

**Appleton MN / Appleton Ambulance Service**  
**EMS STANDARD OPERATING PROCEDURES**  
**Patient Care Guidelines**

**GENERAL ADMINISTRATIVE GUIDELINES**

**Guideline Number - 1080.00** rev. 10/25/16

**Timesheet Guidelines**

**Call Time**

1. There will be two EMTs on call for AAS at all times. There are two rates for call time: weekday call, and weekend call.
2. Weekday call time is from 7a Monday to 7p Friday.
3. Weekend call time is from 7p Friday to 7a Monday.
4. If backup is needed by the on call crew, backup is paid at the appropriate call time, and listed as call time on the timesheet.
5. Holiday call time is paid at weekend call rate. A holiday consists of the 24-hr time period starting at 7a on the day of the holiday. Holiday call time will be paid for New Year's Day (Jan. 1), Martin Luther King's birthday (3<sup>rd</sup> Monday in January), Good Friday, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day (State Veteran's Day), Thanksgiving, and Christmas Day. In addition, Christmas Eve and New Year's Eve will be considered holiday time.

**Run time**

1. Run time is paid at the EMT's rate based on their years of experience with any ambulance service. Service with another ambulance service will be verified in writing.
2. When on a call, EMTs will be paid their run time rate in addition to their call time. Call time will continue for EMTs on a run until the run is over, even if it goes beyond the EMT's scheduled call time for that shift.
3. Third person on a run will be paid run time only (no call time).
4. Under normal circumstances, only three EMTs may be paid for a run or a transfer.
5. Run time shall be a minimum of 1 hr.
6. All run times and transfer times shall be rounded up to the nearest one-half hour.
7. Rig check, inventory, and cleanup will be paid at run time only (no call time, unless you are on call).

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**Timesheet Guidelines (continued)**

**Transfer time**

1. Transfer time starts when EMTs are contacted by the hospital with notification of the transfer (within one hour of the transfer start). Backup time starts at the same time.

2. When on a transfer, EMTs will be paid their transfer time rate in addition to their call time. Call time will continue for EMTs on the transfer until the transfer is over, even if it goes beyond the EMT's scheduled call time for that shift.

3. Third person on a transfer will be paid transfer time only (no call time). Third person on a transfer must be necessary as deemed by the senior EMT on call.

**Standby time**

1. Standby events will be scheduled by contacting the administrator.

2. Standby time shall be paid at the EMT's run time plus call time.

3. Standby time is paid for county fair events, sports events, and events where our assistance is not immediately required but standby is requested.

**New EMT scheduling**

1. EMTs who are new to the service may be placed on the schedule as third person after approval of the administrator. New EMTs may then contact the scheduling assistant to be placed on the schedule. When scheduled, new EMTs are expected to respond to calls.

2. New EMTs will be allowed to take call as second person after completing at least three calls as third person, and after receiving approval from the administrator. The number of calls can be waived at the discretion of the administrator.

3. While on call as third person, a new EMT will be paid for runs, transfers, and standbys, but will not be paid for call time.

**Pay Scales:** Pay scale shall be as per the Pay Scale sheet, which will be renewed each year.

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**Timesheet Guidelines (continued)**

**Assistant pay scale:** Ambulance assistants shall be paid an hourly rate when working on their assistant duties per the AAS pay scale. Assistants pay shall be capped at one hour per month for training assistant, two hours per month for scheduling/billing assistant, eight hours per month for run report assistant, and four hours per month for supply and rig check assistant.

**Scheduling**

1. At first round of ambulance meeting scheduling, each EMT may take a maximum of 16 shifts. If shifts are available after ambulance meeting scheduling, EMTs are invited to fill in with as many shifts as wanted.

2. Prior to meeting night, each EMT may notify scheduling officer of requests for up to 12 shifts (which includes pre-scheduled weekend shifts), without going through the normal scheduling process. Pre-scheduling preference will be on a first-come first-serve basis. Requests will be taken until 24 hours before the regular ambulance meeting. These shifts will count toward the EMT's maximum of 16 shifts. Holiday shifts scheduled at the beginning of the year will not count toward the EMT's 12 shift requests. If a holiday shift becomes available due to a member's retirement, pre-scheduling that shift will count toward the EMT's 12 shift requests.

3. When scheduling, preference for each shift will be as follows:

- 1) members at the meeting will have first choice,
- 2) then full shifts (taking all 12 hours of a 12-hour shift),
- 3) then members with most seniority with AAS,
- 4) then those who have turned in hours but are not in attendance.

4. Stand-by events are scheduled at the regular meeting, and are assigned after the call schedule has been filled. Preference for stand-by events is the same as for scheduling.

5. First responders (EMRs) who are members of the service may pre-schedule 4 shifts prior to the regular ambulance meeting. They may also pre-schedule 4 shifts as third person. During ambulance meeting scheduling EMRs may schedule a maximum of 12 shifts (including all pre-scheduled shifts).