

EMT / PARAMEDICS

## OCCUPATIONAL SERIES 0640

BIWEEKLY SCHEDULES 96, 112, 120 AND 144

**INTERIM PROCEDURES - PENDING IMPLEMENTATION OF SCR X5614  
AUTOMATE PROCESSING OF EMERGENCY MEDICAL TECHNICIANS**

Emergency Medical Technicians (EMTs) with Occupational Series of 0640 and Standby Premium and schedules of 96, 112, 120 and 144 should NOT be paid as a firefighter (e.g., employee type code 'G' or 'F'). The EMT's do not meet the requirements of Title 5 Subpart M (type 'G') or section 7K of FLSA (type 'F').

The following steps apply to EMT/Paramedics with 96/120 or 112 or 144 hour schedules. No special handling is required for EMT/Paramedics that are really scheduled to work an 80-hour tour.

**1. NEW HIRE/EMPLOYEE UPDATE ON-LINE & PERSONNEL INTERFACE:**

- a) EMPLOYEE TYPE CODE 'S': These employees receive Standby Annual premium. The interface will set the 'S', if the correct premium indicator (N,P,S,T,U,V) is passed. Otherwise, the interface will set the employee type code to 'U' and you will need to call CCPO (to correct the premium indicator) and then use the on-line Employee Update program to correct the employee type code and change the premium from AUO to Standby. For on-line processing, the Employee Type Code of 'S' and Standby Premium will need to be entered.

**NOTE:** Do NOT use employee type codes of 'F' or 'G'. Incorrect salary payments would result.

**2. SCHEDULE RECORD:**

- a) Some employees work 24 on/48 hours off and have a three pay period rotational schedule of 120, 120 and 96 hours.

- b) Other employees work 6/24 shifts for a total of 144 hours biweekly (rotational schedule is not known).

**NOTE:** Do Not establish schedules of 112, 120 or 144. Salary overpayments would result.

- c) For employee type 'S', an '80' biweekly tour (full-time) is the maximum number of hours that can be entered. That leaves two choices: a) AWS '0' -with 10/8 hour days b) AWS '5' - Maxiflex will permit up to 24 hours a day, up to a total of 80 hours biweekly. F9, to

accept tour, will not be valid, 100% T&A entry is required.

**NOTE:** Payroll should obtain copies of actual schedule(s) for these EMT's.

**3. TIME & ATTENDANCE:** Entry into DCPS must correspond to the schedule record established. Any entry that exceeds 80 hours biweekly will be rejected.

a) For employees that work 120, 120 & 96:

	ACTUAL SCHEDULE and T&A	..T&A BASED ON. SCHEDULE OPTIONS	
		'A'	'B'
SUN:	RG 24	----	RG 16
MON:		RG 8	----
TUE:		RG 8	----
WED:	RG 24	RG 8	RG 16
THU:		RG 8	----
FRI:		RG 8	-----
SAT:	RG 24	----	RG 16
SUN:		----	----
MON:		RG 8	----
TUE:	RG 24	RG 8	RG 16
WED:		RG 8	----
THU:		RG 8	----
FRI:	RG 24	RG 8	RG 16
SAT:		----	----
.	.	.	.
TOT:	120	80	80

	ACTUAL SCHEDULE and T&A	..T&A BASED ON. SCHEDULE OPTIONS	
		'A'	'B'
SUN:		----	----
MON:		RG 8	----
TUE:	RG 24	RG 8	RG 20
WED:		RG 8	----
THU:		RG 8	----
FRI:	RG 24	RG 8	RG 20
SAT:		----	----
SUN:		----	----
MON:	RG 24	RG 8	RG 20
TUE:		RG 8	----
WED:		RG 8	----
THU:	RG 24	RG 8	RG 20
FRI:		RG 8	----
SAT:		----	----
.	.	.	.
TOT:	96	80	80

b) For employees that work 144:

	ACTUAL	..T&A BASED ON.	
	SCHEDULE and T&A	'A'	'B'
SUN:	RG 24	----	RG 14
MON:		RG 8	----
TUE:	RG 24	RG 8	RG 14
WED:		RG 8	----
THU:	RG 24	RG 8	RG 14
FRI:		RG 8	----
SAT:	RG 24	----	RG 14
SUN:		----	----
MON:	RG 24	RG 8	RG 14
TUE:		RG 8	----
WED:	RG 24	RG 8	RG 10
THU:		RG 8	----
FRI:		RG 8	
SAT:		----	----
<hr/>			
TOT:	144	80	80

Using option 'B' would permit the correct days to be identified.

**NOTE:** Payroll technician needs to obtain a copy of the actual time cards/attendance forms for all periods that these procedures apply.

**4. LEAVE:**

a) As employee type code 'S', the employees will not accrue leave at an accelerated rate. Using the hard copy schedules and time cards, manual leave records will be required.

MAXIMUM ANNUAL LEAVE CARRYOVER HOURS:

112 HR = 336 (240 X 56 = 13440/40 = 336) (96/120/120)  
 120 HR = 360 (240 X 60 = 14400/40 = 360)  
 144 HR = 432 (240 X 72 = 17280/40 = 432)

LEAVE ACCRUAL FORMULAS

SICK LEAVE FORMULAS:

Work Schedule	Normal Accrual	Accrual Last PP
112 - HOUR (96/120/120)	5.6	5.6
120 - HOUR	6.0	6.0
144 - HOUR	7.2	7.2

ANNUAL LEAVE FORMULAS:

Work Schedule	Category	Normal Accrual	Accrual Last PP
112 - HOUR (96/120/120)	1	5.6	5.6

	2	8.4	14.0
	3	11.2	11.2
120 - HOUR	1	6.0	6.0
	2	9.0	15.0
	3	12.0	12.0
144 - HOUR	1	7.2	7.2
	2	10.8	18.0
	3	14.4	14.4

b) For the EMT's that have the the biweekly tour that rotates every three pay periods (120,120,96), it has been determined that they should accrue leave based on 112 hours a pay period (average of the three combined). It is recommended that you do the same...

c) You will need to monitor leave usage for employees with low annual/sick leave balances (e.g., less than 80 hours). As an Employee Type 'S', only the standard accruals will be applied.

## 5. PAY CALCULATION:

a) For employees whose FLSA status is non-exempt, overtime will be determined on a weekly basis with hours in excess of 40 in a week. The FLSA ½ time rate will be calculated for those paid hours greater than 40 and equal to or less than the weekly scheduled hours. Manual calculations will need to be done and paid as overtime ('OZ' type code) through the Manual Pay Adjustment program.

### EXAMPLE:

Week 1            SCHEDULED TOUR            =    48  
 SUP HRLY RATE = 13.41 x 40 HOURS = 536.40  
 PREM HRLY RATE = 1.34 x 40 HOURS = 53.60

BASE PAY = 590.00/48 REG HRS = 12.29  
 12.29 x 1/2 = 6.15 FLSA OT RATE

FLSA OT HOURS 48 - 40 = 8  
 8 x 6.15 FLSA OT RATE = 49.20

Week 2            SCHEDULED TOUR            =    72  
 SUP HRLY RATE = 13.41 x 40 HOURS = 536.40  
 PREM HRLY RATE = 1.34 x 40 HOURS = 53.60

BASE PAY = 590.00/72 REG HRS = 8.19  
 8.19 x 1/2 = 4.09 FLSA OT RATE

FLSA OT HOURS 72 - 40 = 32  
 32 x 4.09 FLSA OT RATE = 130.88

TOTAL FLSA OT PAID FOR THE PAY PERIOD = 180.08

If unscheduled overtime is reported through T&A, then that will need to be taken in consideration in the total FLSA overtime entitlement that you manually calculate. Then the amount automatically paid by the system as overtime will need to be subtracted from the amount that you manually calculate to determine the actual adjustment you will need to make through the Manual Pay Adjustment program.

EXAMPLE:

Week 1            SCHEDULED TOUR            =    48  
 SUP HRLY RATE = 13.41 x 40 HOURS = 536.40  
 PREM HRLY RATE = 1.34 x 40 HOURS = 53.60

BASE PAY = 590.00/48 REG HRS = 12.29  
 12.29 x 1/2 = 6.15 FLSA OT RATE  
 FLSA OT HOURS 48 - 40 = 8  
 8 x 6.15 FLSA OT RATE = 49.20

Week 2            SCHEDULED TOUR            =    72  
                          OVERTIME HOURS            =    16  
 SUP HRLY RATE = 13.41 x 40 HOURS = 536.40  
 PREM HRLY RATE = 1.34 x 40 HOURS = 53.60

BASE PAY = 590.00/72 REG HRS = 8.19 STRAIGHT RATE  
 8.19 x 16 OVERTIME HOURS = 131.04  
 8.19 x 1/2 = 4.10 FLSA OT RATE  
 4.10 x 48 = 196.80

STRAIGHT RATE FOR OT HRS 8.19 x 16 = 131.04  
 FLSA OT HOURS 88 - 40 = 48  
 48 x 4.10 FLSA OT RATE = 196.80

TOTAL FLSA OT PAID (WK 1 & WK 2) = 377.04

- b) If the EMT is on LWOP during the week, a manual recalculation per week of regular pay may need to be done and an adjustment to regular money (RA) may need to be input through the Manual Pay Adjustment program.

EXAMPLE: Employee scheduled 72 hours in the week and was on LWOP for 12 of those hours.

BASE PAY:

Hourly rate from Sup X 40 hours =  
 Weekly base pay  
 Weekly base pay / scheduled weekly hours =  
 Reduced hourly rate of base pay  
 Reduced hourly rate X LWOP hours =  
 Base pay LWOP amount  
 Weekly base pay - LWOP amount =  
 Regular pay for the week

PREMIUM PAY:

Hourly rate of premium pay X 40 hours =  
 Weekly premium pay  
 Weekly premium pay / scheduled weekly hours =  
 Reduced hourly rate of premium pay

Reduced premium hourly rate X LWOP hours =  
Premium LWOP amount  
Weekly premium pay - LWOP amount =  
Premium pay for the week

Check what DCPS has paid systematically and process adjustments for the differences through the Manual Pay Adjustment program.

- c) A manual record of pay received or copies of the Pay History Inquiry screens for each pay period should be maintained or obtained when the system has been changed.
  - d) Keep in mind, manual adjustments are not recognized by the automated retro process.
5. Further instructions on what needs to be done when SCR X5614 is implemented, which will automate the T&A, leave and pay process for EMTs in DCPS, will be provided prior to implementation. Also additional instructions will be provided in the Payroll Office Advisory (POA).
6. Retroactive transactions effective prior to the implementation date of SCR X5614 will still need to be monitored and manual adjustments may need to be done.

The decision to try to adjust the pay and/or leave on a biweekly basis must be made by the payroll offices, in co-ordination with the employing activity/employees.

If you do adjust the pay and/or leave, keep in mind:

- a) A retro for any reason will undo the leave records.
- b) Automated retro will not recognize your manual pay adjustments.

**NOTE:** For employee's hired as Firefighters (EMT) with an occupational series 0081 and working 144 tours, employee type code 'G' is valid.