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|  | Policies & Procedures | | |
| | Tri-Town Emergency Medical Service | | |
| | EMPLOYEE CLASSIFICATIONS | | |
| <i>Policy No.</i> | <i>Original Adoption Date</i> | <i>Revision – No. & Dates</i> | <i>Page No.</i> |
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Section 1.0: Purpose

The purpose of this policy is to establish the different Employee Classifications of Tri-Town Emergency Medical Service (hereafter “Tri-Town EMS” or “TTEMS”)

Section 2.0: Organization Affected

All employees of Tri-Town EMS

Section 3.0: Policy

Employees shall be defined as listed below. When appointed, employees shall be made aware of their status.

- A. Full-time employee: An employee who was appointed by the Tri-Town EMS Joint Board as such and is scheduled the minimum number of hours as defined by applicable state and federal laws pertaining to municipal full time employees.
 - i. Full-time employees shall be entitled to all benefits offered by the agency.
 - ii. Full-time employees are shall be scheduled to meet the operational need of the agency and are not entitled to any given day or time frame.
 - iii. Full-time employees are subject to call back and other forms of mandatory overtime to ensure the operational readiness of the agency.
- B. Part Time Employees: An employee who was appointed by the Tri-Town EMS Joint Board as such and is scheduled between 10 and 28 hours per week.
 - i. Part-time employees shall have a work schedule that is agreed upon and accepted by the Director of Tri-Town EMS and approved by the Joint Board of Tri-Town EMS. Such agreements will be described in the part-time employee’s “payroll change form”. Any changes to a part-time employees recurring schedule will be documented on a new “payroll change form”
 - ii. Part-time employees are not eligible for benefits.
 - iii. Part-time employees are subject to limited hold over requirements.
 - iv. **In general, part time employees are eligible to fill “On-Call” shifts, if the employee’s residence is such that the employee can meet the response time requirements of the “On-Call” ambulance or remains in an acceptable distance to the station while on call.**
- C. Per Diem employee: An employee who was appointed by the Tri-Town EMS Joint Board as such and is normally scheduled to works less than 40 hours per week on an irregular schedule of shifts that are agreed to by the employee and the Director in advance.

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- i. Per diem employee are an As-Needed employee, and are not guaranteed any pre-set number of shifts.
 - ii. Per diem employees are not eligible for Service benefits.
 - iii. Per diem employees are required to submit at least thirsty-six (36) hours of availability, averaged over a three (3) month period. This requirement must be met to be eligible for training funds and uniform replacement and certain uniform items.
 - iv. Per diem employees who work at least one shift a month OR provide a reasonable availability for one (1) shift per month, will be allowed to remain an employee with the agency.
 - v. Any per diem employee who fails to reasonably make contact with the agency for three (3) consecutive months, shall be considered by the agency to have voluntarily terminated their employment.
 - vi. Per diem employees are eligible to fill “On-Call” shifts, if the employee’s residence is such that the employee can meet the response time requirements of the “On-Call” ambulance or remains in an acceptable distance to the station while on call.
- D. On-Call Staff:
- i. On Call employees are those employees who are not regularly scheduled on the primary ambulance, but rather are EMS providers who reside in a location where they are able to respond a second ambulance within 6 minutes of the original tone.
 - ii. On Call Employees must reside within 3 miles of the location of the second ambulance (on-call ambulance) or be willing to be at the station or within 3 miles of the station for the duration of their on-call shift.
 - iii. On Call Employees must be on-call for at least one-8 hour shift a week and two 8-hour weekend shift a month.
 - iv. On Call Employees shall be expected to meet on-call requirements for at least 48 weeks out of a 52 week rolling year.
 - v. On Call Employees shall be expected to attend a bi-monthly meeting/training session to ensure competency of service equipment and standards.
 - vi. On Call Employees who meet service activity requirements shall be eligible for uniform replacement and training funds.
 - vii. Any On-Call Employee who fails to be on-call for at least one shift for two consecutive months without any contact with the service Director or Assistant Director shall be considered by the service as voluntarily terminating their employment.
 - viii. On Call Employees must complete one vehicle truck check per month.

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- ix. On Call Employees shall be eligible to fill shifts on the primary ambulance when no Full Time, Part Time or Per Diem Employee is available to fill the shift.
- x. On Call Employees can be called in at the discretion of the service Director, Assistant Director and/or when Concord Fire Alarm has a regional operational need to do so. This shall be limited to a maximum of four (4) hours or until the end of the on-call shift. This need may extend to the following on-call shift and that shift shall be subject to four (4) hours of coverage. The crew may opt to stay in coverage, with appropriate compensation, but cannot be made to unless actively on a call.
- xi. On-Call Employees will be held to the service's clinical standards.
- xii. On-Call Employees will be held to all service policies and procedures.
- xiii. On-Call Employees will be expected to respond to all calls that are toned out 3 minutes prior to the start of their On-Call Shift up until the time their On-Call shift is scheduled to end unless given permission by the service Director or the Assistant Director.

Section 4.0: Procedures

All employees shall be required to meet all components of the employee's job description that is applicable to the employee's license level and employment classification.

Section 5.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to all employees and at such other times as may be necessary.

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Section 6.0: Signatures

| | Position | Signature | Date |
|--------------------------------------------------------------------------|------------------|-----------|------|
| <u>Policy Prepared By:</u> Christopher Gamache | Service Director | | |
| <u>Policy Reviewed & Approved by:</u> Shaun Mulholland | Chairman | | |

Section 7.0: Policy & Procedure Revision History

| | Section | Changes Made | Approvals | |
|-------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| | | | By | Date |
| Original Adoption | | | | |
| Amendment #1 | §3 POLICY | Added §3.B.iv (on-call shifts to part time employees); Added §3C.vi (on-calls shifts to per diem employees); Added §3.D (On-Call Staff) | | |
| Amendment | | | | |
| Amendment | | | | |

This policy shall supersede any previous or similar policy covering the same material. Failure to follow an agency policy or procedure may result in disciplinary action, up to and including termination.