



Waterford Ambulance Service Standard Operating Guideline

Effective Date: March 26, 2017

To: All WAS Staff

From: Steven D Garvin, President WAS

Subject: Employee Compensation Policy

SOG:	Administrative	2016	001	1
	Type	Year	Number	Revision

Purpose

To provide guidance for Waterford Ambulance Service employee compensation for non-volunteer patient healthcare activities.

Definitions

- 1) Working Test Period. The period of time between hiring a new EMT employee and time it is determined whether the employee's services have been satisfactory and whether WAS will continue the employee's employment.
- 2) Precepting. The practice of providing personal instruction, training, and supervision to a new hire EMT employee for the purpose of determining when a new EMT can work unsupervised.
- 3) FTO - Field Training Officer. A Field Training Officer is an experienced or senior member of an organization who is responsible for the training and evaluation of a junior or probationary level member.



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Instructions

Although WAS is a charitable non-profit volunteer organization, we compensate our part time employees for the following work activities:

- 1) Responding to calls for emergency medical services, (pay per call).
- 2) Emergency Standby activities dedicated to EMS.
- 3) EMS Shift Coverage's.
- 4) Special Events (e.g. football games, Speed Bowl, road races).
- 5) Specified administration activities, (e.g. filing, reports, specified accounting & inventories).
- 6) WAS Mandated Training.

A typical EMS call will result in compensation for two EMT's (crew). In cases where a third EMT is required, (CPR, Trauma Code), the additional EMT can be included in the compensated crew.

WAS utilizes a Direct Deposit payroll process. All employees are encouraged to utilize the Direct Deposit; however, only new employees are required to have Direct Deposit.

EMT's are required to maintain their EMT certification as active. WAS does not compensate for the hours required to maintain state required training such as refreshers or new regulation implementation, but will pay for fees, tuition and cost associated with such training.

If WAS mandates a training, meeting, or similar activity, employees will be compensated per the compensation schedule. If WAS offers training, but does not require participation there will be no employee compensation.

Only the primary ambulance crew is authorized to seek compensation for refusals, unless operating under a Mass Casualty Incident.



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When an EMS call overlaps a time period in which the staff member is “on duty” at one of the towns five fire stations, compensation will be as follows:

- 1) When on a call prior to going on shift, WAS will compensate for the call.
- 2) When on a call that extends from an on duty period of time, the staff member shall remain on duty and be compensated by the town for this call.
- 3) In both cases, it is the staff member’s responsibility to correctly document the time and ensure at no time they are compensated by both organizations.

All new EMT’s who join WAS, (either experienced, inexperienced or regardless of where they received their EMT training) will be on a probationary or working test period for specified period of time as detailed below. These new staff members will have a “P” placed in front of the last name to indicate they are probationary.

New inexperienced EMT’s that are precepting will be considered in a “working test period” or probation for 40 calls resulting in a patient transport. In order to work unsupervised, they must complete at least 10 calls with a FTO. After 40 calls are complete, their compensation can be increased to the regular rate.

New experienced EMT’s that are precepting will be considered in a “working test period” or probation for 20 calls resulting in a patient transport. In order to work unsupervised, they must complete at least 5 calls with a FTO. After 20 calls are complete, their compensation can be increased to the regular rate.

EMT’s who are performing Diver Training on calls as the third crew member will be compensated at the training rate.



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The following compensation schedule will be in effect:

Compensation Schedule	
Activity	Rate
Emergency Medical Call that results in a transport	\$45.00 per/call
Emergency Medical Call that results in a transfer of care	\$45.00 per/call
Emergency Medical Call that results in a refusal	\$45.00 per/call
Emergency Medical Call that results in a cancelation	\$45.00 per/call
EMT's who are Driver Training	\$23.00 per/call
EMT's who are in a working test period (probation)	\$23.00 per/call
Shift Coverage	\$15 per/hr.
Emergency Medical Call for a Standby	\$15 per/hr. (2 hr. min)
Emergency Medical Call for a "Move Up"	\$15 per/hr. (1 hr. min)
Special Events	\$15 per/hr. (2 hr. min)
Mandated Training	\$15 per/hr. (2 hr. min)
Administrative activities	\$15 per/hr.
Night Shift Premium	\$30 per call
<p>Notes:</p> <ol style="list-style-type: none"> 1) Transfers of care are cases where the Pt. care is transferred to Life Star or another EMS Service in order to complete transport. 2) There is no retroactive compensation for calls prior to this policy revision. 3) EMT's currently in the precept process will transfer into this new revision. 4) EMT's within their Working Test Period will track their calls on Attachment 1 "Working Test Period Calls" to verify when the 20/40 calls are complete, and turn in the form to the treasurer for compensation increase. 5) Payroll rates reflect Social Security and Medicare payroll tax deductions. 6) The Night Shift Premium has been established to provide additional compensation for staff responding to EMS calls between the hours of 2300-0600 To receive the Night Shift Premium, the call must begin on or after the start time of 2300. 	



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Each month, the payroll is completed as follows:

- 1) The ESO payroll report is run prior to 10th of each month and validated against the Firehouse and Shift Schedule programs.
- 2) This report is sent to the district EMS Officers to review.
- 3) The payroll review should be completed by the Tuesday night prior to the monthly meeting.
- 4) The Treasurer will verify the payroll report and prepare and send the payroll to the accountant.
- 5) Direct deposit compensation should be available at the time of the monthly meeting.
- 6) Paychecks will be approved and available during the monthly meeting, and may be provided to the employees via mail or from their district representative.
- 7) Payroll discrepancies should be brought to the district EMS Officers to review first. The district EMS Officer will work with the Treasurer to make corrections.

Steven D. Garvin

President, Waterford Ambulance Service



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Attachment 1 Working Test Period Calls

Name: _____

Incident Number	Date	Incident Number	Date
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	