

APPENDIX I – EMS PERSONNEL

THE PROVISIONS OF THIS APPENDIX SHALL CONTROL THE TERMS OF EMPLOYMENT FOR THE 24-HOUR SHIFT EMPLOYEES OF THE EMERGENCY MEDICAL SERVICE. THE STANDARD EMPLOYEE POLICY HANDBOOK SHALL APPLY TO NON-SHIFT EMPLOYEES OF THE EMERGENCY MEDICAL SERVICE (NON-EMERGENCY MEDICAL SERVICE PERSONNEL).

2.7 EMPLOYMENT STATUS

It is the intent of the County to specify the definitions of employment status, so employees understand their employment status and benefit eligibility. **Any changes in employment status shall be conveyed in writing. No change in employment status is to be construed or inferred without written notification.** Each employee will belong to one of the following employment categories:

REGULAR FULL-TIME employees are those who are not in a part-time or temporary status and who are regularly scheduled to work the County's full-time schedule of forty (40) hours per week for more than twenty-six (26) consecutive weeks (or forty-eight to seventy-two [48-72] for Emergency Service Personnel). Employees are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Full-time employees shall be eligible for insurance benefits as specified in the insurance handbook.

PRN employees are those who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and may be up to forty-eight (48) hours during a work week. Employment beyond any initially stated period does not in any way imply a change in employment status. PRN employees retain that status until notified of a change. While PRN employees receive all legally-mandated benefits (such as worker's compensation and social security), they are ineligible for the County's other benefit programs.

3.2 WORK HOURS

The Greene County Emergency Medical Services department is open 24-hours per day, seven days per week. Work hours and shift times may be changed by the Board of Commissioners upon one week's notice to the department head.

Employees shall not commence any work activities in behalf of Greene County before seven (7) minutes preceding the start of the work shift, or continue work activities more than seven (7) minutes after the completion of the work shift.

The normal work hours are as follows:

3.2.1 WORK HOURS FOR FULL-TIME SHIFT EMPLOYEES (EMERGENCY SERVICE PERSONNEL)

The normal work hours of the Greene County Emergency Medical Services Department shall be determined by the County Commissioners.

For EMS Department employees who work in locations that are open 24 hours per day, the normal work pattern for full-time EMS Department employees shall be one (1) 24-hour shift for a normal day's work, beginning at 8:00 a.m. and ending at 8:00 a.m. the following day. The number of hours in a work week fluctuates with Emergency Medical Service Personnel usually working twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. More often than not, an employee works two (2) shifts one week followed by three (3) shifts the following week.

If an Emergency Medical Service Personnel employee is required to work past the 8:00 a.m. end of his/her shift due to being dispatched or called to arrive at work early due to transport, the employee will be paid time and one-half their rate of pay.

If Emergency Medical Service Personnel employees who work in locations that are open 12 hours per day, the normal work pattern for full-time EMS Department Employees shall be (1) 12 hour shift for a normal day's work, beginning at 7:00 a.m. and ending at 7:00 p.m. The number of hours in a work week fluctuates with Emergency Service Personnel usually working during a two-week pay period Three (3) 12 hours shifts on, followed by Two (2) days off, Two (2) 12 hour shifts on, Three (3) days off, Two (2) 12 hour shifts on, and Two (2) days off. All remaining references to 12 hours shifts assume that such shifts are in use.

3.18 OVERTIME

Each employee is designated as **NON-EXEMPT** or **EXEMPT** from federal and state wage and hour laws. Elected officials are excluded from federal and state wage and hour laws.

NON-EXEMPT employees, whether hourly or salaried, are entitled to overtime pay at the rate of 1 ½ or compensatory time off at the rate of 1 ½ under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws, are not entitled to overtime pay. Exempt employees must maintain time keeping records to satisfy Indiana statutes governing public employers. To be considered exempt, a position must comply with federal regulations and laws regarding exempt status.

Employees are provided the opportunity for overtime work assignments when operating requirements or other needs cannot be met during regular working hours. All overtime work must receive the department head's prior authorization.

3.18.1 OVERTIME COMPENSATION

3.18.1a. Overtime compensation is paid to all non-exempt employees in the form of either monetary reimbursement or compensatory time, in accordance with federal and state wage and hour laws.

Calculating overtime compensation is based on actual hours worked. Time off on sick leave, vacation leave, personal leave, compensatory time, or other leave of absences will not be considered as hours worked for purposes of calculating overtime hours. **(Holiday hours will be considered as hours worked for purposes of calculating overtime hours.)**

Failure to work scheduled overtime or overtime without receiving prior authorizations from the department head may be subject to disciplinary action, up to and including termination of employment. This policy applies to all non-exempt employees of the County as determined by the County Council's designation of jobs as "non-exempt" under FLSA.

3.18.1b OVERTIME PAYMENT FOR EMERGENCY MEDICAL SERVICE PERSONNEL

Ambulance Department employees are compensated for all hours worked in a work week. Emergency Medical Service Personnel work hours vary each week but typically range from forty-eight (48) hours to seventy-two (72) hours. Those work weeks in which the employee actually works over forty (40) hours result in overtime compensation being owed at a rate of one and one half (1 1/2) times the employee's regular rate of pay.

4.2.1 HOLIDAY PAY FOR EMERGENCY MEDICAL SERVICE PERSONNEL

Emergency Medical Service Personnel employees must work the full scheduled shift on a recognized holiday to receive holiday pay. Holiday pay will be paid at the normal rate for one (1) working shift, plus compensation for the shift actually worked on the holiday. Holiday pay will not be paid in advance of holiday time earned.

Calculation of holiday pay will be based on the employee's straight time pay rate (as of the date of the holiday) for one (1) twenty-four (24) hour shift or one (1) twelve (12) hour shift.

4.7.1 BEREAVEMENT LEAVE FOR EMERGENCY MEDICAL SERVICE PERSONNEL

Twenty-four (24) hour shift Emergency Medical Service Personnel employees are eligible for a maximum of two (2) regularly scheduled shifts upon the death of an immediate family member, and such days must be in conjunction with the date of the death or the funeral or memorial service. An immediate family member is considered to be a father, mother, father-in-law, mother-in-law, brother, sister, spouse, child, step-child, step-father, step-mother, step-brother, step-sister, step-children, grandfather, grandmother, step-grandfather and step-grandmother, and grandparents or step-grandparents-in-law.

24-hour shift employees are eligible for one (1) shift, upon the death of an aunt, uncle, nephew, niece, cousin, brother-in-law, or sister-in-law.

Twelve (12) hour shift Emergency Medical Service Personnel employees are eligible for a maximum of two (2) regularly scheduled shifts upon the death of an immediate family member, and such day must be in conjunction with the date of the death or the funeral or memorial service. An immediate family member is considered to be a father, mother, father-in-law, mother-in-law, brother, sister, spouse, child, step-child, step-father, step-mother, step-brother, step-sister, step-children, grandfather, grandmother, step-grandfather and step-grandmother, and grandparents or step-grandparents-in-law. father-in-law, and mother-in-law.

12-hour shift employees are eligible for one (1) shift, upon the death of an aunt, uncle, nephew, niece, cousin, brother-in-law, or sister-in-law.

Additional time for travel to and from the funeral site and for other necessary funeral duties may be granted upon request but will be charged against unused vacation or personal leave.

If death occurs while employee is on vacation, the bereavement leave shall not be counted as vacation time.

Upon return from funeral leave, employees must present proof of funeral service attendance to his/her official/department head, such as documentation from the funeral home.

PRN employees are not entitled to bereavement leave.