

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 105: Personnel Policies
Subject 105.02: Paramedic Premium Bonus for Part-Time Employees and Part-Paid Volunteers
Supersedes: Directive 105.02 dated 1/1/03



Approved By:

Date December 1, 2005

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PURPOSE:

To establish minimum requirements and explain the methodology utilized to fairly and consistently calculate the paramedic premium bonus for part-time employees and part-paid volunteers.

RESPONSIBILITY:

All employees should be familiar with the Paramedic Premium Bonus program. Part-time and part-paid volunteers are directly impacted by this procedure. Therefore, they must know and understand the minimum requirements for receiving the bonus and understand how this bonus is calculated.

PROCEDURES:

The minimum criteria for eligibility to receive the paramedic premium bonus are as follows:

- Personnel must have an average attendance of seventy-five percent (75%) on departmental training as certification(s) apply. Firefighter/Paramedics must average 75% attendance in both firefighter and paramedic training sessions. The attendance average is calculated with the data available as of the last day of November each year.
- Part-Paid Volunteer Paramedics must be assigned to a nighttime crew. Part-Paid Volunteer Paramedics not assigned to a nighttime crew must either substitute or run back-up calls on a regular basis.
- Personnel taking a General Leave of Absence, as defined in the Washington Township Personnel Policies and Procedures Manual, are not eligible for the paramedic premium bonus during the calendar year in which the leave is taken in whole or in part.
- Newly certified paramedics are eligible for the paramedic premium bonus in the first calendar year following the year in which their certification is filed with Washington Township. Probationary paramedic personnel become eligible for the paramedic premium bonus in the first calendar year following the year in which their probationary period ends.
- In-House Paramedics must **sign-up** for the minimum number of work hours pursuant to the Part Time In House policy. Should the January through November average fall below the required minimums, personnel will receive a prorated paramedic premium bonus for those months in which they were actually **signed-up** for the minimum hours.* Personnel may not always be **scheduled** for all of the hours for which they **signed-up**, therefore, **all scheduled hours must actually be worked to qualify for the paramedic premium bonus.**

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- Personnel receiving a written reprimand or suspension during January through November are ineligible for the paramedic premium bonus for that calendar year. Should a written reprimand or suspension be received in December, personnel are ineligible for the paramedic premium bonus for the following year.
- No partial or prorated paramedic premium bonus will be paid to personnel who have resigned or who were otherwise terminated.

***Example of Prorating Formula**

Hourly Rate Times 50 Hours = Dollar Amount \$9.88 Times 50 = \$494.00

Dollar Amount Divided By 12 = Monthly Rate \$494.00 Divided By 12 = \$41.17

Monthly Rate Times Number of Months = Prorated Amount \$41.17 Times 9 = \$370.53