



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Time & Leave Documentation	SOG #: 2.13
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Status: ACTIVE	Written: 04/08/2004
Written by: Hollye B. Carpenter	Revised: 01/14/2015
Approved by: Hollye B. Carpenter	Adopted: 06/07/2013

PURPOSE

To outline the responsibilities of the employee regarding the documentation of time worked and the use of leave

SCOPE

All department employees

CONTENT

Leave Requests

- Utilizing the EMS Manager, requests for days off for the next six (6) week schedule must be submitted to the Director by the end of the fourth (4th) week of the current schedule. Requests will be considered on a first come, first serve basis. Leave will be granted based on available staffing. Generally requests for time off on a scheduled meeting date or during a holiday week will not be approved.
- Any Compensatory Time will be used first, then Annual Leave as needed. Compensatory Time shall not accumulate and shall be used according to Northampton County Personnel Policy and Procedures. The Director reserves the right to schedule Compensatory Time off for an employee as staffing allows.
- Schedules for the next month will be made available before the end of the fifth (5th) week of current schedule.

Educational Leave

- Educational Leave will be awarded on an individual basis as staffing allows. Requests need to be made in writing to the Director for consideration.

Unscheduled Leave

- The NCEMS Duty Supervisor shall be verbally notified, no less than one-hour prior to the scheduled shift. No call-outs shall be made between the hours of 2200 and 0500 hours. Verbal contact shall be attempted in this order and proceed down if contact is not able to be made:
 - Call NCEMS Duty Supervisor phone (695-0180);
 - Call NCEMS Office (678-0411);
 - Call NCEMS Administrator (EMS Battalion Chief or EMS Director/Chief) on call per the schedule;



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- Call NCEMS Administrator (EMS Battalion Chief or EMS Director/Chief) not on call per the schedule;
 - Call the EMS Captain for your shift.
- If a scheduled employee has not reported to work by 5 minutes after the report time, it is the responsibility of the other scheduled employee to notify the NCEMS Duty Supervisor via telephone, ASAP.
 - Any employee absent, due to illness or injury, for 36 hours or more of scheduled work time must have a physician complete a signed "Medical Release Form". It is the employee's responsibility to choose a physician, preferably one specializing in the area of illness or injury, and to make any necessary payments for service to such physician.
 - If a physician releases the employee and concern still exists regarding the employee's ability to return to full duty, the EMS Director/Chief or designee may request the employee be examined by our department physician at the department's expense. The employee will be placed on administrative leave until an appointment can be scheduled. Should the department physician deem the employee unfit for full duty, further action will be determined by the County Administrator or the EMS Director/Chief.

Award of Compensatory Time or Overtime Pay

- Full-time employees shall be awarded compensatory time or overtime pay, at the rate of time and one-half, for any time worked greater than 40 hours per week. The week, as denoted on the schedule and time sheet, runs from Sunday through Saturday. With the exception of calls running longer than the scheduled duty time, all additional hours worked for compensatory time or overtime, must be approved by the Director.
- Compensatory Time or overtime will not be awarded for weeks in which an employee has scheduled or unscheduled time off. Hours shall be documented as time worked and subtracted from other leave taken.
- Part-time employees will be awarded over-time pay for time worked greater than 40 per week.

Holiday Pay & Special Leave

- Full-time and part-time employees will receive compensation at the rate of time and one-half, for working NCEMS designated holidays. A yearly list of holidays is available from the EMS Director/Chief.
- Full-time employees will receive 12 hours leave for each NCEMS designated holiday.



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Time Sheets

- All employees must submit time sheets to the Director by 12 noon on the Monday following payday. Paychecks will be issued per county policy. Any hours worked over the regular shifts, as documented on the time sheet, must be supported using the "Extra Hours Report".
- A yearly payday schedule is available on EMScharts or from the EMS Director/Chief.
- Employees not submitting time sheets by the dates indicated above may not receive a paycheck on payday.

County Office Closures

- All EMS employees are considered essential employees and are required to report to work on normal work schedules, even when County offices are closed.
- For inclement weather, additional compensation for all hours worked during closure shall be granted at one and one-half times their hourly rate (overtime pay or compensatory time) for all NCEMS employees required to work.
- Should County offices be closed for reasons other than inclement weather, additional compensation will be at the discretion of the County Administrator and/or EMS Director/Chief.