

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Time Sheets
Policy: 118.00
Purpose: To provide procedures for completing bi-weekly time sheets.

Policy:

Time sheets must be completed by the Thursday at 0800 preceding payday to allow the Branch Commanders adequate time to collect and deliver them to the EOC.

Time sheets will be prepared on all personnel except for salaried positions.

Time sheets will be prepared utilizing the Excel spreadsheet program and placed in the station binders. No others will be accepted, without approval of the Branch Commander.

At the end of each pay period, the Branch Commanders and a Section Commander will check for accuracy and any necessary adjustments will be made.

The Branch Commanders or a Section Commander will sign all time sheets for personnel under his/her direct supervision. Explanations for leave, overtime, swap time, etc. must be included on the time sheet.

On-call

Employees need to document on-call days on their time cards.

- On-call days on a week day receive 1 hour of OT
- On-call days on a weekend or holiday receive 2 hours of OT

Special Teams Pay

Members of designated special teams will be paid \$25 per week for each week they are involved in team training or activities of a special team.

The maximum allowable pay for special teams in any one week is \$25.

Field Training Officer (FTO) and Alternate Branch or Section Commander Stipend

FTO's will be paid \$25 per week for each week they serve in the capacity of the Field Training program for at least 12 hours.

Employees who are required to fill in for absent Branch Commanders or Section Commanders for less than 30 days will be paid \$25 per week for each week they serve in the capacity of Alternate Branch or Section Commander for at least 12 hours.

Hours worked in the same week as a FTO and Alternate Shift Commander may be combined to reach 12 hours.

The maximum allowable pay for FTO and/or Alternate Branch or Section Commander duties in any one week is \$25.

Branch Commanders are not eligible for the FTO stipend. The maximum allowable EMS special pay for an employee in any one week is \$50.

***** Falsification or failure to submit time sheets will likely result in disciplinary action up to and including termination.**

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Accountability and Compliance:

1. It is the employee's responsibility to see that his/her time sheet is completed. If no time sheet is turned in by the required time, the full-time employee will only receive pay for base hours. Relief employees will not receive a check until the next pay period.
2. Field Training Officers, alternate Branch Commanders, and Special Team members are responsible for tracking their Special Teams Paid hours. Hours need to be documented on time sheets when the field training and/or special event took place.

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