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**TITLE** Overtime / Rate of Pay Policy  
**POLICY NO:** 2014-021

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**POLICY STATEMENT:**

It is the intent of Superior EMS to compensate our staff or sub-contractors working authorized shifts based on our pay grids. Superior EMS may require employees or sub-contractors to work overtime during busy times in order to ensure that specific projects, products or assignments are completed on time. Superior EMS is committed to providing employees and sub-contractors with appropriate compensation for overtime hours worked, in accordance with the law.

**SCOPE:**

All Staff, sub-contractors, and Volunteers

**POLICY:**

**Rate of Pay**

1. Superior EMS staff and sub-contractors are compensated based on the following grid:

Position	Rate of Pay	Overtime Rate
Emergency Medical Responder	\$17.50/HR	\$26.52/HR
Paramedic / RN	\$29.50/HR	\$44.25/HR
Rescue Technician	\$17.50/HR	\$26.52/HR
First Aid/CPR Instructor	See below	N/A

2. Shift Supervisors will receive a rate increase of \$2.50/hour

3. Instructors delivering Superior EMS programming to the public through company courses will be compensated based on the following grid:

Course	Rate of Pay	Max No. of Hrs.
Emergency First Aid with CPR	\$20.00/hr	6.5
Standard First Aid with CPR	\$22.50/hr	13
CPR Level C	\$22.50/hr	4



CPR Level C for HCP	\$22.50/hr	6
CPR Re-Certs	\$22.50/hr	1.5

\*\*Instructors are to utilize the course payment request and must submit for actual hours, not the max hours unless the full time has been delivered. This will be monitored.

### Overtime Policy

1. For standard shifts, overtime rates will apply after the 12<sup>th</sup> hour of the shift has been completed at a rate of time and one half.
2. For salary specific events overtime will be applied to hours worked 45 minutes past the scheduled end time and will be paid out at straight time per the pay grade under standard events.

### Payment Policy

1. Superior EMS crews are considered independent contractors, and will be paid the full amount per hour, without deductions. It is the responsibility of the individual to make claim of their income on their income tax statements accordingly.

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<b>Date of Approval:</b>	18 January 2018
<b>Original Date:</b>	6 April 2013
<b>Date to be Reviewed:</b>	18 January 2020
<b>Authority:</b>	Chief of EMS Operations

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