

**ADDITIONAL BASE PERSONNEL POLICIES
FOR THE OFFICE OF
MARSHALL COUNTY EMERGENCY MEDICAL SERVICES OF
MARSHALL COUNTY, TENNESSEE**

1. WORKWEEK

All employees will be paid an hourly wage that covers all hours worked up to forty (40) during each workweek. The workweek will begin at 12:00 am on Sunday and end at 11:59 pm Saturday.

2. OVERTIME/COMPENSATORY TIME

All employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours worked in excess of forty (40) hours during the work week. No overtime or compensatory time will be earned until the employee has worked on the job over forty (40) hours during the work period, with approval of the employee's supervisor.

A. Overtime Rate: Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular pay. For salaried employees, the employee's annual salary divided by fifty-two (52) weeks determines the weekly salary. The weekly salary is then divided by the number of hours in a normal workweek to determine the regular rate of pay. The overtime rate for both hourly and salaried employees applies only to those hours worked over forty (40) hours a week. For salaried employees, no additional compensation will be paid for hours worked over forty (40). For hourly rate employees, the overtime rate will apply only to hours worked over forty (40) and the regular rate will apply to hours worked under forty (40).

B. Compensatory Time: Employees who are required to work in excess of forty (40) hours per week may receive compensatory time off in lieu of overtime pay. Compensatory time shall be earned at the rate of one and one-half hours for each hour of employment worked over forty (40) hours per week. Any employee who elects to receive overtime payment in lieu of compensatory time must have approval from their supervisor prior to working overtime. The use of compensatory time is subject to approval by the employer. Such approval will not be denied unless undue disruption to the office or department will occur. Request for compensatory time shall be in writing, and in advance to taking the compensatory time.

3. RECORDS

Employees shall work set schedules as established by the Director and Assistant Director. Each employee shall sign a schedule showing that particular employee's work schedule. For any duty the employee varies from the established work schedule, the employee has the duty to file with the Director a signed overtime sheet, which shall show the exact hours worked for overtime or call in. Employees requesting time off should do so thru employee access in Skyward Software after submission of a paper leave request and approval by the shift captain. Time off requests are entered and submitted by the employee to their supervisor for approval.

SICK LEAVE

1. **EARNING AND ACCUMULATING SICK DAYS**: Sick leave shall be considered a benefit and privilege but not a right. For 24/48 shift sick leave is earned at the rate of twelve (12) hours per month, (6 hours per pay period), (6 twenty-four hour shifts per year). For eight (8) and (12) twelve hour shift sick leave is earned at the rate of eight (8) hours per month, (4 hours per pay period); with the balance of unused sick leave being rolled over year after year. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, however, in the event of retirement or separation (when the employee is vested) all unused sick leave shall be credited toward service credit with retirement. If an employee is in a paid status for one-half of the month or more, he or she will be credited with six (6) hours of sick leave for the month for 24/48 shift and four (4) hours of sick leave for the month for the eight (8) or twelve (12) hour shift. Otherwise, the employee will not accrue any time for the month.

2. USE OF SICK LEAVE: An employee may use sick leave allowance for absence due to his or her own illness or injury or any immediate family member. For the purpose of sick leave, immediate family shall be defined as spouse, parent, children, and legal dependents per FMLA standards (refer to the base policy).

3. DOCUMENTATION OF SICK LEAVE: Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave for three (3) or more consecutive days, more than five (5) days during any three (3) consecutive months or the day of, before or after a holiday will be required to furnish a certification from a physician stating that the employee has been incapacitated from work for the period of absence, and that the employee is again physically able to perform his or her duties.

4. EXHAUSTION OF SICK LEAVE: Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or compensatory time remaining. The employee may request that additional sick leave be credited against the remaining vacation or compensatory time.

5. Compensation of sick leave will be at regular rate of pay.

VACATION TIME

A. QUALIFICATIONS FOR VACATION TIME: Full time employees (those who work 35 or more hours per week and 1820 hours per year) shall earn paid vacation at the rate provided in the schedule below. Employees shall begin accruing vacation time as of the date of his/her employment date. However, an employee is not eligible to use or receive compensation for vacation time until the employee has completed twelve months of continuous service at which time vacation time will be available as listed below. Part-time employees do not qualify for vacation leave.

B. ACCUMULATION OF VACATION TIME:

24/48 Shift

6 months-	72 hours
1 - 5 years of service	44 hours
5 - 10 years of service	68 hours
10+ years of service	92 hours

8 and 12 Hour Shift

6 months -	40 hours
1 – 4 years of service	80 hours
5+ years of service	120 hours

C. USE OF VACATION TIME: Vacation leave may be used only at time approved in advance by the Director. Employee must sign "Time Off Request Sheet" to request vacation leave. Time off is not guaranteed until approved by shift captain. Vacation requests will be honored if at all possible. If two or more employees request vacation for the same period of time, it will be the employer's decision if this will create a hardship upon the department. If it is determined that it is not possible for both employees to be on vacation at the same time, the request for vacation time will be honored at the discretion of the Director. No employee may give or loan vacation time to another employee.

D. COMPENSATION OF VACATION TIME: EMS personnel will be compensated vacation time taken on their regularly scheduled days as if they were present. Vacation time that is not used will be compensated at regular rate of pay at the end of their anniversary year for those EMS personnel who are required to be replaced on their shift.

MISCELLANEOUS LEAVES

HOLIDAY PAY: 24/48 employees shall receive twelve (12) hours of regular pay for each Holiday. However, it cannot be used to accrue overtime for that pay period. It is twelve (12) hours straight time. Eight (8) and twelve (12) hour employees shall have holidays off with pay, unless requested to work. Employee will receive eight (8) hours of pay at straight time.

BIRTHDAY PAY: Eight (8) and twelve (12) hour employees shall have their birthday off with pay; and 24/48 shift employees will receive sixteen (16) hours of regular pay. However, it cannot be used to accrue overtime for that pay period. It is sixteen (16) hours at regular rate of pay.

PERSONAL DAY: Personal leave days are provided for regular full-time employees. The employee will receive one (1) personal day per five (5) continuous years of employment and personal days will increase one day with each additional five (5) years of continuous service. The number of each employee's personal days is to be calculated from their hire date. Personal leave days will be forfeited if not used. They do not carry forward to the next fiscal year. Employees will not be paid for unused personal leave. For 24/48 employees twenty-four (24) hours will be compensated as if they were present if taken on their regularly scheduled days, and one day (eight 8 hours) for the eight and 12 hour shift.

BEREAVEMENT LEAVE: In the event of death in the employee's immediate family, the eight and twelve hour shift employee will be given three (3) working days paid leave which will not be charged to vacation leave. For 24/48 hour shift employees, two (2) 24 hour days will be given and compensated as if they were present as to not affect their regularly set regular and overtime hours for the pay period. Immediate family shall be defined as spouse, parent, stepparent, children, step-children, brothers and sisters, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.