

## Catawba County Emergency Medical Services

### Hourly Employees (Reserve Employees)

This SOG addresses policies related to hourly employees.

- Hourly staff members must work a minimum of seventy-two (72) hours during each quarter and shall not work more than 250 hours each quarter. This is in addition to any continuing education, meetings, etc... Quarters will be January 1<sup>st</sup> through March 31<sup>st</sup>, April 1<sup>st</sup> - June 30<sup>th</sup>, July 1<sup>st</sup> – September 30<sup>th</sup>, and October 1<sup>st</sup> – December 31<sup>st</sup>.
  - If at the end of any quarter, the employee has not worked a minimum of 72 hours, he or she will be subject to disciplinary action up to and including termination.
  - Exceptions will be handled on a case-by-case basis and must have the approval of the EMS Manager.
- Hourly employees may not work more than 1000 hours in any 12 month period. It is the employee's responsibility to monitor and track time worked in order not to exceed this amount. Employees who reach the 1000 hour threshold in any given 12 month period will be barred from working until they have fallen below the 1000 hour threshold for the prior 12 month period.
- When an hourly employee has a scheduling conflict after accepting a shift it will be that employee's responsibility to provide coverage for that shift. Exceptions for illness and emergencies may be made. The employee must inform the on-duty Shift Supervisor of the change in coverage at the earliest opportunity.
- Generally hourly employees may not work on a transport unit with another hourly employee.
  - Exceptions
    - Out of town transports may be staffed with two hourly employees.
    - In emergency situations, the Crew Chiefs and Supervisor on duty have the authority to suspend this policy, only until other arrangements can be made.
- Hourly employees may request a leave of duty for a period not to exceed six months.
  - The hourly employee is responsible for ensuring submission of timesheets during this time period and ensuring that he/she completes all mandatory training prior to the end of the six months and prior to returning to duty.