

Policy and Procedures

Title: Full Time Employment

Date issued / last revision: November 26, 2003

Date effective: Immediately

Full Time Employment

Statement:

Cooperstown Medical Transport, Inc. (CMT) believes in compensating its employees in a fair and reasonable manner. CMT also believes that a full time employee should be granted additional benefits due to the additional commitment and dedication of its employees.

Purpose:

This policy and procedure is established to define a full time employee and full time employee benefits.

Scope:

This policy applies to all full time employees.

Policy:

1. A full time employee is defined as:
 - a. An employee who works at least 40 hours per week.
 - b. An employee who has been granted full time status.
 - c. An exception to both requirements above is for an employee who may work less than 40 hours per week but has been granted full time status with CMT in the past and is still currently working.
 - d. An employee may be removed from full time status at any time, for any reason.
2. All employees will be paid on a bi-weekly basis. The rate of pay will be based on the position held with CMT and will be determined on an individual basis.
3. Personal (P), Sick (S), Vacation (V) Time:
 - a. A full time employee will be given 40 hours per year of P/S/V time the first year of employment. Issued as 1.54 hours per pay period.
 - b. A full time employee will be given 80 hours per year of P/S/V time the second through the fifth year. Issued as 3.08 hours per pay period.
 - c. A full time employee will be given 120 hours per year of P/S/V time the sixth year and every year there after. Issued as 4.62 hours per pay period.
 - d. P/S/V time not used will be rolled over to the following year. There is a cap on saved time as outlined below.
4. Holiday (H) Time:
 - a. A full time employee will be allowed holiday time of six (6) eight (8) hour days for a total of 48 hours per year.
 - b. H time will be paid if the employee is a full time employee and does not call out for the holiday shift or any scheduled shift on the day before or the day after the holiday.

- c. H time not used will be rolled over to the following year. There is a cap on saved time as outlined below.
5. P/S/V/H time must be used for all time off.
 - a. Time off may be transferred to another employee for a major illness, family emergency or other reason as approved by management.
 - i. Time transfers cannot be used for routine time off, such as a vacation.
 - b. Time transfers must be pre-approved by management.
6. If there is insufficient P/S/V/H time available to be taken for a time off request, the request may be denied.
7. P/S/V/H/ time caps:

Accumulation of P/S/V/H time shall be limited as outlined below:

 - a. During the first through the fifth year, the cap is set at 120 hours.
 - b. During the sixth through subsequent years, the cap is set at 160 hours.
 - c. Any saved time exceeding the above caps will be forfeited on the employee's anniversary date.
8. Health Insurance:
 - a. All full time employees will be offered participation in a health insurance plan.
 - i. CMT has two group health insurance plans, currently Blue Cross (Bassett plus) and MVP. Both plans are managed care plans.
 - b. CMT will pay 75% of the cost of the monthly premium for individual coverage for the employee.
 - c. Employees may elect to have family coverage with a payroll deduction amounting to the difference between the CMT contribution to their individual plan and the cost of the family plan.
 - d. Employees who have been designated full time will become eligible for health insurance on the first day of the month following completion of 90 days as a designated full time employee.
 - e. Employees who wish health coverage shall execute a payroll deduction form for health care premiums.
 - f. CMT will continue coverage for any employee on disability or workers compensation until the first day of the month following 60 days of disability or leave on workers compensation.
 - i. At that time the employee may elect to pay the premiums to continue coverage.
9. Disability Insurance:
 - a. After one week of missed work due to an injury or inability to work, an employee may be entitled to benefits under disability insurance.
10. Retirement Plan:

- a. CMT maintains a 401K plan for employee participation.
- b. Enrollment periods occur on January 1 and July 1 annually.
- c. Eligible employees are those who:
 - i. Are at least 21 years of age
 - ii. Work 1000 or more hours in a year.
 - iii. Have been employed by CMT for one year.

11. Leaves of absence will continue to be granted on a case-by-case basis. (Refer to *Family Medical Leave Act* policy).