
NORTHSTAR EMS PROCEDURE

NUMBER: 5.18

SUBJECT: COMPENSATION PROGRAMS

EFF. DATE: 4/24/2005

REVIEWED: 3/9/2006

MODIFIED: 3/9/06

Purpose:

To clearly outline the various compensation elements that comprise wages for NorthStar EMS staff.

Procedure:

PRN Bonus

Purpose: To recognize the effort of PRN staff to fill more of the available clinical hours in a given department or departments and to provide an incentive when the hours needing coverage may be more difficult to fill, such as weekend, holiday, or those that are off shift.

Levels and criteria: All levels may participate. Work hours are “clinical” hours only. Non-clinical hours such as those used for education, orientation, staff meetings, etc, do not apply towards meeting minimum requirements, nor is PRN Bonus paid on these hours. Earned time or vacation hours, if any, do not apply.

Compensation: PRNs able to meet all job requirements and work a minimum of **48** hours over a specific, pre-determined six (6) week period, and such worked hours must have included at least **16** hours of weekend, 2/3rd shift, or holiday time, the employee is paid a bonus of **20%** of all “clinical” hourly wages paid over that **6 week** period. The bonus is paid based on actual base rate wages paid which may have included overtime, shift or weekend differentials. **NOTE:** Up to 24 of the 48 hours and all of the 16 “off shift” hours may be “on call” hours. However, the bonus will be paid only on actual hours worked.

Bonus payment will be made upon completion of the PRN bonus sheet by the staff member and signed by the department manager indicating the successful completion of a particular level’s requirements.

On-Call Pay

Purpose: To assure availability of staff to fill crews when the on-base staff is busy.

Levels and criteria: All levels may participate. On-call hours do not apply to overtime.

Compensation: Paramedic’s scheduled on-call hours are paid at **\$3.85** per hour. EMT-Bs and -Is scheduled on-call hours are paid at **\$3.00** per hour (as are all on-call staff at FMH).

During the time when an on-call employee is required to crew an ambulance or fill in for an on-base crew person during their on-call scheduled time, in lieu of on-call pay, their compensation is to be equal **1.5 times** to their regular hourly wage (shift differential may be paid in addition). In addition, when on paid on-call time, the employee may add **actual travel time** to and from the base (**up to a maximum of ½ hour**).

When not scheduled but called in, employees receive normal rate of pay (adjusted for overtime or shift differential as applicable) for actual hours worked plus reasonable **actual travel time up to one (1) hour**. In this situation, the employee will be paid for a minimum of 1-1/2 hour.

Transfer Compensation

Purpose: to compensate individuals for taking transports while not otherwise on call or on duty.

Levels and criteria: All levels may participate. Transfer compensation is in lieu of any other compensation.

Compensation: Individuals may elect to come in to do a transfer while they are not otherwise scheduled. If so, they are to be paid their **normal wages** (including appropriate shift differential and at overtime if exceeding 40 hours in the week) plus **actual travel time** to get to the base **up to 1 hour** for transportation.

Shift Differential

Purpose: to provide incentives for staff to work other than normal daytime hours

Levels and criteria: All levels may participate. Does not apply to on-call hours, training/crew meeting hours, or transfer compensation

Compensation: An employee's normal hourly wages paid during the working hours of 3pm and 11pm (**2nd shift**) will be increased by **10%** (minimum \$1, maximum \$2). An employee's normal hourly wages paid during the working hours of 11pm and 7am (**3rd shift**) will be increased by **20%** (minimum \$2.10, maximum \$4).

Base wages for work during **weekend** hours (between 11pm Friday and 11pm Sunday) are increased **10%**.

Base wages for work during **Holidays** (between 11pm on the Eve and 11pm of the holiday) are increased **20%**. Holidays include New Years, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas.

Such percentages are based on base wages and can be in addition to increases for overtime.

Overtime

Purpose: to fairly compensate staff who work more than 40 hours/week

Levels and criteria: All levels may participate. On-call hours and earned time hours do not count toward overtime in a week.

Compensation: An employee's normal hourly wages paid for any working hours exceeding 40 in a week will be increased by **50%** ("time and a half").

Example: An employee working overtime on a weekend holiday 3rd shift would see wages for that period double (50%+10%+20%+20%=100% increase).

Office Manager Compensation

Purpose: To recognize the additional responsibilities of the office manager at the base. This is generally limited to the Northern Tier because there is not an onsite Supervisor in these bases.

Levels and criteria: One individual at the base may be designated by the Supervisor as the Office Manager to handle the administrative details at the base.

Compensation: Office Manager receives an additional **\$.50 per hour** as a stipend (not included for overtime, shift differential). This increase is only in effect while the individual is the office manager for that base.

Base Scheduler Compensation

Purpose: To recognize the additional responsibilities of the base scheduler.

Levels and criteria: One individual at the base may be designated by the Supervisor as the scheduler for the base to assure that all ambulances are properly and appropriately staffed for all shifts.

Compensation: Scheduler receives an additional **\$.50 per hour** as a stipend (not included for overtime, shift differential). This increase is only in effect while the individual is scheduler for that base.

System Wide Duty Compensation

Purpose: To recognize the additional responsibilities of individuals who manage NorthStar-wide programs.

Levels and criteria: Individuals heading up the NorthStar Bike Team, NorthStar Newsletter, NorthStar CQI Program and NorthStar Training/Recertification Program are eligible. If more than one individual serves in any of these capacities, the stipend will be split between the individuals.

Compensation: The system leader above receives a **\$.50 per hour** stipend (not included for overtime, shift differential). This stipend is only in effect while the individual serves in that capacity.

Promotion Increases for Licensure Level

Purpose: To recognize the experience within FMH/NorthStar when individuals achieve a higher level of licensure (EMT-B to EMT-I to EMT-P).

Levels and criteria: All levels (Driver, EMT-B, I, P) may participate.

Compensation: When a higher level of licensure is achieved, pay will increase as follows (but to not less than the minimum of the new grade level):

If the employee is currently below midpoint of the current grade [modified 3/9/06 retro to 9/2005]:

From Driver/First Responder (Grade 3) to EMT B (Grade 5): Increase of **7.0%**

From B (Grade 5) to I (Grade 9): Increase of **14.5%**

From I (Grade 9) to P (Grade 18): Increase of **35.7%**

Training and Crew Meeting Compensation

Purpose: to compensate individuals while training and for attending staff meetings

Levels and criteria: All levels may participate. Training compensation is in lieu of any other compensation.

Compensation: Individuals may be requested to attend certain training courses and crew meetings as determined by NorthStar while they are not otherwise scheduled. When requested by NorthStar, staff will be paid **normal wages** for training periods and **up to 2 hours** for crew/staff meetings.

Courses and training offered by NorthStar or FMH or outside organizations but not required or requested will not be compensated time.

NorthStar staff trainers may be used and will be paid normal wages (including overtime if over 40 hours incurred in week) if the trainer/training is set up, scheduled and approved by the NorthStar Training Coordinator and the Supervisor of the Base holding the training.

EMS PRN Program Bonus Worksheet

Name: _____
 (please print)

This covers period: _____ **to** _____
 Date Date

	Date	Unit	Hours worked		Date	Unit	Hours worked
1.				21.			
2.				22.			
3.				23.			
4.				24.			
5.				25.			
6.				26.			
7.				27.			
8.				28.			
9.				29.			
10.				30.			
11.				31.			
12.				32.			
13.				33.			
14.				34.			
15.				35.			
16.				36.			
17.				37.			
18.				38.			
19.				39.			
20.				40.			
		Total				Total	

Staff Signature: _____

Manager Signature: _____

- | | |
|---|------------|
| 1. 48 hours/6weeks | Yes |
| 2. 16 hours off shift, or holiday, or weekend | Yes |

(NorthStar Procedure #5.18)