

Richland County Handbook – Addendum to the Richland County Handbook of Personnel Policies and Work Rules.

Outline of proposed changes

1. Page 7; Section - licensure; second paragraph

- Current language – *“Fulfillment of all continuing education requirements are the responsibility of each EMT/AEMT.”*
- Proposed language – *“Fulfillment of all continuing education requirements are the responsibility of each EMR/EMT/AEMT.”*

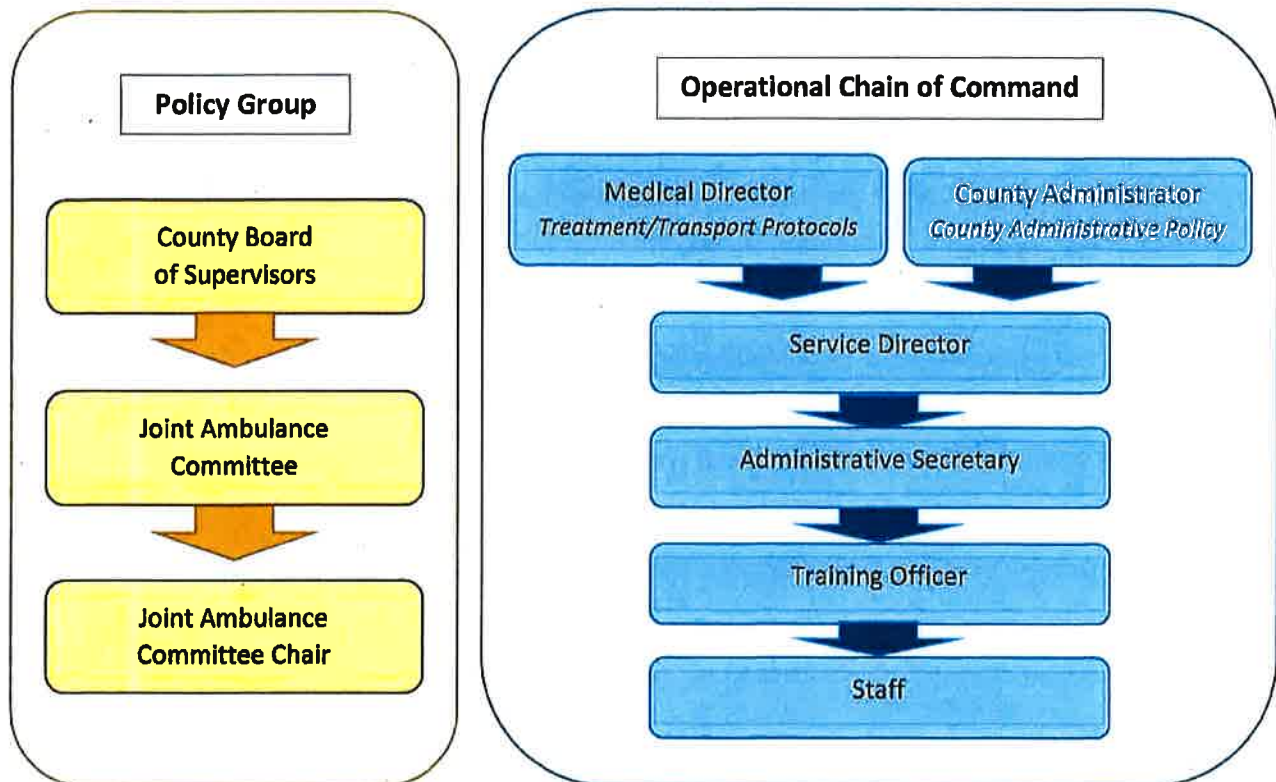
2. Page 7; Section - licensure; third paragraph

- Current language – *“Each member is required, at minimum, to complete a refresher course every two years and the assigned monthly modules.”*
- Proposed language – *“Each member is required, at minimum, to complete a refresher course every three years and any assigned monthly training activities.”*

3. Page 8; Section – Chain of Command; second paragraph

- Current language Chain of Command:
 - *Members ► EMS Administrative Secretary ► Richland County Ambulance Service Director ► Joint Ambulance Committee Chair ► Joint Ambulance Committee ► Richland County Board of Supervisors*
 - *Advisory Roles:*
 - *Medical Director*
 - *State of Wisconsin EMS Bureau Chief*
 - *State Medical Director*
 - *Southwest Technical College Staff*

- Proposed language – Advisory roles would remain the same except for moving the Medical Director under operational chain of command.



4. Page 8; Section - Operation Hours; paragraph A.

- Current language – *"The office hours of the Richland County Ambulance Service are 8:30am through 4:30pm, Monday through Friday, except holidays as set forth by the Richland County Board."*
- Proposed language – *"The office hours of the Richland County Ambulance Service are 8:00 am through 5:00 pm, Monday through Friday, except holidays as set forth by the Richland County Board."*

5. Page 9; Section – Orientation and Probation; paragraph A

- Current language – *“Unlicensed New Members: Probation for paid on-call members begins with a 90-day ride-along period. During this time, the potential member will be expected to sign up for the expected 48-hour commitment. However, the member will not provide any care to the patient. The primary role of this phase is for observation. Also during this 90-day ride-along period, the new member will be put through an eight week orientation program. This orientation program will look at the State and local EMS operations and programs; CPR and OSHA Bloodborne Pathogen training; overview of equipment use such as cot, stair-chair, and primary equipment bags; legal/ethical issues; and other essential topics as deemed appropriate by the Service Director. During the second 90 days, the probationary member will be given additional tools and training in preparation for the EMT class. Each new member who successfully completes the initial 90-day ride-along period shall be considered a squad member and may be sponsored for the EMT class with a signed contract for two years of service upon obtaining his/her EMT license. This is under the discretion of the Service Director and the new member will be granted sponsorship 6 weeks prior to EMT class being offered.”*
- Proposed language – *“Unlicensed New Members: Probation period for paid on-call members is 6 months and begins after they have completed a minimum of 5 ride-alongs and the background check process is complete. The orientation program will consist of the probation member being assigned to a senior member and together they will look at the State and local EMS operations and programs; CPR and OSHA Blood borne Pathogen training; overview of equipment used such as cot, stair-chair, and primary equipment bags; legal/ethical issues; and other essential topics as deemed appropriate by the Service Director. During the probation period, the unlicensed probationary member will be given additional tools and training in preparation for the EMT class. However, the member will not provide any care to the patient during this period due to lack of licensure. Successful completion of the probationary period should include the probationary member completing field training and being signed up for an EMT 1 Course. At*

the completion of the 6-month probation period, they shall be considered a squad member and may be provided financial assistance for the EMT 1 class with a signed contract for two years of service upon obtaining his/her EMT license."

6. Page 13; Section – Ambulance Reports; paragraph 1.

- Current language – *"All patient care reports must be accurately completed in a timeframe consistent with the State Administrative Code 110.34. Every effort shall be made to have the report completed and faxed to the receiving hospital within three (3) hours of the call. All reports must be completed within 24 hours."*
- Proposed language – *"All patient care reports must be accurately completed in a timeframe consistent with the State Administrative Code 110.34."*

7. Page 13; Section – Pay; paragraph paid on-call personnel.

- Current language *"Paid On-Call personnel are paid once a month following the Audit Committee meeting at an hourly rate set forth by the county. The pay scale is as follows: Drivers \$15 (was \$10) per call hour; EMTs \$20 (was \$13) per call hour. Hourly on-call rate is as follows: Primary Crew Monday 8am to Friday 8pm \$1.50 an hour. Friday 8pm to Monday 8am and Holidays \$3.00 per hour. Backup crew pay is \$1.25 an hour regardless of whether it is weekday, weekend, or holiday."*
- Proposed language – *"Paid On-Call Personnel: During a call response, the per-call base rate is: Drivers \$15; EMR/EMT/AEMT \$20. For calls lasting more than 1hour 15minutes, personnel will receive additional pay for the additional time. At 1hour 15minutes, personnel will receive an additional 50% of their respective base rate. At 1hour 45minutes, personnel will receive an additional 100% of their respective base rate. Example: If a call is paged out at 8:00am and is completed at 9:15am, personnel would receive 1.5 times the base rate, so \$30 for an EMT. If a call is paged out at 8:00am and is completed at 10:45am, personnel would receive 3 times the base rate, so \$60 for an EMT."*

8. Page 16 & 17; Section – Availability; entire section.

- Current language – “Availability must be turned in by the 15th of each month for the upcoming month. When entering availability, members are asked to use all three choices (unavailable, available and preferred) when selecting availability. This will give clear indication as to when members are available, what days/times are preferred and the days members are not available. Members must submit a minimum of 48 hours availability each month. If a member does not turn his or her availability in on time, there will be no guarantee the member will get his or her preferred shifts. On the 15th of each month the Service Director or his or her designee will begin to schedule, at minimum, the preferred time submitted up to the 48 hours. The Service Director reserves the right to schedule more than the 48 hours based on coverage needs and the time that was submitted by the member. Prior to the 20th of each month, the Service Director will send out a message indicating that the scheduling of availability is complete and members will be allowed to sign up for additional call time for the next month. AEMTs and higher should refrain from signing up in the driver slot when there are already 2 AEMTs on. ALL members, which includes probationary members, trainees, ride-alongs, drivers and licensed paid on-call personnel, who are not enrolled in school must have 48 hours of call time completed by the end of the month. Members who are enrolled into an accredited college are required to have completed 24 hours of call by the end of the month.”
- Proposed language – “ALL paid on call providers are expected to submit a minimum of 48 hours of schedule availability by the 15th to be scheduled for the next month. If a member does not turn in availability by the 15th, there will be no guarantee the member will get his or her preferred shifts and may be subject to discipline if they consistently fail to provide 48 hours of schedule availability. ALL paid on-call providers, who are not enrolled in school must have 48 hours of call time completed by the end of the month. Members who are enrolled into an accredited college are required to have completed 36 hours of call by the end of the month.

Those who have been granted medical leave or personal leave will not be penalized. Upon their return to regular status, they will then be required to sign up for the expected amount of time.

The Service Director reserves the right to schedule the provider on either the primary or back up schedule based on coverage needs and overall member availability.”

9. Page 17; Section – 48-hour rule; entire section

- Current language – *“Each crew member is expected to sign up for 48 hours of call each month on primary. Those squad members who are finishing high school or enrolled into college are expected to sign up for 24 hours on primary. Failure to comply will result in the following:*

- First offense in a calendar year – Letter placed in file.*

- Second offense in a calendar year – Second letter placed in file.*

- Third offense in a calendar year – Member will be placed on probation period and may be required to pay towards continuing education and refreshers.*

- Fourth offense in a calendar year – Potential termination of membership.*

- Those who have been granted medical leave or personal leave will not be penalized. Upon their return to regular status, they will then be required to sign up for the expected amount of time.”*

- Proposed language – **REMOVE this section entirely as it is addressed in the previous update to scheduling.**

10. Page 19; Section – Process for Disciplining, Suspending or Dismissing a Service Member; paragraph A-E.

- Current language –

- *“A. The Service Director shall discuss and document in a timely manner all problems relating to the service member’s job performance with them. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Service Director shall give the affected service member written notice of the nature of the problem.*

- *B. If the service member fails, in the opinion of the Service Director, to correct the problem giving rise to the above notice within the allowed time period, the Service Director shall present the issue to the Finance and Personnel Committee for advice and consultation. The Service Director and the Finance and Personnel Committee will discuss what, if any, job action is to be taken relative to a service member. The Service Director has the authority to take disciplinary action up to three (3) days suspension without pay provided the Service Director has notified the Finance and Personnel Committee of the decision.*
- *C. The above steps in the process of disciplining a service member serve only as a guide and can be bypassed in certain situations as determined by the Service Director and/or Finance and Personnel Committee.*
- *D. The Service Director shall not have the authority to terminate a non-probationary service member. All terminations must be presented to the Finance and Personnel Committee for review and final approval. Prior to the termination, the Finance and Personnel Committee shall ensure that the affected service member is given written notice that termination has been proposed and the reasons provided. The service member shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Finance and Personnel Committee's meeting when such termination is to take place. Nothing in this section shall prevent the Finance and Personnel Committee from suspending the service member without pay pending the meeting referenced therein.*
- *E. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should a service member decide to file a grievance. For additional information, see the "Richland County Handbook of Personnel Policies and Work Rules".*

➤ Proposed language –

- *"A. The Service Director shall discuss and document in a timely manner all problems relating to the service member's job performance with them. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Service Director shall give the affected service member written notice of the nature of the problem.*
- *B. If the service member fails to correct the problem giving rise to the above notice within the allowed time period, the Service Director shall present the issue to the County Administrator or Medical Director in cases of violation of a medical protocol for advice and consultation. The Service Director and the County Administrator and/or Medical Director will discuss what, if any, action is to be taken relative to a service member.*
- *C. All members are subject to rules and guidance found in Richland County's **"Formal Complaint and Mismanagement Policy"** and the **"Richland County Handbook of Personnel Policies and Work Rules"**."*

11. Page 26; Section – Grievances; entire line.

- Current language – Grievances See "Richland County Handbook of Personnel Policies and Work Rules"
- Proposed language – Grievances See "Richland County's Formal Complaint and Mismanagement Policy"

Once approved and formatted the TOC, or table of contents, will be updated to reflect the correct page numbers.