

## **Probationary Bylaws**

*Probationary member definition:* A new hire or a trainee who has provided the Director with proof of successfully completing the National Registry exams and has received or holds a current Wisconsin license. The probationary period is effective for a minimum of six months.

### **Prerequisites**

1. The probationary member shall hold a valid driver's license.
2. The probationary member shall have a clear WI Caregiver Background Check.

### **Meetings and Trainings**

1. It is the duty of each probationary member to attend meetings and trainings.
2. The probationary member shall have access to an agenda of all meetings and trainings. Regular trainings are held the first, second and third Wednesdays of each month with the business meeting held the first Wednesday of the month unless postponed for one week by an official holiday or bad weather.
3. In the case of a known absence, a request for excuse form shall be filled out by the member and given to an officer at least 12 hours prior to the meeting. Failure to do so will result in an unexcused absence. The member shall be disciplined the same as an active member with unexcused absences. Emergency situations will be taken case by case with the officers.
4. The probationary member shall have no voting rights in the service meetings.
5. The probationary member shall attempt to attend additional training sessions offered by the department.
6. Any training completed with an agency other than the River Falls Ambulance Service, shall be the responsibility of the individual to submit for renewal of the National Registry and state licensure.

### **Ambulance Call Time/Calls**

1. The probationary member shall follow all department policies.
2. The probationary member shall always be in the back of the ambulance unless instructed otherwise by the lead EMT.
3. Preferably, there shall be only one probationary member present on an ambulance at a time.
4. The probationary member shall always hold a valid driver's license. Any member with a revoked license will not be allowed to take call time or respond to any calls until the license has been reinstated.
5. The probationary member shall not go directly to a scene.
6. The probationary member shall follow the direction of the lead EMT. Any probationary member who disobeys orders, interferes with the lead EMT, attempts to give counter-orders, or quarrels with other members shall be subject to disciplinary actions.
7. The probationary member shall report any deficiency in patient care or equipment to the lead EMT or an officer as soon as possible.
8. Upon the completion of a call, the probationary member shall assist the crew as requested until the ambulance is restocked. The member shall be released by the lead EMT.

9. No probationary member shall drive the ambulance until s/he has completed the Emergency Vehicles Operator's Course (EVOC) or (CEVO II) or is instructed to do so by the lead EMT.
10. The probationary member shall be drug and alcohol free when on call and responding to runs. *Any* deviation will result in termination.
11. The probationary member will be assigned to an FTE during the probationary period. Any questions, problems or concerns shall be addressed to that person.

### **Miscellaneous**

1. The probationary member shall conduct him/herself in a professional manner. Patients, bystanders and fellow EMT's shall be treated courteously and professionally at all times.
2. The probationary member shall keep all information about calls, patients and information discussed at meetings confidential. An infraction will result in suspension or disciplinary action.
3. No probationary member will contract any debt in the name of the service.
4. All clothing, equipment and supplies issued to the probationary member remain the property of River Falls Ambulance Service.
5. The probationary member may apply for a leave of absence for personal reasons by following the procedure for Leave of Absence. Upon reinstatement, the probationary period will be continued or, if deemed necessary by the officers, extended.
6. The probationary member shall undergo a performance review by their FTE & officers at pre-determined intervals throughout their probationary period.
7. The probationary member shall successfully complete the orientation manual within the 6 month period or will be subject to extension or termination after the 6 month date.
8. Once all requirements of the probationary period are complete, the member will be recommended to membership to be upgraded to active status.