



# PRINCE GEORGE FIRE AND EMS

**Section: Administrative**

**Page: 1 of 2**

**Section No: 1.9**

**Date: July 1, 2013**

**Title: Volunteer EMS Incentive Program**

**Authorized By:**

**I. Purpose:**

To offer an incentive program that encourages EMS volunteers to provide ambulance staffing and increase the availability of units in the system.

**II. Procedure:**

- A. All cleared Attendant-In-Charge ALS or BLS providers and/or drivers with current CPR certification staffing ambulances are eligible for participation. Providers who are precepting are not eligible for the incentive until they have successfully completed the program.
- B. Shifts will be scheduled in advance. The provider will need to notify the staffing officer via e-mail of their availability no later than Thursday at 1700 hours, prior to the following work week which is effective at 0700 hours on Monday.
  - a. The exception to this requirement would be in those situations where last minute staffing is needed (i.e., someone either calls in or goes home sick) to benefit the system. That need shall be approved by the Director or on-duty Shift Supervisor.
- C. Standard shifts will be from:
  - a. 0700 to 1300
  - b. 1300 to 1900
  - c. 1900 to 0100
  - d. 0100 to 0700
- D. Alternate shifts in six hour increments (i.e. 0900-1500, 1700-2300) will be allowed when scheduled in advance according to Section II, paragraph B in this procedure.
- E. A provider is eligible to work as many shifts as they are available however, a minimum of an 8-hour break must be taken after a consecutive 48-hour shift.
- F. Shifts will be created as needed by the agency. The Director reserves the right to suspend or modify the program at any time dependent on the needs of the system.

- 
- ☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
  - ☐ This is a new page



# PRINCE GEORGE FIRE AND EMS

**Section: Administrative**

**Page: 2 of 2**

**Section No: 1.9**

**Date: July 1, 2013**

**Title: Volunteer EMS Incentive Program**

**Authorized By:**

- G. For every (6) hour shift worked, the provider will be eligible for (1) \$5.00 VISA gift card. No partial shift credit will be granted and partial shifts cannot be combined.
- H. If the provider is unable to meet their obligation, they will be required to notify the staffing officer at least (8) hours prior to the shift starting.
  - a. Providers more than 15 minutes late three times, unexcused, in a 90-day period, will be suspended from the program for 90 days.
  - b. Providers who "no-show" for their shift on the first offense will be suspended from the program for 30 days. A second offense will be suspension from the program for 90 days. A third offense in a calendar year will be grounds for permanent suspension from the program.
- I. Providers will be required to notify the on duty shift supervisor when they arrive for their shift. EMS transport units will mark on/off duty with communications to ensure adequate resource staffing and appropriate deployment.
- J. Providers will be required to submit a Volunteer EMS Incentive Program Voucher (see attached) documenting the time worked. The form shall be approved by an officer confirming time worked. Once Administration receives the voucher and the time worked is validated against the electronic staffing system, payment will be processed.
- K. Forms shall be submitted to Fire & EMS Administration by end-of-business on the 5<sup>th</sup> of each month. Cards will be available for receipt from Fire & EMS Administration beginning on the 15<sup>th</sup> of each month. Providers will need to personally sign for their card(s) and no card(s) will be distributed on the behalf of others.
- L. According to the Internal Revenue Service (IRS) guidelines, earnings of over \$600.00 annually by any provider will be reported as income earned and is subject to taxes.
- M. Proven activities of fraudulence in the program will be grounds for exclusion from the program and could possibly lead to disciplinary action.

- 
- ☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
  - ☐ This is a new page