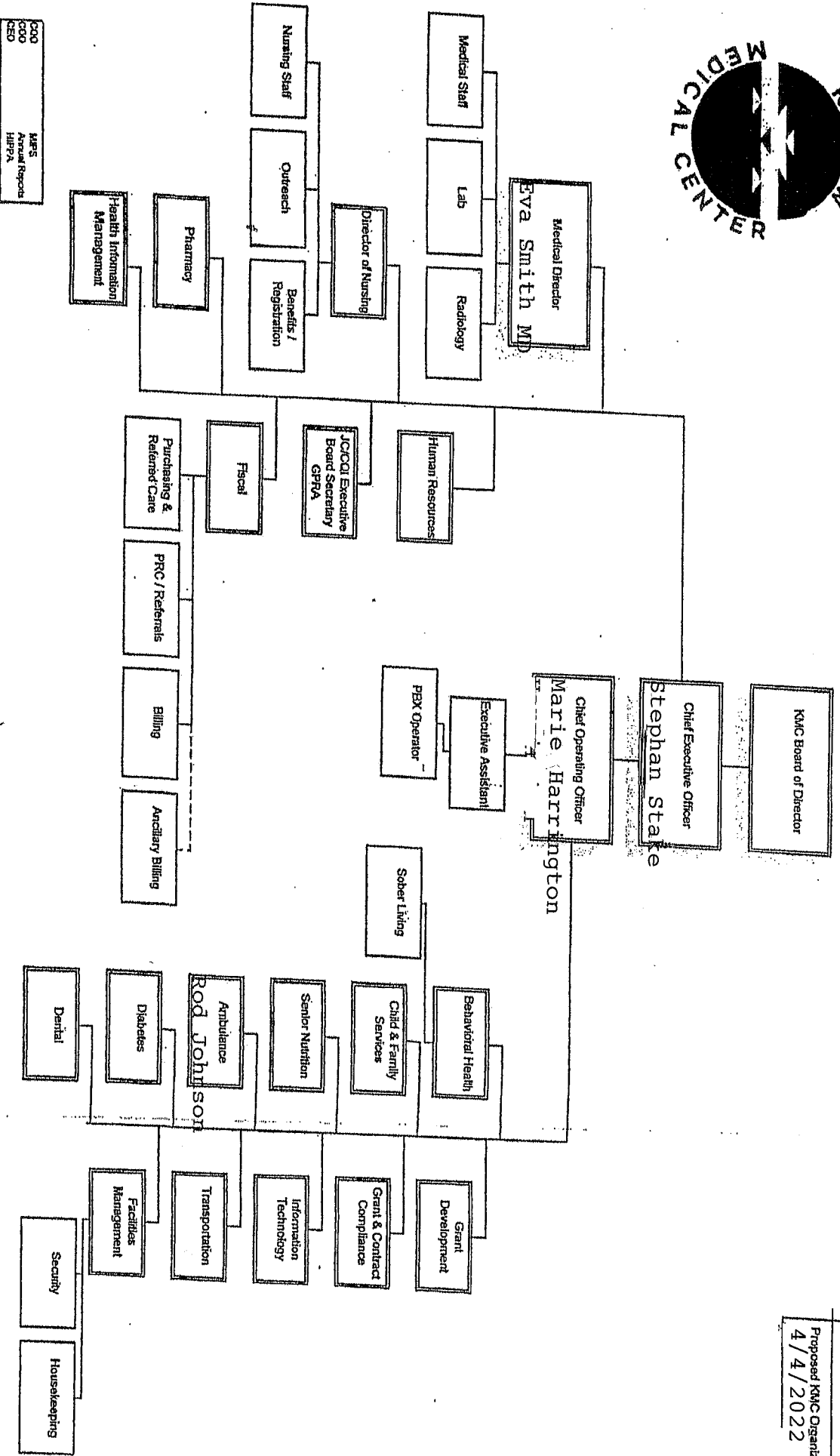
*It is agreed that the licensed activity will be conducted in compliance with all applicable laws and regulations, and that the applicant is aware of all applicable California laws and regulations pertaining to emergency ambulance operations. It is understood that violation of any law or regulation may result in the filing of a criminal action in a court of law or the filing of an administrative action to suspend or revoke the license. It is also understood that misrepresentation of a material fact in conjunction with this application is a misdemeanor violation of the California Vehicle Code and may result in denial or revocation of the license. State law allows the State Board of Equalization and the Franchise Tax Board to share taxpayer information with the Department and requires a licensee to pay any state tax obligation, or their license may be withheld or suspended if the state tax is obligation not paid. This is pursuant to Section 31(e), Business and Professions Code.*

AUTHORIZED CERTIFIER'S SIGNATURE	PRINT OR TYPE NAME AND TITLE	DATE

**TO BE COMPLETED BY THE CALIFORNIA HIGHWAY PATROL**

<input type="checkbox"/> DMV Pull Notice, and Title 13 CCR required records inspected.	<input type="checkbox"/> Vehicle inspection(s) attached.	LICENSE NUMBER	CONTROL NUMBER	EFFECTIVE DATE	EXPIRATION DATE
<input type="checkbox"/> Company ownership and/or control verified and appropriate fingerprint information attached.					
Temporary operating authorization issued. Date:	LOCATION CODE	<b>ACCOUNTING USE ONLY</b>	DATE	CHECK DATE	
Signature: Area Commander's approval.		CASHIER	CHECK NUMBER	AMOUNT	

<b>CHP USE ONLY</b>	LICENSEE NAME AND MAILING ADDRESS ATTENTION: ROD JOHNSON, EMS DIRECTOR K'IMA:W MEDICAL CENTER HOOPA AMBULANCE TRIBAL/SOVEREIGN P. O. BOX 1288 HOOPA CA 95546-	INSTRUCTIONS TO APPLICANT MAIL THE ORIGINAL COMPLETED FORM(S) WITH REQUIRED FEE TO:  CALIFORNIA HIGHWAY PATROL P.O. BOX 942898 SACRAMENTO, CA. 94298-0001 Attn: RSPV Coordinator - 061
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COO  
CCO  
CEO  
MIE  
Annual Reports  
HIPPA

Proposed KIMC Organizational Chart  
4/4/2022

Customer Name and Address	Home Phone	Work Phone	Res/Bus.
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HOOPA AMBULANCE P.O. BOX 1288 535 AIRPORT ROAD HOOPA, CA 95546	530-625-4520		Residential
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Back →

Zone	Service Type	Eff	Exp	Last	Next
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## P A R T S U N D E R W A R R A N T Y

Part No./Invoice#	Part Name/Serial Number	Effective	Expires
TK250USED 19601	RADIO, KENWOOD USED 80701758	03/21/02	03/21/02
TK250USED 19601	RADIO, KENWOOD USED 80701980	03/21/02	03/21/02
TK250USED 19601	RADIO, KENWOOD USED 90200890	03/21/02	03/21/02
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70900704	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70900705	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70901056	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70901057	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70901058	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70901059	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70901060	01/26/06	01/26/06
TK272GK1SK 28487	RADIO, VHF 32 CHANNEL 5 WATT REG RATE CHGR 70901091	01/26/06	01/26/06
TK7150 34891	RADIO, KENWOOD VHF 160 CH 50 WATT B1700021	08/23/11	08/23/11
TK890K 34891	RADIO, BASIC FRONT 40 WATT B1700044	08/23/11	08/23/11
SVR200VBN 35874	REPEATER, VEHICULAR VHF NARROWBAND 752615	06/05/12	06/05/12
SVR200VBN 35874	REPEATER, VEHICULAR VHF NARROWBAND 752616	06/05/12	06/05/12
SVR200VBN 35874	REPEATER, VEHICULAR VHF NARROWBAND 752617	06/05/12	06/05/12
TK2312K 37241	RADIO, VHF 128 CH 5 WATT PORTABLE B3300418	06/25/13	06/25/13
TK2312K 37241	RADIO, VHF 128 CH 5 WATT PORTABLE B3300419	06/25/13	06/25/13
TK2312K 37668	RADIO, VHF 128 CH 5 WATT PORTABLE B3701407	10/16/13	10/16/13
TK2312K 37668	RADIO, VHF 128 CH 5 WATT PORTABLE B3701882	10/16/13	10/16/13
TK2312K 37668	RADIO, VHF 128 CH 5 WATT PORTABLE B3701885	10/16/13	10/16/13
TK2312K 41720	RADIO, VHF 128 CH 5 WATT PORTABLE B6910509	06/09/17	06/09/17
TK2312K 41720	RADIO, VHF 128 CH 5 WATT PORTABLE B6910510	06/09/17	06/09/17

Customer Name and Address	Home Phone	Work Phone	Res/Bus.	
HOOPA AMBULANCE	530-625-4520		Residential	
P A R T S   U N D E R   W A R R A N T Y				
Part No./Invoice#	Part Name/Serial Number		Effective	Expires
NX-5700K 42327	RADIO, VHF 50 WATT B7B10501		12/14/17	12/14/20
NX-5700K 42327	RADIO, VHF 50 WATT B7B10502		12/14/17	12/14/20
NX-5700K 42327	RADIO, VHF 50 WATT B7B10503		12/14/17	12/14/20
NX-5700K 42327	RADIO, VHF 50 WATT B7B10504		12/14/17	12/14/20
NX-5700K. 42327	RADIO, VHF 50 WATT B7B10505		12/14/17	12/14/20
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10802		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10803		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10804		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10805		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10806		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10807		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10808		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10809		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10810		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10811		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10816		01/08/18	01/08/18
NX-5200K2 42384	PORTABLE, VHF 6 WATT B7A10821		01/08/18	01/08/18
KNG-P150CMD 43174	RADIO, BK VHF COMMANDER 1005030118270009		09/07/18	09/07/18





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/4/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Alliant Insurance Services, Inc. CONTACT NAME: INSURER(S) AFFORDING COVERAGE: Hudson Insurance Company NAIC #: 25054

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The County of Humboldt is included as additional insured but only as respects ambulance operations/emergency medical services in the eastern portion of Humboldt County.

CERTIFICATE HOLDER CANCELLATION

Certificate holder: County of Humboldt, 1106 2nd Street, Eureka, CA 95501. Cancellation notice: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



**OFFICE OF TRIBAL ATTORNEY  
HOOPA VALLEY TRIBE**

Post Office Box 188 • Highway 96  
Hoopa, California • 95546  
(530) 625-4211 • FAX: (530) 625-4847

FED Exempt  
237428302  
TAX ID #

August 9, 2007

RE: Governmental and non-profit status of K'ima:w Medical Center

To Whom It May Concern:

This letter shall certify the governmental, non-profit and tax-exempt status of K'ima:w Medical Center ("KMC"), a public health facility wholly owned and operated as an instrumentality of the Hoopa Valley Indian Tribe.

The Hoopa Valley Tribal Council is the federally-recognized, sovereign government of the Hoopa Valley Indian Reservation. See 72 Fed. Reg. 13648 (March 22, 2007). Pursuant to its Constitution and Bylaws, the Hoopa Valley Tribe established KMC as a tribally owned and operated public health facility. On June 30, 1993, the Hoopa Valley Tribe executed a Self-Governance Compact with the United States, which includes the Tribe's on-going assumption of Indian Health Service authority and responsibilities on the Hoopa Valley Indian Reservation. KMC provides general health care and preventative health services to the Hoopa Valley Indian Reservation and surrounding communities. KMC is publicly funded and its revenues, including cost recovery from insurance or other private sources, are expended in support of its public health care mission.

Under the Indian Tribal Government Tax Status Act of 1982 (as amended), the Hoopa Valley Tribe and its governmental agencies are treated as a State for the purposes of excise tax exemption and charitable giving. Internal Revenue Code, 26 U.S.C. § 7871(a & b). IRS Rev. Proc. 2002-64. State governments lack jurisdiction to impose taxes on Indian tribes and individual Indians on a reservation. *McClanahan v. Arizona State Tax Comm'n*, 411 U.S. 164 (1973); *Bryan v. Itasca County*, 426 U.S. 373 (1976); *Moe v. Confederated Salish & Kootenai Tribes*, 425 U.S. 463 (1976). Furthermore, the State of California has no authority to impose its civil and regulatory laws, including income, sales and excise taxes, on tribal governments. *California v. Cabazon Band of Mission Indians*, 480 U.S. 202, 215 n.17 (1987).

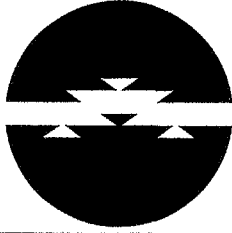
KMC's programs and services are essential governmental functions, and KMC should be treated as a non-profit, governmental agency for procurement, federal Department of Labor and Internal Revenue reporting, and other regulated purposes. You may contact this office if you have any questions regarding this letter or related matters.

Sincerely,

OFFICE OF TRIBAL ATTORNEY

Steven Moe, esq.

ATT  
CATELYN



# K'ima:w Medical Center

P.O. Box 1288, Hoopa, California 95546

Telephone (530) 625-4261

Admin Fax: (530) 625-4842 Medical Fax: (530) 625-4781

An entity of the Hoopa Valley Tribe

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**All Paramedics and EMT-1's are required by the CA Emergency Medical Services Authority and North Coast EMS to have completed at least 48 hours/paramedic and 48 hours/EMT-1 of Continuing Education. Title 22 Division 9, Chapter 3-2.**

**K'ima:w Medical Center requires paramedics and EMT-1's to have 48 hours of Continuing Education every 2 years for a State License or 72 hours if they have National Registration. Our training includes CPR, PALS, PHTLS, ACLS, low angle rope rescue training and Health Stream.**

**Rod Johnson, EMS Director**

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## EMT/Paramedic CE

CE Home > Emergency Medical Services > State CE Requirements > California

### States

- » Alabama
- » Alaska
- » Arizona
- » Arkansas
- » California
- » Colorado
- » Connecticut
- » Delaware
- » District of Columbia
- » Florida
- » Georgia
- » Hawaii
- » Idaho
- » Illinois
- » Indiana
- » Iowa
- » Kansas
- » Kentucky
- » Louisiana
- » Maine
- » Maryland
- » Massachusetts
- » Michigan
- » Minnesota
- » Mississippi
- » Missouri
- » Montana
- » Nebraska
- » Nevada
- » New Hampshire
- » New Jersey
- » New Mexico
- » New York
- » North Carolina
- » North Dakota
- » Ohio
- » Oklahoma
- » Oregon

### California Emergency Medical Services Authority R

Paramedic (EMT-P) licenses expire the last day of the month two years from the date of issuance. CCR, Title 22, Division 2.5., Chapter 2, Article 5, 1797.194(c).

Advanced EMT certificates expire the final day of the month two years from the date of issuance. CCR, Title 22, Division 3, Article 4 § 100123(l). EMT certificates expire the last day of the month two years from the date of issuance. CCR, Title 22, Division 9, Chapter 2, Article 4 § 100079(e). The State of California does not certify, the local EMS agency and other authorized certifying entities.

#### Requirements for Paramedics:

48 hours every two years. CCR, Title 22, Division 9, Chapter 4, Article 6 § 100167(2)

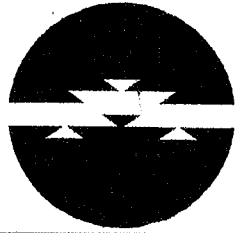
#### Requirements for Advanced EMTs:

36 hours every two years. CCR, Title 22, Division 9, Chapter 3, Article 4 § 100124(b)

#### Requirements for EMTs:

24 hours every two years. EMTs may either complete a 24-hour refresher course for 24 hours of continuing education. CCR, Title 22, Division 9, Chapter 2, Article 5 § 100079(e)

For more information visit: California Emergency Medical Services Authority



# K'ima:w Medical Center

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Admin Fax: (530) 625-4842 Medical Fax: (530) 625-4781

An entity of the Hoopa Valley Tribe

*C. Collier 10/20 67.58*

## HOOPA AMBULANCE LISTING OF CHARGE

BLS BASE RATE .....A0429- \$1200.00  
 EMERGENCY ..... INCLUDED IN BASE RATE  
 DRESSINGS ..... INCLUDED IN BASE RATE  
 STERILE WATER ..... INCLUDED IN BASE RATE  
 DISPOSABLES ..... INCLUDED IN BASE RATE  
 OFF PAVED ROADS ..... INCLUDED IN BASE RATE  
 RESTRAINTS ..... INCLUDED IN BASE RATE  
 URINAL/FRACTURE PAN ..... INCLUDED IN BASE RATE

ALS BASE RATE ..... A0427-\$1900.00  
 ELECTROCARDIOGRAM ..... 93041 (3 LEAD) \$32.68/93005 (12 LEAD) \$90.92  
 EMERGENCY ..... INCLUDE D IN BASE RATE  
 IV INITIATION AND MAINTENANCE ..... A0394-\$84.00  
 DRESSINGS ..... INCLUDED IN BASE RATE  
 STERILE WATER ..... INCLUDED IN BASE RATE  
 DISPOSABLES ..... INCLUDED IN BASE RATE  
 OFF PAVED ROAD ..... INCLUDED IN BASE RATE  
 RESTRAINTS ..... INCLUDED IN BASE RATE  
 URINAL/FRACTURE PAN ..... INCLUDED IN BASE RATE

ALS2 BASE RATE ..... A0433-\$1950.00  
 EMERGENCY ..... INCLUDED IN BASE RATE  
 ELECTROCARDIOGRAM .....93041 (3 LEAD)\$32.68/93005(12 LEAD)\$90.92  
 IV INITIATION AND MAINTENANCE ..... A0394-\$84.00  
 DRESSINGS ..... INCLUDED IN BASE RATE  
 STERILE WATER ..... INCLUDED IN BASE RATE  
 DISPOSABLES ..... INCLUDED IN BASE RATE  
 OFF PAVED ROAD ..... INCLUDED IN BASE RATE  
 RESTRAINTS ..... INCLUDED IN BASE RATE  
 URINAL/FRACTURE PAN ..... INCLUDED IN BASE RATE

BLS/ASL/ALS2 GROUND MILEAGE PER MILE .....A0425-\$30.40  
 ELECTROGRAM ..... 93041(3 LEAD)\$32.68/93005(12 LEAD)\$90.92  
 EXTRA ATTENDANT ..... A0424-\$125.00  
 STANDBY .....A0420 PER HALF HOUR INCREMENTS  
 SPINAL IMMOBILIZATION ..... A0999-\$125.00  
 OXYGEN ..... A0422-\$150.50  
 HOT/COLD PACK ..... A0999-\$10.00  
 NIGHT CALL .....PARTNERSHIP AND MEDICAL UJ MODIFER  
 DRY RUN .....PARTNERSHIP AND MEDICAL A0492-\$1200/A0998-\$480.00

MODIFIERS USES:S-SCENE,R-RESIDENCE,H-HOSPITAL,P-PHYSICIAN OFFICE,I-HAND OFF SITE

CURRENT CHARGES AS OF 7/26/2018  
CAROLYN LEWIS/AMBULANCE BILLING

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AMBULANCE INSPECTION REPORT**  
CHP 299 (Rev. 10-18) OPI 061

INSPECTION		
<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> COMPLIANCE

LEGAL BUSINESS NAME <b>K'IMA:W MEDICAL CENTER</b>	COMPANY LICENSE NUMBER <b>2182</b>	VEHICLE YEAR, MAKE, AND MODEL <b>2019, FORD, F350</b>
SERVICE ADDRESS (number and street) <b>PO BOX 1288</b>		VEHICLE IDENTIFICATION NUMBER (VIN) <b>1FDRF3HT8KDA19814</b>
(city, state, and zip code) <b>HOOPA, CA 95546</b>		VEHICLE LICENSE PLATE NUMBER AND STATE <b>G310226W / GOVERNMENT PLATE</b>
		VEHICLE CERTIFICATE NUMBER <b>2182-16569</b>

ITEM INSPECTED (MINIMUM REQUIREMENTS)	YES	NO	ITEM INSPECTED (MINIMUM REQUIREMENTS)	YES	NO
1. Registration; plates	✓		14. Reflectors	✓	
2. Identification certificate (annuals/compliance only)	✓		15. Glass	✓	
3. Ambulance identification sign (visible from 50+ feet)	✓		16. Windshield wipers	✓	
4. Headlamps	✓		17. Defroster	✓	
5. Beam selector/indicator	✓		18. Mirrors	✓	
6. Headlamp flasher (if equipped)		✓	19. Horn	✓	
7. Steady red warning lamp	✓		20. Siren	✓	
8. Turn signals	✓		21. Seat belts	✓	
9. Clearance/sidemarkers lamps (if required)	✓		22. Fire extinguisher (minimum 4B:C)	✓	
10. Stoplamps	✓		23. Portable light	✓	
11. Taillamps	✓		24. Spare tire; jack and tools	✓	
12. License plate lamp	✓		25. Maps of coverage areas or equivalent	✓	
13. Backup lamps	✓		26. Door latches operable from inside and outside	✓	

ANY ITEM CHECKED "NO" ABOVE WILL HAVE A CHP 281, NOTICE TO CORRECT VIOLATION, ISSUED WITH THE DIRECTION TO CORRECT THE DISCREPANCY. ONCE SIGNED OFF, THE CHP 281 WILL BE RETURNED TO THE INSPECTING OFFICER.

EMERGENCY CARE EQUIPMENT AND SUPPLIES INSPECTED	YES	NO	EMERGENCY CARE EQUIPMENT AND SUPPLIES INSPECTED	YES	NO
1. (1) Ambulance cot and (1) collapsible stretcher	✓		14. Emesis basin or disposable bags, and covered waste container	✓	
2. Securement straps for patient and cot/stretcher	✓		15. Portable suctioning apparatus (Squeeze syringes not sufficient)	✓	
3. Ankle and wrist restraints. Soft ties are acceptable.	✓		16. Two devices or material to restrict movement	✓	
4. Sheets, pillow cases, blankets, towels, pillows (2)	✓		17. (2) liters saline solution or a gallon potable water	✓	
5. Oropharyngeal airways: (1) adult, (1) child, (1) infant	✓		18. Half-ring traction splint, padded ankle hitch strap, heel rest or equivalent device	✓	
6. Rigid or pneumatic splints (4)	✓		19. Blood pressure cuff, manometer, stethoscope	✓	
7. Resuscitator - capable of use with oxygen or air in adult, child, and infant sizes	✓		20. Sterile obstetrical supplies (gloves, umbilical cord tape or clamps, dressings, towels, syringe, and clean plastic bags)	✓	
8. Oxygen and regulators, portability required	✓		21. Bedpan or fracture pan	✓	
9. Sterile bandage compresses (4 - 3" x 3")	✓		22. Urinal	✓	
10. Soft rolled bandages (6 - 2", 3", 4", or 6")	✓		23. Two spinal immobilization devices, one at least 30" in length and one at least 60" in length, with straps to adequately secure patients to the device (a combination short/long boards are acceptable)	✓	
11. Adhesive tape (2 rolls - 1", 2", or 3")	✓				
12. Bandage shears	✓				
13. Universal dressings (2 - 10" x 30" or larger)	✓				

**REQUIRED RECORDS AND DOCUMENTS INSPECTED AND IN COMPLIANCE**

CALL RECORDS		YES	NO	PERSONNEL RECORDS		YES	NO
1. Location of records, retained for 3 years		✓		14. Employment date		✓	
2. Date, time, location, and identity of call taker		✓		15. Copy of driver license		✓	
3. Name of requesting person or agency		✓		16. Copy of ambulance driver certificate		✓	
4. Unit ID, personnel dispatched, and record of red light/siren use		✓		17. Copy of medical exam certificate		✓	
5. Explanation of failure to dispatch		✓		18. Copy of EMT certificate or medical license		✓	
6. Dispatch time, scene arrival time, and departure time		✓		19. Work experience summary		✓	
7. Destination of patient; arrival time		✓		20. Affidavit certifying compliance with 13 CCR 1101(b) and/or Section 13372 CVC prohibitions		✓	
8. Name or other identifier of patient transported		✓		21. Personnel enrolled in the DMV Pull Notice System		✓	
COMPANY INSPECTION		YES	NO				
9. Company principals verified		✓					
10. One or more ambulances available 24 hours		✓					
11. Fees posted/current		✓					
12. Financial responsibility		✓					
13. 24-hour direct telephone service		✓					

VEHICLE INSURANCE CARRIER'S NAME ALLIAN INS. SERVICES / HUDSON INS. CO.	POLICY NUMBER NAA0000521	POLICY EXPIRATION DATE 10/01/2022
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REMARKS

**LICENSEE CERTIFICATION IN LIEU OF OFFICIAL BRAKE CERTIFICATE**

*I certify that there is no official brake adjusting station within 30 miles of the operating base of this vehicle; however, the brake system of this vehicle has been inspected and is in compliance with the requirements of the California Vehicle Code and Title 13, California Code of Regulations.*

SIGNATURE OF LICENSEE OR AUTHORIZED REPRESENTATIVE	DATE
--	------

**TEMPORARY OPERATING AUTHORIZATION:** This vehicle may be operated as an emergency ambulance. This authorization must be carried in the vehicle when used in lieu of the special vehicle identification certificate and expires 30 days after the date shown below.

SIGNATURE OF COMMANDER OR INSPECTING OFFICER 	ID NUMBER 21313	LOCATION CODE 125	DATE 05/12/2022
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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AMBULANCE INSPECTION REPORT**  
CHP 299 (Rev. 10-18) OPI 061

INSPECTION		
<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> COMPLIANCE

LEGAL BUSINESS NAME <b>K'IMA:W MEDICAL CENTER</b>	COMPANY LICENSE NUMBER <b>2182</b>	VEHICLE YEAR, MAKE, AND MODEL <b>2019, FORD, F350</b>
SERVICE ADDRESS (number and street) <b>PO BOX 1288</b>		VEHICLE IDENTIFICATION NUMBER (VIN) <b>1FDRF3HTXKDA19815</b>
(city, state, and zip code) <b>HOOPA, CA 95546</b>		VEHICLE LICENSE PLATE NUMBER AND STATE <b>G310225W / GOVERNMENT PLATE</b>
		VEHICLE CERTIFICATE NUMBER <b>2182-16588</b>

ITEM INSPECTED (MINIMUM REQUIREMENTS)	YES	NO	ITEM INSPECTED (MINIMUM REQUIREMENTS)	YES	NO
1. Registration; plates	✓		14. Reflectors	✓	
2. Identification certificate (annuals/compliance only)	✓		15. Glass	✓	
3. Ambulance identification sign (visible from 50+ feet)	✓		16. Windshield wipers	✓	
4. Headlamps	✓		17. Defroster	✓	
5. Beam selector/indicator	✓		18. Mirrors	✓	
6. Headlamp flasher (if equipped)		✓	19. Horn	✓	
7. Steady red warning lamp	✓		20. Siren	✓	
8. Turn signals	✓		21. Seat belts	✓	
9. Clearance/sidemarkers lamps (if required)	✓		22. Fire extinguisher (minimum 4B:C)	✓	
10. Stoplamps	✓		23. Portable light	✓	
11. Taillamps	✓		24. Spare tire; jack and tools	✓	
12. License plate lamp	✓		25. Maps of coverage areas or equivalent	✓	
13. Backup lamps	✓		26. Door latches operable from inside and outside	✓	

ANY ITEM CHECKED "NO" ABOVE WILL HAVE A CHP 281, NOTICE TO CORRECT VIOLATION, ISSUED WITH THE DIRECTION TO CORRECT THE DISCREPANCY. ONCE SIGNED OFF, THE CHP 281 WILL BE RETURNED TO THE INSPECTING OFFICER.

EMERGENCY CARE EQUIPMENT AND SUPPLIES INSPECTED	YES	NO	EMERGENCY CARE EQUIPMENT AND SUPPLIES INSPECTED	YES	NO
1. (1) Ambulance cot and (1) collapsible stretcher	✓		14. Emesis basin or disposable bags, and covered waste container	✓	
2. Securement straps for patient and cot/stretcher	✓		15. Portable suctioning apparatus (Squeeze syringes not sufficient)	✓	
3. Ankle and wrist restraints. Soft ties are acceptable.	✓		16. Two devices or material to restrict movement	✓	
4. Sheets, pillow cases, blankets, towels, pillows (2)	✓		17. (2) liters saline solution or a gallon potable water	✓	
5. Oropharyngeal airways: (1) adult, (1) child, (1) infant	✓		18. Half-ring traction splint, padded ankle hitch strap, heel rest or equivalent device	✓	
6. Rigid or pneumatic splints (4)	✓		19. Blood pressure cuff, manometer, stethoscope	✓	
7. Resuscitator - capable of use with oxygen or air in adult, child, and infant sizes	✓		20. Sterile obstetrical supplies (gloves, umbilical cord tape or clamps, dressings, towels, syringe, and clean plastic bags)	✓	
8. Oxygen and regulators, portability required	✓		21. Bedpan or fracture pan	✓	
9. Sterile bandage compresses (4 - 3" x 3")	✓		22. Urinal	✓	
10. Soft rolled bandages (6 - 2", 3", 4", or 6")	✓		23. Two spinal immobilization devices, one at least 30" in length and one at least 60" in length, with straps to adequately secure patients to the device (a combination short/long boards are acceptable)	✓	
11. Adhesive tape (2 rolls - 1", 2", or 3")	✓				
12. Bandage shears	✓				
13. Universal dressings (2 - 10" x 30" or larger)	✓				



**REQUIRED RECORDS AND DOCUMENTS INSPECTED AND IN COMPLIANCE**

CALL RECORDS		YES	NO	PERSONNEL RECORDS		YES	NO
1. Location of records, retained for 3 years				14. Employment date			
2. Date, time, location, and identity of call taker				15. Copy of driver license			
3. Name of requesting person or agency				16. Copy of ambulance driver certificate			
4. Unit ID, personnel dispatched, and record of red light/siren use				17. Copy of medical exam certificate			
5. Explanation of failure to dispatch				18. Copy of EMT certificate or medical license			
6. Dispatch time, scene arrival time, and departure time				19. Work experience summary			
7. Destination of patient; arrival time				20. Affidavit certifying compliance with 13 CCR 1101(b) and/or Section 13372 CVC prohibitions			
8. Name or other identifier of patient transported				21. Personnel enrolled in the DMV Pull Notice System			
COMPANY INSPECTION		YES	NO				
9. Company principals verified							
10. One or more ambulances available 24 hours							
11. Fees posted/current							
12. Financial responsibility							
13. 24-hour direct telephone service							

VEHICLE INSURANCE CARRIER'S NAME <b>ALLIAN INS. SERVICES / HUDSON INS. CO.</b>	POLICY NUMBER <b>NAA0000521</b>	POLICY EXPIRATION DATE <b>10/01/2022</b>
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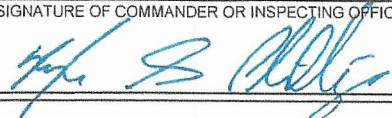
REMARKS

**LICENSEE CERTIFICATION IN LIEU OF OFFICIAL BRAKE CERTIFICATE**

*I certify that there is no official brake adjusting station within 30 miles of the operating base of this vehicle; however, the brake system of this vehicle has been inspected and is in compliance with the requirements of the California Vehicle Code and Title 13, California Code of Regulations.*

SIGNATURE OF LICENSEE OR AUTHORIZED REPRESENTATIVE	DATE

**TEMPORARY OPERATING AUTHORIZATION:** This vehicle may be operated as an emergency ambulance. This authorization must be carried in the vehicle when used in lieu of the special vehicle identification certificate and expires 30 days after the date shown below.

SIGNATURE OF COMMANDER OR INSPECTING OFFICER 	ID NUMBER 21313	LOCATION CODE 125	DATE 05/12/2022
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STATE OF CALIFORNIA  
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AMBULANCE INSPECTION REPORT**  
 CHP 299 (Rev. 10-18) OPI 061

INSPECTION  
 INITIAL     ANNUAL     COMPLIANCE

LEGAL BUSINESS NAME <b>KIAMIAH MEDICAL CENTER TRIBAL SOVEREIGN</b>	COMPANY LICENSE NUMBER <b>2182</b>	VEHICLE YEAR, MAKE, AND MODEL <b>2022 FORD / F350</b>
SERVICE ADDRESS (number and street) <b>PO BOX 1288</b>		VEHICLE IDENTIFICATION NUMBER (VIN) <b>1FDRF3HTXNDA01609</b>
(city, state, and zip code) <b>MOOPA, CA 95546</b>		VEHICLE LICENSE PLATE NUMBER AND STATE <b>63152444 190V</b>
		VEHICLE CERTIFICATE NUMBER

ITEM INSPECTED (MINIMUM REQUIREMENTS)	YES	NO	ITEM INSPECTED (MINIMUM REQUIREMENTS)	YES	NO
1. Registration; plates	X		14. Reflectors	X	
2. Identification certificate (annuals/compliance only) <i>N/A</i>			15. Glass	X	
3. Ambulance identification sign (visible from 50+ feet)	X		16. Windshield wipers	X	
4. Headlamps	X		17. Defroster	X	
5. Beam selector/indicator	X		18. Mirrors	X	
6. Headlamp flasher (if equipped)		X	19. Horn	X	
7. Steady red warning lamp	X		20. Siren	X	
8. Turn signals	X		21. Seat belts	X	
9. Clearance/sidemarkers lamps (if required)	X		22. Fire extinguisher (minimum 4B:C)	X	
10. Stoplamps	X		23. Portable light	X	
11. Taillamps	X		24. Spare tire; jack and tools	X	
12. License plate lamp	X		25. Maps of coverage areas or equivalent	X	
13. Backup lamps	X		26. Door latches operable from inside and outside	X	

ANY ITEM CHECKED "NO" ABOVE WILL HAVE A CHP 281, NOTICE TO CORRECT VIOLATION, ISSUED WITH THE DIRECTION TO CORRECT THE DISCREPANCY. ONCE SIGNED OFF, THE CHP 281 WILL BE RETURNED TO THE INSPECTING OFFICER.

EMERGENCY CARE EQUIPMENT AND SUPPLIES INSPECTED	YES	NO	EMERGENCY CARE EQUIPMENT AND SUPPLIES INSPECTED	YES	NO
1. (1) Ambulance cot and (1) collapsible stretcher	X		14. Emesis basin or disposable bags, and covered waste container	X	
2. Securement straps for patient and cot/stretcher	X		15. Portable suctioning apparatus (Squeeze syringes not sufficient)	X	
3. Ankle and wrist restraints. Soft ties are acceptable.	X		16. Two devices or material to restrict movement	X	
4. Sheets, pillow cases, blankets, towels, pillows (2)	X		17. (2) liters saline solution or a gallon potable water	X	
5. Oropharyngeal airways: (1) adult, (1) child, (1) infant	X		18. Half-ring traction splint, padded ankle hitch strap, heel rest or equivalent device	X	
6. Rigid or pneumatic splints (4)	X		19. Blood pressure cuff, manometer, stethoscope	X	
7. Resuscitator - capable of use with oxygen or air in adult, child, and infant sizes	X		20. Sterile obstetrical supplies (gloves, umbilical cord tape or clamps, dressings, towels, syringe, and clean plastic bags)	X	
8. Oxygen and regulators, portability required	X		21. Bedpan or fracture pan	X	
9. Sterile bandage compresses (4 - 3" x 3")	X		22. Urinal	X	
10. Soft rolled bandages (6 - 2", 3", 4", or 6")	X		23. Two spinal immobilization devices, one at least 30" in length and one at least 60" in length, with straps to adequately secure patients to the device (a combination short/long boards are acceptable)	X	
11. Adhesive tape (2 rolls - 1", 2", or 3")	X				
12. Bandage shears	X				
13. Universal dressings (2 - 10" x 30" or larger)	X				

REQUIRED RECORDS AND DOCUMENTS INSPECTED AND IN COMPLIANCE

CALL RECORDS		YES	NO	PERSONNEL RECORDS		YES	NO
1. Location of records, retained for 3 years				14. Employment date			
2. Date, time, location, and identity of call taker				15. Copy of driver license			
3. Name of requesting person or agency				16. Copy of ambulance driver certificate			
4. Unit ID, personnel dispatched, and record of red light/siren use				17. Copy of medical exam certificate			
5. Explanation of failure to dispatch				18. Copy of EMT certificate or medical license			
6. Dispatch time, scene arrival time, and departure time				19. Work experience summary			
7. Destination of patient; arrival time				20. Affidavit certifying compliance with 13 CCR 1101(b) and/or Section 13372 CVC prohibitions			
8. Name or other identifier of patient transported				21. Personnel enrolled in the DMV Pull Notice System			
COMPANY INSPECTION		YES	NO				
9. Company principals verified							
10. One or more ambulances available 24 hours							
11. Fees posted/current							
12. Financial responsibility							
13. 24-hour direct telephone service							

VEHICLE INSURANCE CARRIER'S NAME <i>ALLIANT INS. SERVICES/HUDSON INSURANCE COMPANY</i>	POLICY NUMBER <i>NAA 0000521</i>	POLICY EXPIRATION DATE <i>10/1/22</i>
REMARKS		

LICENSEE CERTIFICATION IN LIEU OF OFFICIAL BRAKE CERTIFICATE

I certify that there is no official brake adjusting station within 30 miles of the operating base of this vehicle; however, the brake system of this vehicle has been inspected and is in compliance with the requirements of the California Vehicle Code and Title 13, California Code of Regulations.

SIGNATURE OF LICENSEE OR AUTHORIZED REPRESENTATIVE <i>[Signature]</i>	DATE <i>5-12-22</i>
--	------------------------

TEMPORARY OPERATING AUTHORIZATION: This vehicle may be operated as an emergency ambulance. This authorization must be carried in the vehicle when used in lieu of the special vehicle identification certificate and expires 30 days after the date shown below.

SIGNATURE OF COMMANDER OR INSPECTING OFFICER <i>[Signature]</i>	ID NUMBER <i>21313</i>	LOCATION CODE <i>125</i>	DATE <i>5-12-22</i>
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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**SPECIAL VEHICLE IDENTIFICATION CERTIFICATE/PERMIT**  
CHP 301 (REV 4-97) OPI 062

CHP AREA: 125

CHP Certificate/Permit Number: **2182- 16568**

ISSUED: **6/17/2022**

EXPIRES: **6/16/2023**

AREA:

- INITIAL  DUPLICATE  
 REPLACEMENT  RENEWAL

- EMERGENCY AMBULANCE CERTIFICATE**  
 AUTHORIZED EMERGENCY VEHICLE PERMIT\*

ARMORED CAR CERTIFICATE

VEHICLE YEAR & MAKE: **2019 FORD F 350**

VEHICLE LICENSE NO. **G310225W**

VIN: **1FDRF3HTXKDA19815**

\*Authorized Emergency Vehicle Permit issued pursuant to Vehicle Code Section 2416 (a) ( ) for

NAME AND MAILING ADDRESS



**K'IMA:W MEDICAL CENTER**  
**HOOPA AMBULANCE TRIBAL/SOVEREIGN**  
**P. O. BOX 1288**  
**HOOPA CA, 95546-**

PROPERTY OF CALIFORNIA HIGHWAY PATROL

This certificate/permit, or a facsimile thereof, shall be carried in the vehicle at all times. It is non-transferable and shall be surrendered to the CHP upon demand or as required by regulation.



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**SPECIAL VEHICLE IDENTIFICATION CERTIFICATE/PERMIT**  
CHP 301 (REV 4-97) OPI 062

CHP AREA: 125

CHP Certificate/Permit Number: **2182- 16569**

ISSUED: **6/17/2022**

EXPIRES: **6/16/2023**

AREA:

- INITIAL  DUPLICATE  
 REPLACEMENT  RENEWAL

- EMERGENCY AMBULANCE CERTIFICATE**  
 AUTHORIZED EMERGENCY VEHICLE PERMIT\*

ARMORED CAR CERTIFICATE

VEHICLE YEAR & MAKE: **2019 FORD F 350**

VEHICLE LICENSE NO. **G310226W**

VIN: **1FDRF3HT8KDA19814**

\*Authorized Emergency Vehicle Permit issued pursuant to Vehicle Code Section 2416 (a) ( ) for

NAME AND MAILING ADDRESS



**K'IMA:W MEDICAL CENTER**  
**HOOPA AMBULANCE TRIBAL/SOVEREIGN**  
**P. O. BOX 1288**  
**HOOPA CA, 95546-**

PROPERTY OF CALIFORNIA HIGHWAY PATROL

This certificate/permit, or a facsimile thereof, shall be carried in the vehicle at all times. It is non-transferable and shall be surrendered to the CHP upon demand or as required by regulation.



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**EMERGENCY AMBULANCE  
NON-TRANSFERABLE LICENSE**

CHP 360A (REV. 01-00) OPI 062

SERVICE NAME AND PHYSICAL ADDRESS <i>(only if different from below)</i>	
<b>K'IMA:W MEDICAL CENTER</b> <b>HOOPA AMBULANCE TRIBAL/SOVEREIGN</b> <b>535 AIRPORT ROAD</b> <b>HOOPA CA, 95546-</b>	
SERVICE NAME AND MAILING ADDRESS	
<b>K'IMA:W MEDICAL CENTER</b> <b>HOOPA AMBULANCE TRIBAL/SOVEREIGN</b> <b>P. O. BOX 1288</b> <b>HOOPA CA, 95546-</b>  Attention: <b>ROD JOHNSON, EMS DIRECTOR</b>	

CONTROL NUMBER	LICENSE NUMBER	ISSUE DATE	EFFECTIVE DATE	EXPIRATION DATE
2182	2182	5/19/2022	6/17/2022	6/16/2023
CHP CARRIER NUMBER	LOCATION	<input type="checkbox"/> Duplicate	<input type="checkbox"/> Replacement	
CA-	125	<input type="checkbox"/> Initial	<input checked="" type="checkbox"/> Renewal	

**PROPERTY OF THE CALIFORNIA HIGHWAY PATROL (CHP)**

This license is NON-TRANSFERABLE and must be surrendered to the CHP upon demand or as required by law. A majority change in ownership or control of the licensed activity shall require a new license. This license may be renewed within the 30-day period prior to the expiration date indicated above.

Ambulance operations must cease immediately upon expiration of this license. THERE IS NO GRACE PERIOD FOR A LICENSED ACTIVITY. The Department will accept an application for renewal during the 30-day period following the license expiration date provided all required documentation is complete and accompanied by the initial license fee of \$200.00. For license information contact CHP, Research and Planning Section at (916) 843-3440.

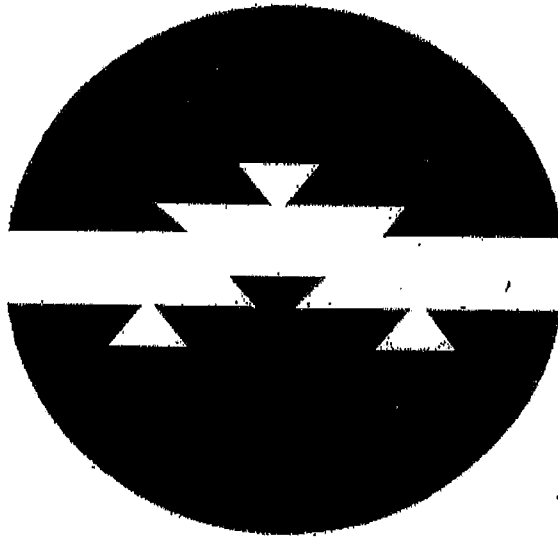
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**K'ima:w Medical Center**

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An Entity of the Hoopa Valley Tribe

# **PERSONNEL POLICIES**



This manual is the property of K'ima:w Medical Center.  
Recipient is responsible for knowing its contents and updates.

**APPROVED BY:**

**K'ima:w Medical Center Board of Directors**

**DATE: May 8, 2012**

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## **CHAPTER 1 PERSONNEL RESPONSIBILITIES**

### **Section 1.1 Functions of this Manual**

It is the policy of K'ima:w Medical Center (KMC) that this manual should be used as an outline of the basic personnel policies, practices, and procedures for the organization.

- A. This manual contains general statements of K'ima:w Medical Center policy and should not be read as including the details of each policy. Additionally, this manual should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. K'ima:w Medical Center may add to the policies in the manual or revoke or modify them from time to time. It will try to keep the manual current, but there may be times when policy will change before this material can be revised. Copies of these changes are kept at the K'ima:w Medical Center Human Resource Department for information.
- B. The Human Resource department is responsible for disseminating new policy information.
- C. Department managers and supervisors should refer to the manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the Chief Executive Officer (CEO). Department managers and supervisors are encouraged to recommend changes or new policies.
- D. As used in the manual:
  - 1. The words "shall" or "will" should be interpreted as mandatory and the word "may" as permissive;
  - 2. "Supervisor" or "Program Manager" means an individual with the authority to assign, direct, and review the work of two or more subordinates.
- E. All employees and other persons working in or for K'ima:w Medical Center are required to familiarize themselves with these policies and other regulations as applicable to their duties.

### **1.2 Employee Supervision**

Work of all employees will be assigned, directed, and reviewed by supervisory personnel. All supervisory personnel shall provide competent supervision designated to improve patient care and employee efficiency. Employees ordinarily will have one supervisor to whom they report.

### **1.3 Role of the Governing Board**

The Governing Board shall be responsible for setting and overseeing that the goals and objectives of K'ima:w Medical Center are attained. This shall include selection and appointment, of a competent Chief Executive Officer and Medical Staff who are qualified for the responsibilities through education and experience, and approval of Bylaws for the proper operation of the medical center. The Governing Board is responsible to the Hoopa Valley Tribal Council.



4. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees and Clients; and
  5. To follow the policies adopted by K'Ima:w Medical Center.
- C. K'Ima:w Medical Center retains the sole discretion to exercise all managerial functions, including the right:
1. To dismiss, assign, supervise, and discipline employees;
  2. To determine and change starting times, quitting times, and shifts;
  3. To determine and change the size and qualifications of the work force;
  4. To determine and change methods by which its operations are to be carried out;
  5. To determine and change the nature, location, services rendered, and continued operation of the business; and
  6. To assign duties to employees in accordance with K'Ima:w Medical Center's needs and requirements and to carry out all ordinary administrative and management functions.

### 1.8 Nepotism/Conflict of Interest

"Nepotism", as used in this Policy is defined as preferential treatment accorded to a member of one's immediate family; spouse, son, daughter, father, mother, sister, brother, grandmother, grandfather, grandson, granddaughter, aunt, uncle, niece, nephew, including step fathers, mothers, sons and daughters when determined clearly evident by the CEO; and the following in-laws: son, daughter, brother, sister, mother, father, aunt, uncle, nephew and niece.

"Conflict of Interest", as used in this policy is to require accountability of K'Ima:w Medical Center employees in exercising the authority vested with them as a matter of public trust. Employees will treat their positions as a matter of public trust, only using the power and resources of K'Ima:w Medical Center to advance K'Ima:w Medical Center interest and not to attain personal benefit or promote private gain for him/herself, relatives (as defined in this section), or business associates. Employees must abstain from using their position in a manner which could place, or appear to place, their personal interest before that of K'Ima:w Medical Center.

In conducting medical center activities:

- A. No member of a Personnel Selection Committee or the Governing Board shall participate in the selection of an applicant or in the taking of personnel action of any individual defined in this section.
- B. No employee or the Governing Board shall participate in the taking of personnel action of any individual when a conflict of interest or nepotism exists, as defined in this section. No Manager should promote or hire an employee that would create a conflict of interest or nepotism.
- C. No employee may be assigned to a unit supervised by a member of the family, as defined in this section. In the event the supervisory relationship is brought into existence by the promotion of an employee, the CEO shall recommend to the Governing Board the proper personnel action to take on an individual case basis.

## CHAPTER 2 EMPLOYMENT

### Section 2.1 Equal Employment Opportunity

No person will be discriminated against in employment because of race, color, age, religion, national origin, political affiliation, marital status, gender, disability, or military status with the exception of the provisions made by the Hoopa Valley Tribal Employment Rights Ordinance. The Hoopa Valley Tribal Employment Rights Ordinance provides that qualified members of the Hoopa Valley Tribe and members of other federally recognized Tribes shall be given preference in hiring.

Any applicant or employee who alleges discrimination in any aspect of employment may first discuss the problem with the Human Resource Department and if the problem is not resolved, file a complaint through the applicable EEO grievance process. Information on that process shall be located at the TERO office. The applicant or employee also retains the right to file a complaint with any applicable Federal agency exercising authority in matters of discrimination (e.g. Equal Employment Opportunity Commission).

### 2.2 Productive Work Environment

K'ima:w Medical Center shall promote a productive work environment and shall not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

- A. Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, family association, religion, disability, pregnancy, age, military status, or gender. Special attention should be paid to the prohibition of sexual harassment.
- B. K'ima:w Medical Center also considers behavior disruptive when it has the potential to harm patients, such as by delaying treatment or causing or enabling medical errors. KMC describes disruptive behavior as conduct by an individual working in the organization that intimidates others to the extent that quality and safety could be compromised. These behaviors may be verbal or non-verbal, may involve the use of rude language, may be threatening, may involve physical contact, or passive activity such as refusal to do certain tasks or answer questions.
- C. Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. Supervisors or managers shall not threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
- D. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, board members or non-employees, is also prohibited. This conduct includes:
  1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;

- E. **Volunteer/Serving without pay:** Volunteers and persons appointed to serve without pay are not eligible to receive wages and benefits available to paid employees under this manual. Volunteers and persons appointed to serve without pay must abide by all applicable K'ima:w Medical Center personnel policies. Volunteers must be approved for volunteer services by the CEO and must receive orientation. Volunteer employees are not entitled to any benefits provided under this policy but shall perform work consistent with these policies. Volunteers may be dismissed at the discretion of the department manager and have no appeal rights. All volunteers are subject to the Tribe's Alcohol and Drug Testing Policy for positions longer than seven (7) days.
- F. **Intern Employee:** Interns are hired on a temporary basis for a limited time period provided budgeted funds are available and are not eligible for benefits. Interns are paid by the hour. No intern advertising is required.

## 2.4 Employment Classification

Employees will be classified as full-time, part-time or intermittent, regular, temporary, per diem, on-call or contract and as exempt or nonexempt for the purposes of compensation administration. In addition, the KMC may supplement the regular workforce, as needed, with other forms of flexible staffing. The Human Resource Department is responsible for classifying employees. Employees generally may be classified as follows:

### A. Classification

1. **Introductory Employee:** All entrances and all promotional appointments are subject to an Introductory Period of ninety (90) days from the date of hire. Any interruption of service during the Introductory Period shall not be counted as part of such period.
2. **Regular Employee:** Regular employees are defined as those employees who are hired to work for an indefinite period. They are eligible for all employer-sponsored benefits. Regular part-time employees are entitled to pro-rated sick, annual and holiday pay based on actual regular hours worked. Regular part-time employees who are regularly scheduled to work 30 or more hours per week are entitled to Health Insurance coverage.
3. **Temporary Employee:** A temporary employee is an individual who is hired to fulfill an emergency or other short term specified, limited period.
  - a) Temporary Employees are not eligible for employer-sponsored benefits described in this manual. Other benefits may be granted to the extent required by Tribal and other applicable laws.
  - b) Should a temporary employee become a regular employee, his/her anniversary date will be based on the date the said employee acquired regular status.
  - c) Temporary appointments are limited to six (6) months. Successive temporary appointments to the same position with the same person is prohibited.
  - d) A temporary employee shall not have appeal rights under these policies except in cases of alleged discrimination.
  - e) All temporary employees hired to work for less than seven (7) days are not subject to a pre-employment alcohol and drug test. Employees are subject to alcohol and drug testing for positions exceeding seven (7) workdays, pursuant to the Tribe's Alcohol and Drug Policy.

- B. General quarterly orientation sessions are held for all new hires. All new hires must attend one quarterly orientation session to successfully complete the probationary period. The following topics will be covered:
1. History of K'ima:w Medical Center
  2. Organizational and Personnel Policies, Employee Benefits, HIPAA, Dress Code, etc.
  3. Infection Control Policies and Procedures
  4. Fire, Safety, and Disaster Plans
  5. Hazard Communication Program
  6. Hoopa Tribe and other local Native American Cultures.
- C. Employees will be required to review relevant K'ima:w Medical Center information. A study guide (Health Stream) which includes information on General, Electrical, Radiation and Fire Safety, Response to Disaster, Hazardous Materials and Spills, Infection Control, etc. and the Personnel Policies will be distributed to the employee at the time they are hired. The employee will review this material every two years thereafter and provide certificates of completion to the supervisor at the time of the performance evaluation.

## 2.6 Medical Procedures

It is the policy of K'ima:w Medical Center that applicants, to whom a conditional offer of employment has been extended, and current employees may be required, to undergo medical tests, procedures, or examinations, whenever management determines that these are necessary for the safe or efficient operation of the medical center. These examinations, including lab work, and tuberculin skin tests are at no cost to the candidate or employee, if appointment is made at K'ima:w Medical Center.

- A. A health examination, performed by a person lawfully authorized to perform such an examination, shall be required as a requisite for employment and must be performed prior to employment. Written examination reports, signed by the person performing the examination, shall verify that employees are able to perform assigned duties.
- B. All physicals, lab work and tuberculin tests must be completed before the candidate employee reports for work. Results of tests shall be evaluated by the physician who shall determine employee's fitness for work. A candidate shall not be considered to be in the employ of the K'ima:w Medical Center until it is determined that he/she has met K'ima:w Medical Center's medical standards for work. Any offer of employment may be revoked automatically if the results of the health screen indicate applicant cannot perform safely, with reasonable accommodations as prescribed by the 1991 Americans with Disabilities Act, the essential functions for the job for which he/she applied.
- C. Initial examination for tuberculosis shall include a tuberculin skin test. If the result is positive, a chest film shall be obtained. A skin test need not be done on a person with a documented positive reaction to PPD but a baseline chest X-ray shall be obtained. Employees shall be required to have a tuberculin skin test every year and those who require a chest x-ray every two years thereafter.
- D. Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation

- N. Knowingly harboring a communicable disease without notifying Supervisor, Human Resource or Infection Control Coordinator may result in disciplinary action, up to and including termination.
- O. Personnel medical records of required health examinations shall be kept on all employees and maintained by Human Resource. These records shall be kept a minimum of three years following termination of employment.

## **2.7 Hepatitis B Vaccine**

K'ima:w Medical Center offers all KMC employees, Hepatitis B vaccine free of charge to protect those employees with possible exposure to Hepatitis B from acquiring the same. If employee does not wish to be vaccinated he/she must sign a Hepatitis B Waiver. The Hepatitis B vaccination record or signed waiver shall be submitted to K'ima:w Medical Center Human Resource to be placed in the employee confidential personnel medical file.

## **2.8 Serious Diseases**

It is the policy of KMC that employees with infectious, long-term, life-threatening or other serious diseases may work as long as they are able to perform the duties of their job without undue risk to their own health or that of other employees, customers, or members of the public.

- A. Serious diseases for the purposes of this policy include, but are not limited to: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus ("HIV"), and acquired immune deficiency syndrome ("AIDS").
- B. KMC will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
- C. Employees afflicted with a serious disease are to be treated no differently than any other employee. Therefore, if the serious disease affects their ability to perform assigned duties, those employees shall be treated like other employees who have disabilities which limit their job performance.
- D. Employees who are diagnosed as having a serious disease and who want an accommodation should inform their supervisor and the Human Resource Department of their condition as soon as possible. Supervisors and the Human Resource Department should review with the employee, KMC policy on issues such as employee assistance, leaves and disability, infection control, requesting and granting accommodations, KMC's continuing expectation regarding the employee's performance and attendance, and available benefits.
- E. Employees who have a serious disease and who want an accommodation should provide the Human Resource Department with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. KMC also may require a doctor's certification of an employee's ability to perform job duties. In addition, KMC may request that an employee undergo a medical examination.

## 2.10 Residential/Home Telephone, Cellular Phone and Social Media Requirements

- A. Due to the critical nature of certain health care services performed by K'ima:w Medical Center personnel, an employee may be required to establish a residence within a reasonable emergency response time and may also be required to maintain a telephone at his/her place of residence in order to expedite emergency or patient care. These requirements are determined by the Department Manager and CEO. These employees must provide (and keep current) their home telephone numbers with their immediate supervisor and Human Resources.
- B. Employees using a KMC-supplied cellular phone must keep a log to substantiate its business use. Assigned cellular phones may not be used for personal use. Abuse of cell phone privileges will require repayment by the employee (if applicable) and will result in disciplinary action.
- C. Having your cell phone at work can be useful but it can also be very disruptive. Employees using their personal cellular phone at work must:
  - a. Turn your cell phone ringer off or set it to vibrate.
  - b. Use your cell phone only for important calls (this includes texting).
  - c. Let your cell phone calls go to voice mail or text messaging while you are at work if you are in doubt about whether an incoming call is important.
  - d. Find a private place to make cell phone calls or to text. When you use your cell phone at work for private calls or texting during breaks, don't stay at your desk. Find somewhere else to talk/text, where your conversation can't be overheard, even if what you're discussing isn't personal. You may be on a break but your co-workers have a job to do.
  - e. Don't bring your cell phone into areas where K'ima:w is responsible to protect the privacy of others.
  - f. Don't bring your cell phone to meetings. Even if you have your cell phone set to vibrate, if you receive a call you will be tempted to see who it's from. Don't answer text as well. All calls/texting can wait until your meeting is over or until there is a break. Unless you are expecting an emergency call.
  - g. Never use your cell phone camera if you have to protect privacy or deal with confidential documents.

## 2.11 Social Media Policy

The following policy applies to all K'ima:w Medical Center employees and covers all public access via the Internet relating to K'ima:w's business. No part of this policy is intended to affect the rights afforded to an employee by the National Labor Relations Act. These policy guidelines include, but are not limited to: Twittering, blogs, discussion forums, newsgroups and e-mail distribution groups. Personal social media use on working time is not allowed.

### Actions You Should Take:

- a. **Disclose your affiliation:** All K'ima:w Medical Center employees who communicate about matters related to K'ima:w must identify themselves and their affiliation with K'ima:w.
- b. **Always Make A Disclaimer:** If you place a statement online in any personal blog or website and it has to do in any way with your work at K'ima:w, use such a disclaimer as: "The postings on this site are my

- A. All employees are required to have a current Cardio Pulmonary Resuscitation (C.P.R.) Certification.
  - 1. Skills must be updated every two years (or prior to expiration date).
  - 2. New hires will submit a current C.P.R. card to the Human Resource Department during the new hire process. If a new hire does not have a current card upon employment, he/she shall be required to obtain current C.P.R. certification during their orientation period.
  
- B. Re-certification: The Human Resource Department will remind Department Managers by memo of the employees who are required to present re-certification.
  - 1. Re-certification of C.P.R. can be obtained at the KMC's recertification workshops.
  - 2. The appropriate department manager will be notified of employees who have not complied with this requirement and the employee may be suspended without pay until re-certification is obtained. Failure to present proof of CPR re-certification within fifteen (15) days of the date of suspension may result in termination.

### **2.13 Auto Insurance**

All employees using private vehicles related to K'ima:w Medical Center work, must provide proof of auto insurance as an employment condition if the vehicle is required during the course of position duties. All employees required to drive during the course of their employment shall be required to obtain clearance to drive by the Hoopa Valley Tribal Insurance Office via the KMC Human Resource Department.

### **2.14 Automobile Usage**

KMC may provide vehicles for business use, to allow employees to drive on KMC business, and to reimburse employees for business use of personal vehicles according to the guidelines below. Employees must also adhere to the Hoopa Valley Tribe Driving Policy.

- A. Employees may not drive KMC vehicles without the prior approval of their supervisor. Before approving a driver, the HR Director must verify the existence of a valid driver's license and personal auto liability insurance coverage, and make certain that the employee is eligible for coverage under any applicable HVT insurance.
  
- B. Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their supervisors and HR Director of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their licenses must report this. For all other jobs, driving is considered only an incidental function of the position.
  
- C. KMC vehicles will be assigned to those departments that have demonstrated a continuing need for them. Additional vehicles are maintained in a motor pool for use as needed. Employees who receive prior approval from their supervisors may rent a car when traveling out of town on KMC business.
  
- D. Employees who need transportation in the course of their normal work may be assigned a KMC vehicle for their use. All other employees needing transportation for KMC business may use vehicles assigned to their department or those drawn from the motor pool. As a last alternative, when no KMC

- C. The pay period is defined as a work period consisting of 14 consecutive 24-hour periods, at the end of which a new 14 day period commences.
- D. Employees are not permitted to work overtime without the prior approval of their Program Manager. For the purposes of overtime compensation, only actual hours worked in excess of forty during a workweek shall be counted.
- E. When any shift begins on the last day of the pay period and overlaps onto the beginning of the new pay period, all hours worked in the shift shall be paid in the pay period in which the shift began. For example: A shift begins at 6:00 p.m. on the last day of the pay period and ends at 6:30 a.m. the morning of the new pay period. All 12 hours of work shall be paid in the pay period just ending.
- F. Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management.
- G. K'ima:w Medical Center management reserves the right to alter operating hours at their discretion for the benefit of the organization in accordance with the varying needs and requirements of operation. This may include requiring the employees to work mandatory overtime, or scheduling an employee to work on a unit other than where they are normally assigned.
- H. Each employee must adhere to time and reporting guidelines and immediately notify the unit supervisor of any need to change his/her established work schedule.
- I. In instances where a change in entire work shift is needed, five (5) days advance notice should be provided to the supervisor.
- J. Supervisors should evaluate on an ongoing basis the work load and staffing requirements, and adjust work schedules and employee assignments depending on operational and employee needs.
- K. A temporary flex-time schedule may be approved for an employee by the CEO, providing all flex-time is fully justified and approved (in writing) in advance. A copy of the flex-time approval is to be forwarded to the Human Resource Department for placement in the employee personnel file. A temporary flex-time schedule may also be approved for all employees by the CEO in emergency situations such as adverse weather conditions.
- L. All employees are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and must be completed by the close of each workday. The following points should be considered in filling out time records:
  1. Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday;
  2. Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
  3. Employees are required to take scheduled lunch or meal breaks;
  4. Employee time records should be checked and signed by the employee and supervisor to attest that the hours recorded are complete and correct. Un-worked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the



1. The supervisor will evaluate such requests and determine whether such requests can legitimately and appropriately be granted taking into consideration all circumstances existing at the time. Both the Supervisor and the Chief Medical Officer must approve a request to be excused from specific job duties in order for the request to be considered "approved". In addition, no approval shall be made that would place undue hardship on other staff members or the Medical Center as a whole. The review determination shall be clearly stated in writing back to the employee, and a copy shall be placed in the employee personnel file. If granted, the supervisor will arrange to redistribute the tasks, activities and duties to other individuals as needed to ensure appropriate quality care for the patient. It may be necessary for the individual requesting such exclusion to provide appropriate patient care until alternate arrangements can be made.
2. Due to staffing limitations, it may not always be possible to grant such a request. The Medical Center will attempt to make a reasonable accommodation for all justified individual requests and shall not unreasonably withhold approval.
3. The individual granted an exemption from duties under the provisions of this policy will be reassigned to other duties that do not conflict with their cultural values, ethics or religious beliefs.
4. The supervisor will evaluate the impact of this practice as part of their ongoing review of the appropriateness of patient care for the quality assurance process. Any suspected inappropriate application of this policy will be referred to the Human Resource Director for further review with appropriate personnel.

D. Procedures that may present conflict:

- Religious Holidays not provided for in KMC Personnel Policies.
- Sexual Education/Family Planning
- Immunizations
- Blood draws/donations

### 3.6 Evaluation of Applicants

- A. Evaluation of applicants can take the form of written examinations, oral interviews, consideration of training/education and experience, and previous job performance, etc. All applicants must be evaluated by the same method. Whatever form the evaluation takes, it must be practical in nature, job-related, and constructed to reveal the capacity of the candidate for the particular position for which he/she is competing.
- B. Applicants for a position are ranked by the Human Resource Director or by a Selection Committee.

### 3.7 Interview Panel

- A. Interview panel may be convened by the Program Manager or Human Resource Director.
- B. The Committee will consist of two to three individuals selected for their knowledge of the position, objectivity, and skill in interviewing and evaluating qualifications of candidates.

### 3.8 Selection

- A. Neither the Human Resource Director nor the Interview panel will make hiring decisions. They will rank applicants and send the list to the appropriate Program Manager for action.
- B. The selection of key management personnel must be confirmed by the Board of Directors. A final offer of employment will be contingent upon completion of favorable background investigation. Key positions are defined as Managers (Directors), Physician, FNP, Dentist, and Pharmacist.
- C. All selected applicants will be subject to alcohol and drug testing pursuant to the Tribe's alcohol and drug testing policy.
- D. Background investigations may be required for other employment positions if contained in the minimum qualifications or job descriptions. The Human Resource Department will, where appropriate, conduct credit, personal reference, and criminal conviction checks. A prior conviction, taken by itself, will not necessarily disqualify an applicant unless specifically set forth in the job classification. If the applicant accepts the offer a medical examination is required.
- E. If the background, medical, alcohol and drug test or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with K'ima:w Medical Center, the applicant shall be refused employment or, if already employed, shall be terminated.
- F. All Credentialed employees shall present proof of credentialing to Human Resources during pre-employment interviews, at the time of employment, and at the expiration date of the credentialing thereafter. Members of the Medical Staff will process their credentialing through the Medical Secretary. For the purpose of this policy, credentials refer to any license, registration and/or certifications which are required by State and/or national professional organizations in order to perform the duties of the job. Employees needing to show proof of credentials include but are not limited to:

1	Registered Nurse	2	Licensed Vocation Nurse
3	Pharmacist	4	Lab Technician/Technologist
5	Certified Radiology Technician	6	Registered Dietician

## CHAPTER 4 SEPARATION OF EMPLOYMENT

### Section 4.1 Termination of Employment

It is K'ima:w Medical Center's policy to terminate employment because of an employee's resignation, discharge, or retirement; the expiration or breach of an employment contract; or lay off. Typically, all terminations should be cleared by the Human Resource Department and approved by the CEO before any final action is taken.

- A. **Discharge:** An employee may be dismissed due to competency, poor performance or to effect disciplinary action. Discharge can be for any reason not prohibited by law. A supervisor may not dismiss an employee without consulting the Human Resource Director who shall verify that all required documentation has been properly placed in the employee's personnel file and has the final approval of the CEO.
- B. **Resignation:** An employee who resigns should give at least two weeks' notice in writing to the immediate supervisor. A copy of the notice shall be forwarded to the Human Resource Director and the CEO by the Department Manager.
  - 1. Employees who are not at work and have not contacted their supervisor within three (3) working days from the last day worked, or at the end of authorized leave, without being excused or giving proper notice shall be deemed to have resigned.
- C. **Retirement:** Employees are eligible for normal retirement, on the first day of the month following the month in which they reach age sixty-five. With limited exceptions, employees who want to continue working past age sixty-five may do so provided their job performance is satisfactory.
- D. **Expiration/Breach of Contract:** An employee may be released due to expiration or breach of contract.
- E. **Lay Off:** An employee may be laid off whenever it is deemed necessary by reason of lack of work or funds due to program reduction, reorganization, or other administrative adjustments.
  - 1. The affected employee(s) shall be notified of an impending lay off at least 10 working days prior to the effective date of the layoff, when possible. The notification shall state the reasons for the layoff and the option(s) the employee has, if any, for reassignment and subsequent re-employment.
  - 2. Seniority, performance, and type of appointment shall be considered in determining the order of layoff. No employee is to be separated by layoff until all temporary and introductory employees serving in the same job classification have been separated.

### 4.2 Termination Process

- A. Supervisors should send notices of resignation or recommendations for termination in writing to the Human Resource Department for review. This information should be accompanied by any needed supporting documents.

## CHAPTER 5: PAY PRACTICES

### Section 5.1 Salary Administration

K'ima:w Medical Center strives to establish and maintain rates of pay that fairly compensate employees for performing their duties. All salary rates and salary increases are subject to funding availability and budget constraints.

#### A. Responsibilities:

1. The CEO of K'ima:w Medical Center has overall responsibility for implementing KMC's wage and salary policy. The Human Resource Department is responsible for the day-to-day administration of the program.
2. The feasibility of a cost of living increase shall be determined and approved by the Governing Board.
3. The CEO, Governing Board, and Tribal Council must certify that sufficient funds are available to cover the cost of salary increases as provided in these rules and that no budgetary or service deficiency will thereby be created.

B. Procedures: K'ima:w Medical Center will maintain a wage and salary administration program that ensures pay rates that are competitive with those of other comparable organizations, based on our current financial condition.

C. Classifications: Supervisors are responsible for ensuring that each employee is classified in a job title and rate range that corresponds to his or her actual duties.

1. Change of job content: It is the responsibility of the supervisor to be alert for changes in job duties that may result in misclassification of employees. The supervisor will discuss all such changes with the H.R. Director to see if a change in classification is necessary.

D. Rate Ranges: Each job in the organization has been assigned to a labor grade for the purpose of determining the appropriate pay level. In each labor grade, there are three important rate positions that serve as guides to supervisors in deciding on rates of pay when recommending the hire or reclassification of an employee, or when deciding on a pay increase:

1. Minimum rate-the lowest rate of pay in the rate range. This is the amount that should be paid to an employee who meets minimum qualifications for the job under normal supervision.
2. Maximum rate-the highest rate that will be paid for the job. This is reserved for those few employees who completely master their jobs and perform well above what is routinely expected.
3. Midpoint rate-the center of the rate range, halfway between the minimum and maximum. This corresponds to the "going rate" with comparable organizations. It is the range that should be paid to an employee who performs 100 percent of the job duties at 100 percent efficiency under normal supervision. For most employees, it is the highest rate of pay they can expect to receive. To go above it, they must be performing beyond what is normally expected.

as soon as possible. In the case of loss or theft, Payroll will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and KMC cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.

- D. Pay advances will not be granted except in emergencies. Emergencies are defined as death in immediate family, serious illness in immediate family, and natural disasters. When requests for pay advances are made, they must be submitted in writing with evidence supporting the emergency and must be approved by the Program Manager and the Chief Executive Officer. Pay advances shall be limited to the amount of accrued compensation at the time of the request.
- E. Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their Department Manager or with the Human Resources Department.
- F. Time spent by nonexempt employees in traveling away from home on KMC business during normal working hours is considered hours worked for pay purposes. The time an employee spends traveling outside of normal working hours, however, is not considered time worked, unless the employee is actually performing work while traveling.

### 5.3 Overtime

K'ima:w Medical Center shall utilize the provisions of the Fair Labor Standards Act (FLSA) to compensate non-exempt employees for hours worked in excess of forty hours a week.

- A. Overtime shall be paid at a rate of one and one-half (1.5) times the employee's regular rate of pay for actual hours worked over 40 hours in the work week.
- B. Department Managers are responsible to ensure that any time worked in excess of normally scheduled hours has been pre-approved with written justification of such, since such time is considered as overtime and will be compensated at a premium rate.
- C. K'ima:w Medical Center will attempt to schedule overtime hours in a fair and consistent manner. However, due to the costly nature of overtime, the K'ima:w Medical Center reserves the right to schedule shifts in such a manner as to eliminate or reduce the amount of overtime whenever possible. Therefore, when a regularly scheduled employee has fulfilled his or her regularly scheduled hours, they may be eligible to work extra hours. However, preference in scheduling extra hours will be given to those employees whose schedules are such that working extra shifts may not put them into an overtime situation.
- D. Hours worked in excess of the normally scheduled work hours will be computed and recorded according to the appropriate situation and will be rounded (upward or downward) to the nearest quarter hour for payroll purposes.
- E. Because unauthorized overtime is a violation of K'ima:w Medical Center policy, employees who work unauthorized overtime are subject to disciplinary action which may range from verbal to written warning to termination.

## CHAPTER 6 WORK PERFORMANCE EVALUATION

### 6.1 Job Descriptions

All K'ima:w Medical Center positions shall be formalized through a job description. All job descriptions shall detail the functions of each classification of employee and shall be available to all personnel. Department Managers shall, on an annual basis, review their subordinate staff job descriptions and update same as may be required. Upon completion of the annual review Department Managers shall sign and date each job description.

All job descriptions shall include the following:

- Position Title
- Classification
- Reports to: (Title of Supervisor)
- Supervises (Title of Position(s), Position supervises, if applicable)
- Position Summary
- Specific Responsibilities, Statement of Responsibilities Described in Position Summary
- Qualifications
- Approved By
- Approval Date.

### 6.2 Job Evaluation

K'ima:w Medical Center evaluates all jobs in order to establish a consistent basis for measuring and ranking the relative worth of each job.

- A. K'ima:w Medical Center Human Resource is responsible for developing and administering the job evaluation program.
- B. Written job descriptions should be prepared for each position within K'ima:w Medical Center. Each job should then be evaluated and ranked using a standardized rating system that measures the job content and/or worth of the job in the external market place.
- C. All existing jobs are to be assigned a grade or classification based on their relative worth as determined by the evaluation.
- D. Each grade or classification has a salary range assigned to it and provides for a spread from a minimum to a maximum rate. Employee compensation within any labor grade or classification is based on factors such as merit, experience, individual productivity, length of service and external market factors.
- E. Human Resource should evaluate all new positions and review on a periodic basis all job descriptions and evaluations to assure that they accurately reflect current conditions.

schedule, and these reviews may not unnecessarily be delayed beyond the scheduled date (January) without notifying the employee and Human Resource department in writing of the reason for the delay. If an employee receives a review and corresponding salary increase late, he/she will receive retroactive pay back to the pay period in which the review should have occurred.

- G. **Miscellaneous Benefits:** As a courtesy, all employees of K'ima:w Medical Center classified as regular as defined in 2.3 and 2.4, K'ima:w Medical Center shall accept all health insurance reimbursements as payment in full for direct care visits as it applies to the employee and covered family member(s). This courtesy is restricted to direct care only and is not applicable to specialty care and/or specialty care referrals, outside x-rays, laboratory tests, and pharmaceuticals.

## **7.2 Educational and Training Development**

K'ima:w Medical Center encourages and promotes training opportunities for all employees provided that services they render will be more effective to the medical center. Preference in training will be afforded to Tribal member employees except in instances in which the training is necessary for a specific employee. The Human Resource Director shall assist Program Managers in meeting the training needs of their personnel; and in cooperation with the Program Manager, shall encourage the development of departmental and inter-departmental training programs designed to meet personnel needs and to prepare K'ima:w Medical Center employees for promotion to positions of greater responsibility.

The objective of this training program is to improve the ability of K'ima:w Medical Center staff to provide services to the members of the Hoopa Tribe and community.

- A. **Guidelines for Educational and Training Development:** The guidelines identify two general categories of training that will develop more effective personnel performance and capability.
1. **Employee Development:** Based upon program or department needs and Program Manager recommendation employees may be granted an opportunity to attend workshops, seminars, classes, and other training sessions related to specific job requirements.
  2. **Accelerated or Extended Training:** Based upon priorities approved by the Governing Board and the CEO and recommendations by Program Managers, employees may be granted leave, for a pre specified time period, with pay to attend an accredited institution or recognized training facility in order to acquire specific job related knowledge and capabilities that will benefit and enhance overall Tribal management and technical development. All accelerated or extended training opportunities shall be conducted in accordance with a written contract. (See Educational Leave, Chapter 10).
- B. **Executive Management Training:** The purpose of the Tribal Executive Management Training Program is to provide training and other opportunities to Program Managers in the areas relating to the executive management and functions of the Hoopa Tribal Government. To the greatest extent possible, Program Managers participating in the Tribal Executive Management Training programs will be provided opportunities to work in areas involving the legislative, judicial and administrative functions of the Tribe. Executive Training positions will be no longer than one (1) year. The manager will be guaranteed that the Program Manager position will be available after completing the Executive Management Training Program. Once appointed in a position under the Executive Management Training Program, the manager will be evaluated based on the performance standards established for that position. The Council may provide funds for this program in the Tribal budget.
- C. **Responsibility for Delivery of Training:** The Human Resource Department is responsible for all training programs involving persons from more than one department and maintaining the training records/certifications. Individual Program Managers will be responsible for training that affects only



- B. The Chief Executive Officer may waive any or all professional leave requirements in the case of projects or departments having only one or two employees.
- C. Continuing education leave shall not exceed ten (10) working days per year, except that consideration will be given to continuing education courses of short duration (one day or less).
- D. It is a responsibility of all employees attending professional courses or meeting at the expense of the medical center to conduct themselves in an exemplary manner at all times. The employee shall disseminate pertinent information to other staff members regarding instructional material covered.

#### **7.4 Employee Counseling**

K'ima:w Medical Center assists employees with counseling and referral services that will help in solving personal problems, both on and off the job, and career planning.

- A. The K'ima:w Medical Center recognizes that personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal problems are encouraged to seek assistance from their supervisor, the Human Resources Department or from the Human Services Department.
- B. Supervisors should be alert to signs of the existence of personal problems among their employees. Indications of personal problems include excessive absenteeism, changes in both behavior and employee attitudes, and substandard job performance.
- C. Supervisors, where appropriate, should try to communicate with employees who seem to be experiencing problems. Depending on the circumstances, the supervisor should proceed as follows:
  - 1. If an employee's problem seems to require professional counseling, or does not lend itself to an easy solution, the supervisor should refer the employee to the Human Services Department. The Human Services Department's staff will discuss the problem with the employee and arrange for the counseling or other services that seem appropriate.
  - 2. If the employee's problem is an unresolved complaint or grievance, the supervisor should advise the employee of the appropriate steps to be taken in compliance with the grievance procedure.
- D. Employees needing extended treatment may request a leave of absence in accordance with the K'ima:w Medical Center's leave policy.
- E. The Human Resources Department will also, to the degree that its resources permit, provide counseling and reference information for employees seeking guidance on education and career planning, outplacement, and retirement planning.
- F. Employees are required to meet satisfactory standards of job performance. Performance appraisals are to be based on factors related to job performance, regardless of whether an employee seeks counseling. In certain circumstances, however, the K'ima:w Medical Center may require an employee to participate in counseling as a condition of continued employment.

## CHAPTER 8 HOLIDAYS

### Section 8.1 Holidays

A. The following holidays are recognized as paid holiday by KMC:

New Year's Day	Labor Day
President's Day	Day of the Boat Dance
Memorial Day	Indian Day (last Friday in Sept.)
Independence Day	Veteran's Day
Sovereign Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Day

- B. All employees hired in a regular status are entitled to receive holiday pay for the holidays celebrated by K'ima:w Medical Center.
- C. After three (3) years of service, regular employees will be eligible for one floating holiday each year. The floating holiday may be added to vacation time.
- D. Holidays falling on Saturday shall be observed on the Friday preceding. Those falling on Sunday shall be observed the following Monday.
- E. Regular part-time employees will receive holiday pay on a pro-rata basis. Full time EMS employees shall receive 13 hours of holiday pay.
- F. Employees wishing to observe religious holidays (that are not included in KMC's regular holiday schedule) or participate in religious ceremonies during normal working hours may use accumulated days of paid absence or "floating" holidays for these occasions, or they may take the time off as an unpaid, excused absence. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt patient care and if the employee's supervisor approves.
- G. If a regular employee is not scheduled to work on the holiday, the holiday will be carried as a floating holiday to be taken at a later time within that pay period.
- H. To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, KMC may require verification of the reason for the absence before approving holiday pay.

1. When heavy objects are being lifted, the back should be kept as straight as possible with the knees bent to allow the leg muscles to do the work. This practice minimizes back strain.
2. Employees should not attempt to lift heavy objects alone - the load should be divided or help should be obtained.
3. Work gloves should be worn when handling rough or hazardous materials.
4. When materials are being moved on the floor, it is safer to PUSH the object rather than to pull it.
5. Employees should not stand under objects suspended by ropes, chains or cables.
6. Rubbish and flammable materials should not be allowed to accumulate.
7. Chemicals should be stored as directed by the manufacturer and stacked neatly out of employees' way. If chemicals are flammable, they should be stored in metal containers in a closet area protected by a door.
8. Chemical splashes handled immediately as specified by the MSDS for that material.

#### D. Machinery Tools

1. Operators should be familiar with the safe operation of any machinery they use.
2. Machines should not be left running while unattended.
3. Loose clothing and long neckties should not be worn by employees working around or passing near moving machinery.
4. All machinery should be stopped before performing repairs, cleaning or clearing the machine.
5. Tools and equipment should be used ONLY for the purpose for which it was designed.
6. Equipment should not be left anywhere it might present a hazard.
7. Pointed and edged equipment should be properly treated and should not be carried in pockets unless the point or edge is completely protected.

#### E. Fire Prevention Procedures

1. Smoking is not allowed in any KMC facility.
2. Exits - all exits should be clearly marked as such and they must be kept unlocked during business hours. These doors MUST OPEN WITH THE FLOW OF TRAFFIC. All exit ways should be well lighted and must REMAIN FREE OF OBSTRUCTIONS.
3. Combustible wastes - all combustible wastes should be placed in metal containers with tight-fitting covers.
4. Flammable liquids - alcohol, acetone, benzene and ether - should be stored in metal containers and maintained in one safe storage room with a door - no smoking, open flame, or sparking device should be allowed near these liquids.
5. Electrical hazards - frayed, broken or over-heated extension cords or otherwise defective equipment should be noted and corrected immediately. Light switches or other electrical equipment should not be operated when a part of the body is in contact with metal fixtures or is in water. Rags and trash should not be allowed to come into contact with light bulbs or other sources of heat which might cause them to ignite.
6. Fire doors (all doors in or on a corridor) - should be utilized to isolate or protect one section of the building to provide protection to other areas. These doors should remain properly closed to prevent fire from spreading unless they are held open by an electric release.
7. Fire protection equipment - should be INSPECTED MONTHLY to ensure effective operation. The sprinkler system should be inspected monthly and tested according to local codes or directives. Communication systems should be tested regularly to ensure proper operation.

- a. Every employee shall be oriented to Standard Precaution prior to performance of their duties, and on a regular basis thereafter.
- b. Every employee shall be required to use Standard Precaution whenever contact with blood or body fluids are anticipated.
- c. Any employee whose job description includes Category 1 or 2 tasks, must be familiar with the work practices program and SOP's for these tasks prior to performance of their duties.
- d. Use of appropriate protective measures will be required for every employee engaged in Category 1 tasks.
- e. Appropriate protective measures will be utilized by every employee engaged in Category 2 tasks.
- f. Any willful violation of Standard Precautions procedures will result in disciplinary action up to and including termination.
- g. Any employee who has mucous membrane or parenteral exposure to blood, body fluids containing visible blood or other body fluids to which Standard Precautions apply must report same.

### **9.3 Management of Health Care Worker**

Management of Health Care Worker exposure to blood, body fluids containing visible blood, or other fluids to which Standard precautions apply, through Parenteral (e.g., needle stick or cut), mucous membrane (e.g., splash to eye or mouth) or cutaneous (Contact with large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis).

K'ima:w Medical Center's Infection Control Coordinator shall investigate any instance of known or suspected health care worker exposure to mucous membrane or parenteral exposures to blood, body fluids containing visible blood, or other fluids to which Standard Precautions apply; shall monitor for Hepatitis B Virus (HB) and/or AIDS (HIV) antibodies following same; and shall follow the most current established MMWR guidelines based on the results of testing. For procedures refer to Infection Control Policies.

### **9.4 OSHA Guidelines for Exposure to Infectious Disease**

It is the policy of K'ima:w Medical Center to provide a safe and healthful work environment for all employees. Following guidelines published by the Occupational Health and Safety Administration (OSHA), and the Center for Disease Control (CDC), we strive to minimize the risk to employees of exposure to infectious disease. For Procedure refer to Infection Control Policy.

- a. All employees shall receive training for infection control procedures and methods of infection control.
- b. Employees exposed to any communicable disease shall report to the Infection Control Coordinator or Human Resource Director.

### **9.5 On the Job Injury/Illness and Workers' Compensation (Employee)**

2. The Injured employee will follow the supervisor's instruction seeking medical care as directed and maintain contact with the supervisor to report on their condition and anticipated return to work. If placed on extended leave of absence, the employee will periodically provide the Human Resource Department with a doctor's statement verifying such a request.
3. The Supervisor will assist the employee in completing an Incident Report and forward all documents, including the Doctor's first report to Human Resource within 24 hours of the accident. Human Resource will forward appropriate copies to Workers' Compensation carrier.
4. If an Injured employee is released by a physician to return to work but only under a "light duty" condition, K'ima:w Medical Center reserves the right to determine whether the employee may be allowed to work in a modified job. This decision will be based on the immediate needs of the department, the actual physical needs of the temporarily vacated position and the duration of the employee's prescribed disability.
5. K'ima:w Medical Center is in no way obligated to create a modified duty program for any employee injured on-the-job. Any decision to do so will be made on a case-by-case basis by the supervisor in conjunction with the Department Manager and the CEO.
6. It is the responsibility of the supervisor to complete the employee's attendance record noting any lost time due to industrial accidents along with a payroll adjustment form which indicates the compensation to be paid (employees injured during the work shift should be paid for the entire scheduled work shift).
7. It is important that the supervisor coordinate with an employee who is losing time from work periodically to determine their condition and the first available date at which they might be able to return to work.
8. The supervisor will also keep Human Resource aware of the employee's status and will not allow an injured employee to return to work without the proper physician's release statement. Employee reporting for work without the release should be referred to their physician.
9. When an employee is injured or becomes ill as a result of job activity, Human Resource will complete all appropriate Federally mandated forms and forward them along with the incident report to the Workers' Compensation carrier within the required amount of time. Records will be maintained in all industrial injuries and illnesses, and OSHA forms will be prepared for K'ima:w Medical Center. At the end of the calendar year (following 12/31) the OSHA-300 forms will be posted at the facilities as required by applicable laws.

#### F. RELATED POLICIES AND BENEFITS

1. Service Credit - Employees off work due to job-related illnesses or injury continue to accrue service credit based on normal service date with no interruption due to the absence for a period not to exceed 60 days.
2. Benefits - Employee's full benefit program is continued during the absence.

#### 9.6 Accident Investigation Report

K'ima:w Medical Center carefully monitors any on-the-job injury or illness of an employee in order to advise K'ima:w Medical Center's Safety Officer and Human Resource Director of any unsafe condition which could cause imminent harm or danger to K'ima:w Medical Center employees, patients or visitors.

#### 9.7 Employee Assault and Battery

- A. Security includes the safety and security of K'ima:w Medical Center employees (in situations of emergency and threats, general operational safety and security), the security and protection of K'ima:w Medical Center property and facilities, and general security practices for visitors on the premises.
- B. Every supervisor and manager is responsible for the assurance of a safe and secure facility and operation.
  1. Facilities Security:
    - a. All keys to each facility will be numbered and a list of those numbers should be maintained on-site and updated each time there is a change.
  2. Security of K'ima:w Medical Center Property:
    - a. All records should be maintained and secured in a LOCKED, FIRE-PROOF AREA whenever possible. These records include, but are not limited to:
      - Employee Personnel records
      - Patient Medical Record
      - K'ima:w Medical Center financial records

None of these records are to be released physically or orally unless a court-issued subpoena can be presented by the requesting person. When such records are subpoenaed, the proper personnel must be notified (i.e., Human Resources, Medical Records, and Accounting).

- b. All equipment, supplies and furnishings are to be inventoried as required and reported to the Accounting Department.
3. Personal Security
  - a. General employee safety and security is to be provided through adherence to Medical Center policies and procedures.
  - b. Security in situations of bomb threat or other emergency is to be provided through adherence to established policy and safety and evacuation procedures. (See Internal and External Disaster Plans)

## 9.11 Parking

KMC provides parking for the benefit and convenience of its employees, customers, and visitors.

- A. KMC will provide parking for employees. Special spaces are designated (front parking lots of all KMC facilities) for customers and visitors. Employees are permitted to park in the side parking lots or distant parking lots of all KMC facilities. Employees may not park in loading or handicapped areas.
- B. Employees are expected to observe the parking rules established by the Security Officer. In addition, the parking lot is considered part of KMC's premises; therefore, all KMC policies and rules apply to employees and their vehicles while on the lot. Employees found to be in patient areas may be towed away at their expense.

## CHAPTER 10 ABSENCE FROM WORK

### Section 10.1 Attendance and Punctuality

K'ima:w Medical Center requires employees to report for work punctually and to work all scheduled hours and any required overtime.

- A. Supervisors will notify employees of their starting, ending, and break times. Employees are expected to carry out their duties during all scheduled work time and be ready to begin work at their scheduled start time.
- B. Employees should notify their supervisor as far in advance as possible when they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the Human Resource Department.
- C. Non-exempt employees who are delayed in reporting for work more than 30 minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition considered not fit for work, whether for illness or any other reason, shall not be allowed to work.
- D. Unauthorized or excessive absences or tardiness shall result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.
- E. Employees who are absent from work for three consecutive days without giving proper notice to their supervisor will be considered as having voluntarily quit. At that time, Human Resources will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

### 10.2 Leaves of Absence

A leave of absence is any authorized absence, with or without pay, during regularly scheduled working hours. Requests for a leave of absence or any extension must be submitted in writing, and authorized thirty days in advance by the employee's department manager and CEO. When the need for leave or an extension is not foreseeable, employees should give as much notice as is possible. The department manager will forward the request to the Human Resources Director. All employees on approved leave are expected to report to their Department Manager any change of status in their need for a leave or in their intention to return to work.

- Program Managers may grant leave of 30 days or less.
- Program Managers and CEO approve leave that exceeds 30 days but is less than 90 days.
- The Governing Board reserves the right to grant extended leaves of absences in excess of 90 days. Further employees who are off work due to extended sick leave in excess of six (6) months may be terminated at the discretion of the governing board.

- C. Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military.
- D. Every employee on a medical leave or family care leave of absence will be required to use all accrued personal, vacation, and sick days while on leave. However, employees may not use paid leave if they are receiving compensation under KMC's disability or workers' compensation insurance programs. Every employee on a parental, personal, or educational leave of absence will be required to use all accrued personal and vacation days while on leave.
- E. KMC will provide health insurance and other benefits to employees on leave as required by applicable laws. Benefits that accrue according to length of service (such as paid vacation, holiday, and sick days) do not accrue during periods of unpaid leave or during periods in which the employee receives workers' compensation or disability benefits unless otherwise specifically provided by the terms of the benefit plan document or policy.
- F. Employees returning from a medical leave must provide certification of their ability to perform the functions of their job. Employees returning from a military leave also must comply with all of the reinstatement will be reinstated to their same job or to an equivalent job with equivalent status and pay. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though he had been actively employed at the time of the reduction in force.
- G. Employees who are unable to report for work because of arrest and incarceration may be placed on a special personal leave of absence. If the employee is placed on a leave of absence and is unable to secure bail, the leave of absence will continue until final disposition of the charges. If the employee is freed on bail, the employee's department manager, Human Resources Director, and CEO will decide whether active employment is appropriate pending final disposition of the charges.
- H. If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

### **10.3 Educational Leave**

Education leave is defined as leave granted to K'ima:w Medical Center employees for the purpose of attending an accredited institution of higher education or other recognized training facility for a period of thirty (30) days or more.

- A. Eligibility for Educational Leave with Pay: Eligibility for educational leave with pay shall be limited to employees enrolled in, or preparing to meet the entrance requirements for a planned academic program related to K'ima:w Medical Center. Educational leave shall be limited to full-time employees who have been employed by the K'ima:w Medical Center for a period of at least two (2) years.
- B. Salary or Stipend: Requests for educational leave with pay shall detail salary request; costs of tuition, books and supplies, travel, housing, and other costs; grants, scholarships and stipends from any source for the period of leave.
- C. Contractual Arrangements: Employees who are granted educational leave with pay shall enter into a contractual agreement in which the applicant agrees to provide services in a manner determined by the



- D. Sick leave may be accrued on an unlimited basis. The Governing Board may elect to make payment of sick leave in excess of 320 hours when employee agrees to defer their payment to their 401 (K) Plan.
- E. Sick leave may only be used when an employee is ill/injured or a member of the employee's immediate family is ill, injured or dies. Immediate family is defined in Chapter 100.
- F. Payment of sick leave is dependent upon the employee notifying the immediate supervisor, one half hour prior to their scheduled time to report to work. Written certification from the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds 24 consecutive working hours.
- G. Employees returning from an absence of their own illness or injury of more than 24 consecutive working hours must report to their supervisor, and provide a medical certification that they are fit to return to work. The supervisor should make a record of the employee's absence and return to work and forward a copy to the Human Resource Department. When necessary, the supervisor should counsel the employee on the importance of good attendance and warn that excessive absences will lead to discipline, up to and including termination.
- H. Sick leave is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. Excessive leave is defined as use of leave in excess of what KMC allows by policy.
- I. Employees who falsify the reason for an absence will be subject to disciplinary action, up to and including termination and compensation for the absence will be stopped immediately.
- J. Upon termination of employment, no payment shall be made for accumulated sick leave.
- K. For use of Sick leave exceeding 24 working hours refer to leaves of absence.

#### **10.5 Maternity Leave**

- A. Employees shall be permitted to use accrued annual and sick leave for purposes relating to pregnancy or childbirth. Any additional time beyond the sick and/or annual leave balance will be counted as leave without pay.
- B. A combination of leave and leave without pay may be granted for a period of up to six months for maternity purposes.
- C. The employee is responsible for making known in advance his/her intention to request a leave of absence in writing for maternity purposes. Request shall include approximate dates and anticipated duration in order to allow the KMC time to prepare for any staffing adjustments which may be necessary.
- D. The employee's position may be filled on a temporary basis during the absence.
- E. The employee will have re-employment rights to the former position or a position of similar rank and pay.

- H. An employee who terminates during the initial introductory period shall not be entitled to annual leave. Those employees who have completed their initial introductory period and are separated from employment, shall be entitled to payment for accrued annual leave. In no case shall payment be for more than the maximum accumulation. In case of death, compensation for accrued annual leave shall be paid in the same manner that salary due is paid.
- I. It is the policy of K'ima:w Medical Center that all employees take annual leave. It is the responsibility of Program Managers to require their personnel to take vacations during the year in which leave is earned. Payment of money in lieu of accrued leave will not be permitted.

#### **10.8 Bereavement Leave**

Employees eligible for employer sponsored benefits shall be granted bereavement leave with pay up to 40 hours in a 12 month period for death in the immediate family. All other employees shall be granted bereavement leave without pay. Immediate family is defined as spouse, son, daughter, father, mother, sister, brother, grandmother, grandfather, aunt, uncle, niece, nephew and the following in-laws: son, daughter, brother, sister, mother and father. Bereavement Leave may be granted to an employee by the CEO if the employee is the legal care provider for an individual not defined as immediate family.

#### **10.9 Jury Duty/Job Related Subpoena**

An employee shall be granted pay for jury duty. An employee called for such duty shall advise the Program Manager as soon as summoned. The employee shall receive the difference between his/her regular salary and the compensation received for the jury services not to exceed 8 hours per day. (The employee may retain any compensation paid for mileage.) The employee will continue to receive all benefits to which are entitled during the period he or she is on jury duty.

Subpoenas which are job related will be compensated. A K'ima:w Medical Center vehicle will be made available for transportation or mileage will be paid at the rate allowable.

#### **10.10 Election Days**

Primary and General Election Days will not be considered as holidays. Employees are expected to vote during non-working hours.

#### **10.11 Rest Breaks/Meal Breaks**

All employees who work an eight-hour shift are provided two 15-minute rest periods per shift, one in each four-hour period. Employees may not leave the work premises during the rest period. If an employee's supervisor approves, leaving the premises will be on the employee's own time. Employees must record time out when departing and record time back in upon return.

Employees are allowed a meal break near the middle of the workday. The break will be thirty or sixty minutes (defined by department). Supervisors are responsible for balancing work loads and meal breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed. Employees required to work more than

## CHAPTER 11 PERSONAL CONDUCT

### Section 11.1 Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the K'ima:w Medical Center, or is offensive to Clients or coworkers will not be tolerated.

- A. Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the organization. Appropriate employee conduct includes:
1. Treating all clients, visitors, and coworkers in a courteous manner;
  2. Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the organization's best interests;
  3. Reporting to management suspicious, unethical, or illegal conduct by coworkers, clients, or suppliers;
  4. Cooperating with K'ima:w Medical Center investigations;
  5. Complying with all K'ima:w Medical Center safety and security regulations;
  6. Wearing clothing appropriate for the work being performed;
  7. Performing assigned tasks efficiently and in accord with established quality standards;
  8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
  9. Giving proper advance notice whenever unable to work or report on time;
  10. Obey Smoking policy;
  11. Eating meals only during meal periods and only in designated eating areas;
  12. Maintaining cleanliness and order in the workplace and work areas.
- B. The following conduct is prohibited and individuals engaging in it will be subject to discipline, up to and including termination.
1. Possessing firearms or other weapons on K'ima:w Medical Center property;
  2. Fighting or assaulting a coworker or Client;
  3. Threatening or intimidating coworkers, security, or Clients;
  4. Disruptive conduct that intimidates others to the extent that quality and safety of patient care could be compromised.
  5. Engaging in any form of sexual or other harassment;
  6. Reporting to work under the influence of alcohol or illegal drugs or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on Association premises;
  7. Disclosing trade secrets or confidential K'ima:w Medical Center information;
  8. Falsifying or altering any K'ima:w Medical Center record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;
  9. Stealing, destroying, defacing, or misusing K'ima:w Medical Center property or another employee's or Client's property.
  10. Refusing to follow management's instructions concerning a job-related matter or insubordination;
  11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;

1. Dress and skirt lengths are to be no shorter than two inches above the top of the knee. Skirts or dresses should not be so tight that the employee has difficulty moving rapidly, climbing stairs, or bending over.
2. Pants should be neat and clean with no holes or tears in the knees. Dress Shorts which do not exceed two (2) inches above the top of the knee and which allow the fabric to freely move over the body are permitted.
3. Tops are to have modest necklines. They may not be sheer see-through fabric.
4. T-shirts and knit shirts with collars and front openings (i.e. Polo shirts) are permitted.
5. Shoes are clean, supportive and in good repair. All shoelaces must be tied.
6. Specific departments may require lab jackets to be worn while the employee is in a patient care area, however, this may be removed when not on the nursing floor.
7. Hats/caps may be worn in specific areas when pre-approved by the CEO and necessary for the job.

**B. Accessories:**

1. Undergarments must be worn and must be unobtrusive.
2. Jewelry is simple and understated. Earrings must be a reasonable size.

**C. Grooming:**

1. Perfumes, colognes and aftershave or other scents must be delicate and unobtrusive. Offensive body odor is not acceptable. Fingernails are clean and well manicured, and kept at an appropriate length to maintain adequate hygiene. If the position requires patient care, artificial nails, perfumes, colognes, and aftershave are not permitted.
2. Makeup must be simple and tasteful.
3. Hair and beards are clean and well groomed. Hair accessories are simple and color-coordinated.

**D. Name Badges:**

1. All employees of K'ima:w Medical Center must wear name tags at all times when on duty including students, interns and resident. This name tag shall include name and vocational classification at a minimum. Personal name badges or name badges from other facilities are not permitted. The name badge may not be defaced in any way. The name badge may be decorated with the K'ima:w Medical Center employee recognition pin and one other pin for professional achievement (i.e. CCRN, CRRN) pins only. No other form of decoration (i.e. stickers, decals, photos other than that provided by K'ima:w Medical Center.) If the employee does not have a recognition pin or professional achievement pin, nothing may be placed on the name badge.
2. Employees who lose or damage their name badge have three scheduled working days to report the loss to Human Resource so that a replacement can be made.
3. Failure to wear an employee tag is grounds for disciplinary action.

**11.4 Employees in Uniformed Areas (All employees who have direct patient contact or potential exposure to hazardous materials.)**

(i.e. CCRN, CRRN) pins only. No other form of decoration (i.e. stickers, decals, photos other than that provided by K'ima:w Medical Center.) If the employee does not have a recognition pin or professional achievement pin, nothing may be placed on the name badge. If the name badge is lost or damaged, the employee has three working days to report to Human Resource for a replacement. Failure to wear an employee name badge is grounds for disciplinary action.

### **11.5 Client Relations**

All Employees of K'ima:w Medical Center is to be client and service oriented and is required to treat clients in a courteous and respectful manner at all times.

- A. Our clients provide the primary source of K'ima:w Medical Center's income and each employee's job security. To promote excellent relations with our clients, all employees must represent K'ima:w Medical Center in a positive manner and make clients feel appreciated when dealing with K'ima:w Medical Center.
- B. Employees with client contact are expected to know K'ima:w Medical Center's services and to understand what clients need and want. These employees should educate clients about the use of K'ima:w Medical Center's services.
- C. Employees are encouraged to report recurring client-related problems to their supervisors and to make suggestions for changes in K'ima:w Medical Center policies or operating procedures to solve problems.
- D. Employees should be prepared to listen carefully to client complaints and deal with them in a helpful, professional manner. If a controversy arises, the employee should explain K'ima:w Medical Center policy respectfully and clearly. Clients who become unreasonable, abusive, or harassing should be referred to the employee's supervisor if the employee cannot resolve the problem.
- E. Employees should be polite and thoughtful when using the telephone. A positive telephone contact with a client can enhance client relations, while a negative experience can destroy a valuable relationship.

### **11.6 Use of Communication Systems**

It is the policy of the K'ima:w Medical Center to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

- A. Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the organization for both internal and external business.
- B. Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.
- C. All K'ima:w Medical Center communications services and equipment, including the messages transmitted or stored by them, are the sole property of the organization. K'ima:w Medical Center may

It is the policy of the Medical Center that the Internal business affairs of the Medical Center (particularly confidential information<sup>1</sup>) represent proprietary assets that each employee has a continuing obligation to protect.

- A. Information designated as confidential is to be discussed with no one outside the Medical Center and only discussed within the Medical Center on a "need to know" basis. In addition, employees have a responsibility to avoid disclosure of non-confidential Internal information about the Medical Center, its patients, and other related business. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard Internal Medical Center affairs.
- B. Employees authorized to have access to confidential information are required to sign special non-disclosure agreements and must treat the information as proprietary Medical Center property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they are not authorized to access. Employees violating this policy will be subject to discipline, up to and including termination and may also be subject to legal action.
- C. The Chief Executive Officer is responsible for coordinating the security and control of Medical Center information. Supervisors and Department Managers are responsible for identifying information that should be classified as confidential and should work closely with the CEO to develop procedures to secure and control the information. Once information has been designated as confidential, it should be clearly identified as such and properly secured. A list of employees authorized to have access to the information will be prepared, and all access shall be documented by maintaining a log.
- D. All media inquiries and other inquiries of a general nature should be referred to the CEO, and all press releases, publications, speeches, or other official declarations must be approved in advance by the CEO. Inquiries seeking information concerning current or former employees should be referred to Human Resource. Employees who have access to confidential or personal information which includes but is not limited to patient files, personnel files, employee salaries, must not disclose such information to another employee, or to any other person outside the Medical Center. Failure to comply may result in immediate termination. All employees must sign the K'ima:w Medical Center patient/client confidentiality statement.

### **11.8 Privacy Act**

To assure protection of unauthorized release of K'ima:w Medical Center patient/client records, Privacy Act Procedures issued by the IHS Privacy Act Coordinator in September, 1986, shall be adhered to.

### **11.9 Drugs, Narcotics, and Alcohol**

K'ima:w Medical Center maintains a strong commitment to provide a safe, efficient, and productive work environment. In keeping with this commitment, K'ima:w Medical Center complies with the Hoopa Valley

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<sup>1</sup>*i.e., Medical Records, Personnel files, Financial Information, Inter-Departmental memorandums/letters, and conversations.*

30 calendar days. On or before the effective date of the suspension, the supervisor will furnish the employee with a written statement setting forth reasons for the suspension, the effective dates of the suspension, and the date the employee is to return to work.

4. Demotion: Demotion is defined as when an employee is moved to a lower level of responsibility and compensation for disciplinary reasons.
5. Dismissal: Dismissal is when an employee is removed from employment for disciplinary reasons

After taking action under number 2) (c), above, the supervisor shall forward a copy of the reprimand and another written report describing the occurrences, indicating the timing between the occurrences, and summarizing the action taken or recommended and its justification to the Human Resource Department.

- D. The progressive disciplinary procedures described in Number 2), above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.
- E. In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained in Number 2), above, may be disregarded. The supervisor should suspend the employee immediately and, if appropriate, recommend termination of the employee. An investigation of the incidents leading up to the suspension should be conducted by the Human Resource Department to determine what further action, if any, should be taken. Employees suspended from work generally will not receive or accrue any employee benefits during the suspension.
- F. The Human Resource Department shall review and obtain approval, from the CEO or his designee, for all recommendations for termination before any final action is taken.
- G. At an investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of KMC rules and regulations, the following procedures normally should apply:
  1. Before the interview, the employee who is suspected of violating KMC rules and regulations should be told in general terms what the interview is about.
  2. The employee may request that a coworker or representative be present at the interview if it may lead to disciplinary action for that employee.
- H. Employees who believe that they have been disciplined too severely or who question the reason for discipline are encouraged to use the grievance procedures outlined in chapter 12.
- I. If a disciplined employee works a full year without further disciplinary action under this policy, the next failure to meet behavior or performance standards may be treated as a first occurrence under this policy. However, the KMC may still consider all past disciplinary actions in evaluating the employee.

#### **11.11 Disciplinary Procedures MANAGERS**

With the exception of alleged discrimination, this section will exclusively apply to disciplinary action against Program Managers and no other section to the contrary shall have any validity.

OFFENSE	1ST PENALTY	2ND PENALTY	3RD PENALTY
Unsatisfactory Job Performance	Corrective Interview/written warning	Disciplinary Action	Dismissal
Neglect of Duty/Sleeping on the job	Disciplinary Action or Dismissal	Dismissal	
Excessive Absenteeism/Tardiness; abuse of policies	Corrective Interview/Written warning	Disciplinary Action	Dismissal
Insubordination; failure to carry out legitimate instructions or duties	Disciplinary Action or Dismissal	Dismissal	
Releasing confidential information without proper authorization	Disciplinary Action or Dismissal	Dismissal	
Vending, soliciting, or collecting contributions on employer time or premises without authorization	Corrective Interview/Written warning	Dismissal	
Reporting under the influence of alcohol or drugs	Refer to Alcohol & Drug Policy		
Consuming alcohol or drugs on the job.	Refer to Alcohol & Drug Policy		
Misconduct	Disciplinary Action or Dismissal	Dismissal	
Misconduct while on official travel, including non-attendance and credit card abuse	Repayment; Disciplinary Action or Dismissal	Dismissal	
Violation of safety regulations	Corrective Interview/Written warning	Disciplinary Action	Dismissal
Intentional falsification of information on employment application or falsification of personnel records, times sheets, or other records	Repayment, Disciplinary Action or Dismissal	Dismissal	
Medical Fraud: Submitting false bills or claims for service; falsifying medical records, prescriptions, or reports; lying about credentials or qualifications.	Dismissal; Prosecution		
Falsifying or counterfeiting expense claims	Repayment; Disciplinary Action or Dismissal	Dismissal	
Theft or unauthorized possession of tribal property	Dismissal; Prosecution		
Acceptance or solicitation of gifts of \$25; unless it's a promotion or company logo. Acceptance of bribes in official capacity.	Repayment; Forfeiture; Disciplinary Action or Dismissal	Dismissal	
AWOL 1-3 days	Disciplinary Action or Dismissal	Dismissal	
Harassment	Refer to Chapter 200		



## CHAPTER 13 MISCELLANEOUS

### Section 13.1 Personnel Records

Personnel records of all employees shall be maintained to meet applicable federal regulations.

- A. The record shall be retained for at least three years following termination of employment.
- B. The record shall include the employee's full name, Social Security number, the license or registration number, if any, brief resume of experience, employment classification, date of beginning employment and date of termination of employment at a minimum.
- C. Notification of Changes: Changes of address, telephone number and/or family status (birth, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Human Resource department, as an employee's income tax status and group insurance may be affected by these changes. Changes on professional licenses, certificates and/or renewals must also be reported to the Human Resource department as required by specific Licensing Agency Requirements.
- D. File Access: Access to personnel files is restricted to authorized employees of the Human Resource department and supervisors, or managers on a "need to know" basis. Personnel files are the property of K'ima:w Medical Center, and may not be removed from the Human Resource department.
- E. Information Requests and Employment References: Requests for information from employee files received from other departments and inquiries from outside the organization, including requests for references on former employees, will be directed to the Human Resource Department. Supervisors and other employees are prohibited from providing personal or employment references on ex-employees or current employees. The Human Resources Department normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information, such as the following:
  1. Employment dates;
  2. Position held; and
  3. Location of job site.
- F. Records of Hours and Dates of Employment: Records of hours and dates worked by all employees during at least the most recent six-month period shall be kept on file at K'ima:w Medical Center.

### 13.2 Business Related Expense Reimbursement

Business related expenses which are in compliance with the Hoopa Valley Tribe's Travel Ordinance and have been approved in advance by the employee's immediate supervisor will be reimbursed.