

Iowa County, Iowa
Policy Manual

Title: EMS Payroll Procedures for non-exempt Ambulance employees	Reference #: AMB 1010
Section: Departmental	Date Effective/Revised: 7/1/2022
Department (s): Ambulance	Approved By: Board of Supervisors

Policy

Ambulance employees will follow the payroll procedures in the County Employee Handbook except as noted in this policy. This policy is designed to adapt procedures because:

- non-exempt full time ambulance employees work four 12 hour shifts per week
- ambulance is a 24 hour department
- ambulance must be staffed at all times
- ambulance staffing is flexed up during high call volume and special events

Timecards shall be turned in no later than 7:00AM on the Monday following the end of the pay period. Timecard turned in after this time will not be paid until the following pay period. In the spring when the time changes, the 6:00 PM to 6:00 AM shift will be paid for eleven (11) hours. In the fall when the time is turned back, the 6:00 PM to 6:00 AM shift will be paid for thirteen (13) hours.

Full Time Employees

Full time ambulance employees work a scheduled 48 hours per week or four 12 hour shifts.

Vacation, Sick, Bereavement, Personal day, and Holiday pay

The standard ambulance shift is 12 hours therefore one day of Vacation, Sick, Bereavement, Personal, or Holiday pay will equal 12 hours. Vacation, Sick, Bereavement, Personal, and Holiday pay will count toward computing overtime because the normal work week for ambulance employees is 48 hours.

Because full time non-exempt ambulance employees work 48 hour weeks they will accrue vacation at the following hours.

Completed Years of Continuous Service	Regular Vacation Days (12 hour days)	Regular Vacation Hours	Personal Days (12 Hrs each)
start date through 4 years	8	96	2
5 through 11 years	12	144	2
12 through 19 years	16	192	2
20 through 24 years	18	216	2
over 24 years	20	240	2

Employees shall follow the County Employee Handbook for all other procedures regarding vacation, sick, bereavement, personal days, and holiday pay.

*Employees who were working for Marengo Memorial Hospital as ambulance employees on 6/30/14 will accrue vacation based on their seniority when they began service for MMH on Iowa County Ambulance. All other employees' seniority will begin on their start date with Iowa County.

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Backup Ambulance Pay

Non-exempt employees that are called in to staff a backup ambulance will be paid at a rate two times their regular rate. Employees will be paid a minimum of one hour.

Special Event Pay

Non-exempt employees who staff a backup ambulance for a special event will be paid at one and one half times their regular rate. Employees staffing a regularly staffed ambulance will be paid at their regular rate unless they have already worked 40 hours during the week and overtime rules apply.

Mandatory Meetings

If the Ambulance Director or Assistant Director requests a mandatory meeting for employees then employees will be paid for attending the meeting.

On Call Pay

Non-Exempt employees that sign up for available On Call time will be paid at \$2.00 per hour. If an employee On Call is paged in to staff a backup ambulance they will be paid at the Backup Ambulance pay rate; the employee must punch out of "On Call" and punch in for "Backup". Employees should not receive both On Call pay and Backup pay for the same hours.

Employees On Call must be able to respond to their assigned station within 15 minutes when requested to staff the backup unit, unless otherwise approved by the Director.

Short Notice Pay

Non-exempt employees that are called in to work/cover a regular shift with less than 24 hours' notice because of an unexpected absence will be paid at time and one half their regular pay.

Longevity Pay

Non-exempt hourly employees receive \$0.15 per hour for each year of service. Wages are set based on years of service on July 1 (beginning of fiscal year) and not on the employee's hiring anniversary.

Officer Pay

Captains will receive an additional \$1.25 per hour on top of their base wage.

Lieutenants will receive an additional \$0.50 per hour on top of their base wage.

Acting Officer Pay

A non-officer, assigned by the Director as an Acting Officer for a single shift for the purpose of training a new employee, will receive an additional \$0.50 per hour during the training shift.