

TO: Mayor and City Council

FROM: Tim Malchow, EMS Chief

SUBJECT: Unscheduled Part-time Employee Wages

DATE: November 6, 2019

BACKGROUND

The last time the City Council approved an hourly wage increase for our unscheduled part-time ambulance employees was March 19, 2009. On January 15, 2019, the City Council approved an increase in call pay. This increase has been well received and the employees who do more do appreciate the added incentive they receive.

On October 22, 2019, the personnel committee was favorable to the proposed wage increase for our ambulance personnel. Ultimately, the proposal was to adopt the city's wage scale.

Emergency Medical Responder:

We have no one employed at this level currently. The proposed rate would be 12% less than grade 1 and would follow the same steps as the other pay grades.

Emergency Medical Technician:

Would be at pay grade 1.

Advance Medical Technician:

Would be at pay grade 3.

Paramedic:

Would be at pay grade 5.

Probationary Status:

All probationary employees will start at \$2.00 an hour below Step 1 of the applicable pay grade.

For probationary employees to move to step 1, they must have completed the orientation book and maintain their 30 hours a month call time during their probationary period. If they would get the orientation book completed but not the call time, then the employee would have to have three consecutive months of 30 hours of call time to be eligible for the increase.

Level II:

This would be a new position. Level II will be one pay grade above the person's certification. For retention purposes, to go a level II an EMS provider would have to be off of probation, been with the service for at least one year, teach at least one class for the ambulance, assist in one public engagement activity, and have a minimum 360 hours of call in the past year.

Step Increases:

For non-probationary, unscheduled part-time ambulance employees they would have to have 360 hours of call time from December 1 through November 30, attended 60% of the training meetings, and maintain current certifications in ACLS (if applicable), BLS, NREMT certification, Minnesota EMS certification, & a driver's license. From step 1 and beyond, employees would be eligible for step increase at the beginning of the calendar year. The step will take place when there are 7 or more days of the succeeding year in the pay period and the entire pay period will be at the new rate of pay. If 8 or more days of the preceding year are in the pay period, then the entire pay period will be at the preceding year rate of pay.

Hourly wages during holidays would be at 1 ½ times the employee's hourly wage.

REQUESTED COUNCIL ACTION

Request a motion to approve the unscheduled part-time pay scale and it to go into effect on December 30, 2019.