| | **Policies & Procedures** |
| | **Tri-Town Emergency Medical Service** |

| | *Title:* **PAYROLL PROCEDURES** |
| *Policy No.* TBD | *Original Adoption Date* | *Revision – No. & Dates* | *Page No.* Page **1** of **5** |

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.

Section 4.0: Policy

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 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's 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 Director and shall be subject to change at the discretion of the Director.

	Policies & Procedures
	Tri-Town Emergency Medical Service

	Title: **PAYROLL PROCEDURES**

Policy No.	*Original Adoption Date*	*Revision – No. & Dates*	*Page No.*
TBD			Page **2** of **5**

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.

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, or Personal Time.
b. Shift changes which occur at times other than the Service's official shift change times as stated in section 4.1.d, are negotiated between employees and must be approved by the Service's Director. On-coming employees shall not be considered on the clock until the off-going employee is clocked out unless given express permission to do so by the Service's Director or supervisor ?.
c. Employees must documented any the 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
  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.
   iii. Full Time employees who are forced or mandated into work, shall be paid two-and-a-half times their normal hourly rate for each hour worked during the Covered Holiday 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.

c. Exempt Employees
   i.   Shall routinely be given the day off without affecting the employee's vacation days, sick days or personal days.
   ii. Exempt Employees who are required to work, shall be allowed to take off the equivalent amount of time worked during the Covered Holiday at the discretion of the Service Director and/or the Service's Board of Directors. Time off must occur in the same calendar year as the Holiday or within three months of the Holiday, whichever period is longer.

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. A full time employee may opt to accrue Compensatory Time in lieu of being paid for the time worked. Compensatory Time shall be accrued at one-and-a-half (1 ½) times the amount of time worked over 40 hours in a pay week.
   a.   Compensatory Time must be used within the calendar year.
   b.   Use of Compensatory Time must be pre-approved by the Service's Director.
   c.   Accruing of Compensatory Time must be pre-arranged with the Service's Director prior to the overtime being accrued.

	Policies & Procedures
	Tri-Town Emergency Medical Service
Title:	**PAYROLL PROCEDURES**

Policy No. TBD	*Original Adoption Date*	*Revision – No. & Dates*	*Page No.* Page **4** of **5**

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 documented.
    i. Call-outs, swaps, and give-away 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's 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
Policy Prepared By: Christopher Gamache	Service Director		
Policy Reviewed & Approved by: Shaun Mulholland David Jodoin	Chairman		

Harold Paulson			
Dana Pendergast			
Veronica "Paige" Lorenz			
Robert "Bob" Bourque			
Stephanie Locke			

Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	**Date**
Original Adoption				
Amendment				
Amendment				
Amendment				