

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Pay Plan
Effective: October 1, 2004
Reviewed: September 2006, December 2012
Revision: 4
Pages: 2

I. PURPOSE:

To provide guidelines for shift differential and FTO pay for EMS field employees.

II. GUIDELINE:

1. Shift differentials

- a. Shift differential is designed as an incentive for non-exempt EMS employees part-time and PRN employees designated to work system status and all non twenty-four hour night shifts. It is paid in addition to the base rate of pay. Shift differentials are paid when employees are on sick or annual leave and were scheduled to work a shift where the shift differential would have been paid if the employee would have worked.
- b. The system status management shift differential will be paid to part-time and PRN employees scheduled to work under the system status management plan, for the entire shift and until the employee has been released from duty. Employees scheduled for twenty-four hour shifts on Fixed Station Units shall be paid the system status management shift differential for the hours they spend in the system status plan. To be considered in the system status plan the Fixed Station Unit must either be posted at a location other than their regularly assigned post location or respond to a call from a post other than their regularly assigned post location. Employees are responsible for recording the hours worked in the system status plan on their time sheet. Full-time employees who are regularly assigned to non-Fixed Station Units are not eligible for the system status management shift differential and should not record it on their time sheet, as it is combined in their base pay rate.
- c. The high plus differential for working night shifts is only paid to EMT, Paramedic and Controller positions. Non-Fixed Station Unit shifts that begin in the evening and lasts until the next morning or any hours worked after 8 pm as determined by EMS administration will be eligible for the high plus differential. Special events are not eligible for the high plus differentials. Off-duty transports are eligible for high plus after 20:00 hours.

Example:

- i. The 1800 – 0600, 1900 – 0700 & 2000 – 0800 shifts are paid high plus for

all 12 hours worked.

- ii. The 0900 - 2100 shift is paid high plus from 2000 – 2100 or 1 hour
- iii. The 1500 – 0300 shift is paid high plus from 2000 – 0300 or 7 hours

2. Field Training Officer Special Pay

- a. Paramedics and EMTs who serve as Field Training Officers (FTO) will be paid FTO pay in addition to their base pay. It will be paid when the FTO is attending official work related training or event when the time spent at the training is in place of the FTO's regularly scheduled shift.

3. Timesheets

- a. It is the responsibility of each employee to accurately record the number of hours worked with in each shift differential and special pay on their timesheets.
- b. Must be completed in accordance with SOG 140.00