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Section 1.0: Purpose

The purpose of this policy is to establish procedures for the Payroll Purposes for the employees of Tri-Town Emergency Medical Service (hereafter “the Service”)

Section 2.0: Organization Affected

All employees of Tri-Town EMS

Section 3.0: Definitions

3.1 “Shift Swapping” is the act of one employee trading a previously assigned shift or portion of a shift for another employee’s previously assigned shift or portion of a shift.

3.2 “Shift Give-Away” is the act of an employee who has been previously assigned a shift, then desires to not work the shift or a portion of the shift and finds another employee to work for them with no other expectation to cover additional shifts or hours.

3.3 “Overtime” is the actual number of hours that are worked over forty (40) in a pay week.


3.4 “Original Schedule” is considered the schedule as originally posted. Changes, such as call outs, swaps, give-away, etc. are not considered part of the original schedule.

3.5 “Call-Outs” are any time an employee is unable to work their assigned shift and does not find their own relief.

3.6 “(the) Board” shall refer to the Tri-Town EMS Board of Directors.

Section 4.0: Policy

- a. Each employment position is assigned to a pay grade on the Service’s Salary and wage schedule. Employees shall be paid within the limits of the pay range applicable to the pay grade to which their positions are assigned.
- b. New employees will normally start employment at the minimum level of the applicable pay range. However, an exception can be made where the new employee’s training, education and/or experience warrants a higher starting compensation, or when the prevailing market conditions require higher starting compensation.
- c. Merit pay increases are contingent on the outcome of the annual performance evaluation. Merit pay will commence on January 1, 2017 and shall have a range set by the Tri-Town EMS Board of Directors for each year.

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- d. Cost-of-Living increases may be awarded at such times and amounts as authorized by the Tri-Town EMS Board of Directors.

4.1 Scheduling.

- a. The Service Director shall define the Service’s official schedule.
- b. The Service’s official schedule shall be the basis of an employee’s allowable work hours.
- c. All changes to an employee’s work schedule must be approved, in advanced by the Service Director, to include notification of the Service Director or their designee, for all call-outs, shift/hour(s) swaps, shift/hour(s) give-away, vacation time, personal time and any leave of absence.
- d. The Service shift changes occur at 0800 and 1800 or as delineated by the Service Director.
- e. The Service schedule will be published, at least seven (7) days prior to the start of the work schedule.
- f. The length of the service work schedule shall be defined by the Service Director and shall be subject to change at their discretion.

4.2 Time-Sheets


- a. Time sheets shall be filled out at the end of each shift worked.
- b. Time sheets shall be reflective of actual hours worked.
- c. Time sheets shall be signed by the employee.
- d. All variances to the schedule shall be documented on the time sheet.
- e. Time sheets are to be turned in by Sunday morning at 10:00.
- f. The service may utilize addition methods to accurately document an employee’s start and end time for hours worked.

4.3 Payroll Rules

- a. Employees shall only be paid for actual time worked, except for full time employees who utilize Sick Time, Vacation Time, Compensatory Time, Holiday Pay or Personal Time.
- b. Employees must document an explanation for any variations from the original schedule on their time sheet.

4.4 Holiday Pay

- a. The service shall recognize the following holidays as it pertains to Holiday Pay:
 - i. New Years

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- ii. Civil Rights Day
 - iii. President’s Day
 - iv. Memorial Day
 - v. Independence Day
 - vi. Labor Day
 - vii. Columbus Day
 - viii. Veteran’s Day
 - ix. Thanksgiving
 - x. Day After Thanksgiving
 - xi. Christmas
- b. Covered Hours:
- i. Covered Hours for a Holiday shall be considered between the hours of 00:00 (midnight) to 23:59 on the calendar day of the holiday.
- c. Full Time Employee Holiday Pay
- i. Full Time employees who are not on shift or otherwise working in anyway, will be paid a total of eight hours of holiday pay at their normal hourly rate.
 - ii. Full Time employees who work a covered holiday, shall be paid a total of two times their normal hourly rate for each hour worked during the Covered Hours as defined in section 4.b of this policy.
- b. Part Time and Per Diem Employees
- i. Part Time and Per Diem Employees shall be paid two-times their normal hourly rate for each hour worked during the Covered Holiday as defined in Section 4.b of this policy.

4.5 Over Time

- a. Any employee who works more than forty (40) hours in a pay week shall be paid one-and-a-half (1 ½) times their normal hourly rate for all time worked over forty (40) hours for that pay week.
- b. Only actual hours worked shall be used to qualify an employee for overtime pay and only actual hours worked shall be used to calculate overtime pay.
- c. **Exclusions permissible by law may exist.**

4.6 Employee Pay for Time in Court and other Legal Mandates

- a. **Employees shall be entitled to compensation for court time when they are subpoenaed for a court case involving a Tri-Town EMS call the employee was on.**
 - i. **Employees shall receive a minimum of two (2) hours of pay for court time.**


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b. **Jury Duty**

- i. Only full time employees shall be eligible for compensation when on performing Jury Duty.
- ii. Employees shall be compensate when Jury Duty occurs during their normally schedule work time.
- iii. Employee compensation for Jury Duty shall be sufficient to ensure the employee’s weekly pay is not altered. Employees will be paid for their normally scheduled shifts that are missed as a result of Jury Duty.
- c. Employees shall provide the Service Director with a copy of the subpoena or other applicable documentation.
- d. Employees shall be entitled to compensation for time with an attorney when legally obligated to do so and when appropriated documentation is provided to the Service Director.
- e. Employees shall be entitled to compensation for time with the service’s attorney when the employee is required to do so.
- f. Compensation described in this sections shall be at the employee’s normal hourly rate and the hours used to calculate the employee’s compensation shall not but factored in determining overtime pay.
- g. If the Employee receives payment from the court or an attorney, the employee shall reimburse the town for amount of the payment.
- h. The service shall not compensation the employee if the employee’s primary employer is not Tri-Town EMS AND the employee’s primary employer does not alter the employee’s pay for the time they are in court or with a lawyer.
- i. Employees shall not be compensated for any time associated with legal action that was initiated by the employee against the service.

4.7 Longevity Incentive


- a. The Tri-Town EMS Board of Directors may award longevity incentives to those full-time employees who have devoted years of service to the Service.
- b. If awarded, the longevity incentive shall be awarded on a one-time, lump sum basis for the anniversary dates and in the amounts listed below.
- c. The amount of the longevity bonus will not be added to the employee’s base pay.
- d. The longevity incentive shall be paid in the payroll that includes the employee’s applicable anniversary date of hire.

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YEARS OF TOTAL SERVICE	LONGEVITY AWARD
5 years of continuous service	\$100.00
10 years of continuous service	\$200.00
15 years of continuous service	\$300.00
20 years of continuous service	\$400.00
25 years of continuous service	\$500.00

4.8 Separation from Employment

- a. Employees who decide to resign from employment with the Service should notify the Director in writing at least two weeks in advance of their department date.
- b. Failure to provide the Service with two weeks notice may result in ineligibility of certain benefits.
- c. All employees who terminate their employment will be asked to participate in an exit interview as determined by the Tri-Town EMS Board of Directors. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback on ways in which the Service can improve operations and retention of employees.
- d. The Service, by recommendation of the Service Director and by authorization of the Tri-Town EMS Board of Directors, reserves the right to make any resignation effective immediately and will decide if the separation from employment is to be considered a resignation or a termination.
- e. Full Employees who resign their position and provide the Service with a notification within the provisions of this policy and section, shall be entitled to receive payment for their Vacation Time.
- f. Employees who resign their position and the Tri-Town EMS Board of Directors decides to make their resignation effective immediately, shall be paid for their hours worked and shall be paid in accordance with NH RSA 275:44 (employee shall be paid within 72 hours of the decision to end the Board’s meeting)
- g. Employees who resign their position, and their resignation is not made effective immediate by the Tri-Town EMS Board of Directors shall receive pay for their hours at the next normal date for pay. Reference NH RSA 275:43
- h. Employees who are terminated by the Service shall receive compensation for their hours within 72 hours of the Board’s decision. Reference NH RSA 275:44

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Section 5.0: Procedures


- a. All requests to change an employee’s schedule shall be submitted to the Service Director for approval.
- b. Time sheets shall be filled out by each employee, at the conclusion of each shift so that the actual hours worked are accurately documented.
 - i. Change of hours shall be documented on the employee’s time sheet.
 - ii. Employees who pick-up shifts shall document the pick-up on their time sheet.
 - iii. Holiday pay shall be documented on the employee’s time sheet.
 - iv. Falsifying a time sheet shall be punishable by, up to and including, termination.
- c. Signed time sheets shall be turned in to the Service Director or their designee, by 1000 on the Sunday following the conclusion of a pay period.
- d. The Director or their designee shall review each time sheet to ensure it is consistent with the schedule.
 - i. Failure to submit an accurate time sheet, unscheduled hours, unauthorized swaps or give away, and other documented discrepancies shall subject the employee to disciplinary action, up to and including termination.
- e. The Director or their designee shall complete all required forms to submit the Service’s payroll to the Town of Pembroke.

Section 6.0: 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.

Section 7.0: Signatures

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

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Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				

REFERENCES:

1. New Hampshire RSA 275:43, “(Payment of Wages) Weekly”
2. New Hampshire RSA 275:44, “Employees Separated From Payroll Before Pay Days”
3. Commission on Accreditation of Ambulance Services (CAAS) standard 106.02.01, “Compensation Rules”