

LEON COUNTY E.M.S.
Standard Operating Guideline

Title: Special Services Pay
Effective: July 31, 2006
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Revision: 3
Pages: 2

I. PURPOSE:

To provide guidelines for employees signing up for and receiving Special Services Pay.

II. GUIDELINE:

Personnel that sign up for Special Services Pay for Out of Town Transports will only be on call for that purpose. They will not be on call for regularly scheduled shifts and cannot work a regularly scheduled shift without the approval from a Captain. Personnel that sign up for Special Services Pay (SSP) must abide by specific rules and procedures.

III. PROCEDURES:

- Employees shall utilize TeleStaff to sign up for Special Services Pay/Transport call.
- Employees must be available to respond to EMS headquarters and arrive at EMS HQ within 60 minutes.
- Employees must be available for the entire 12 hour shift unless previously agreed upon with the shift Captain of the day.
- The employee cannot be impaired in any way with medication or alcohol during their on call time. The employee must show up in the allotted time with a uniform and any other items needed to complete the shift assignment. The employee cannot turn down any transport due to the location, partner, type of patient, or amount of time spent on the transport.
- Employees may not be on call for more than 24 hours at a time without an intervening period of rest.
- Employees are given an appropriate lunch break for each transport depending on the length of the transport; however transport to each location should be accomplished within acceptable time limits.

- If an employee is called in for a transport and the transport is cancelled, the employee will be paid for a minimum of two (2) hours.
- Employees will be paid \$15 for each 12 hour shift on call and paid for each hour actually worked when called in. Each employee will be paid straight or overtime pay based on their actual hours worked. Each employee will be responsible for placing hours worked and call pay on his/her own time sheet.
- A minimum of one Paramedic must be on call for each shift. Second person can be an EMT or Paramedic. Additionally, one designated Critical Care Paramedic (CCP) may also be on-call for specialized critical care transports for each shift.
- The employee must take any transport that comes in during their on call time, even when the transport is close to the end of their call time. A CCP that is on critical care transport call will only be utilized for a specialized critical care transport based on criteria set forth by the medical director. If circumstances warrant, a third crew member may be assigned for selected transports.
- All normal protocols and procedures apply for out of town transports. For specialized critical care transports, the medical director has issued specialized protocols for use by designated Critical Care Paramedics.
- All employees taking a transport must check with dispatch prior to making patient contact to determine special equipment, special treatments, and billing procedures.
- All employees that take a transport must be familiar with the transport destination prior to departure. Computer based routing instructions and maps should be provided to all personnel not familiar with the transport destination. GPS mapping devices are also available for check-out from logistics.
- Any time a patient condition changes while en-route, protocol should be followed and a decision based on the best outcome for the patient should be made by the Paramedic on board. The crew should be familiar with hospitals along the route to the transport destination in case they need to divert to a hospital to stabilize a patient condition.
- The on-duty supervisor has at his or her discretion the ability to send an in service unit on an emergency transport immediately and allow the on call crew to fill in in Leon County. This should only occur when a transport must be sent out immediately.
- Failure to comply with the guidelines for Special Services Pay will result in possible removal from consideration for Special Services Pay in the future.