

**CCEMS**  
**OPERATIONS POLICY 100-15**  
**CALL-OFF FOR DUTY & PAYROLL DOCUMENTATION**

**I. PURPOSE**

- 1.1 To assure CCEMS employees report the need to call-off for duty in a consistent manner.
- 1.2 To provide general guidance on the use of sick leave and better define abuse of sick leave.
- 1.3 To define when payroll documentation is required to be completed.

**II. POLICY & PROCEDURE**

- 2.1 CCEMS employees, both Full-time and Part-time, who are calling off for duty must contact the on duty Shift Captain and advise the reason they are calling-off for duty at least one hour prior to the beginning of their shift.
  - 2.1.1 The expectation is that under normal circumstances you will speak directly with a member of CCEMS Administration. If the Shift Captain you call does not answer, leave a message. If you do not receive a return call within 15 minutes, please call them a second time.
    - 2.1.1.1 Shift Captain cell phone 740-294-1554
  - 2.1.2 If the Shift Captain does not answer after the second phone call, please call an Assistant Chief, Director, or another member of administration.
    - 2.1.2.1 Assistant Chief cell phone 740-294-5367 or 740-294-3218
    - 2.1.2.2 Director cell phone 740-294-1557
    - 2.1.2.3 CCEMS Administrative Office 740-622-4294
  - 2.1.3 If you exhaust all options to speak to a supervisor or member of CCEMS Administration, call the on-duty crew at station 2. Note: If you exhaust all options and have to call your co-workers at station 2 to report off work, you are not required to tell them why you will not be at work.
  - 2.1.4 Under normal circumstances, do not notify your supervisor of a call-off through text messaging or email.
  - 2.1.5 The exception would be in an emergency. If you or a member of your family suffers a medical emergency, please attempt to contact CCEMS as soon as possible to let us know.
  - 2.1.6 Within 48 hours of your return to work after you have called-off, you must complete the **“Request for Time Off”** form and submit it to the office. You can do this by personally delivering it to the office or by placing it in the secured run sheet drawer at station 2.
    - 2.1.6.1 This form will require a brief description of any illness. We do not want or need detailed medical information to be documented on this form, but we do need more than a generic “sick”.

- 2.1.7 To be paid for any type of paid time off, the employee must also enter the hours on their time sheet.
- 2.1.8 Failure to fill out the form or document hours on the time sheet may result in the time off not being paid and the employee receiving corrective action.
- 2.2 Employees requesting a shift trade at the last moment to avoid a call-off need to contact the Shift Captain or Administration by phone to get the trade approved.
- 2.3 All Administrative staff will contact the Director in the event they need to call off for duty.
- 2.4 Employees requesting to have sick time approved in advance, whether paid or unpaid, are required to produce documentation from the medical provider that confirms their upcoming procedure or appointment prior to the appointment date.
  - 2.4.1 Sick Leave requests approved in advance will prevent the employee from being forced to work a shift that conflicts with the approved sick leave.
- 2.5 To protect their patients and partners, any employee who calls-off work due to an injury will need to provide a note from their medical provider that states that they can "return to work without restrictions", before they will be returned to the schedule.
- 2.6 Employees who abuse sick leave create a hardship on their co-workers who may be forced to work for them. Abuse of sick leave may create a shortage of EMS resources and put the Community at risk. For these reasons, abuse of sick leave will result in disciplinary action.
- 2.7 Abuse of sick leave would include any patterned use of sick leave, including the following:
  - 2.7.1 Calling-off work on a Holiday, or the day before or day after a Holiday, Personal Day, Comp Day, or Vacation Day could be an abuse of sick leave.
  - 2.7.2 Excessively calling-off work on the same day of the week. For example, an employee calls off work on five (5) of the 17 Saturdays that they are scheduled in a 12-month period could be an abuse of sick leave.
  - 2.7.3 Calling-off work for a shift after having a Vacation Day, Comp Day, Personal Day, or Trade request denied for that shift could be an abuse of sick leave.
  - 2.7.4 An employee who calls-off for a shift in one of the above examples is required to produce a doctor's excuse, failure to do so could result in disciplinary action.
- 2.8 Abuse of sick leave could also include the excessive use of sick leave.
  - 2.8.1 Excessive use of sick leave would include any employee who has more than five (5) call-off occurrences in a 12-month period without a Doctor's excuse.
    - 2.8.1.1 An occurrence can be one shift missed, or can be consecutive shifts as long as the absence is for the same reason and the employee does not work for CCEMS or anywhere else during that time.
    - 2.8.1.2 Any employee who has more than five (5) occurrences in a 12-month period will be required to produce a doctor's excuse for every occurrence in excess of five (5)
  - 2.8.2 Excessive use of sick leave could also include an employee who has completed their probationary period and fails to have enough accumulated sick leave to cover the scheduled hours of work that they did not work.
    - 2.8.2.1 Employees who experience a medical condition of their own or have a family member suffering from a medical condition that will exhaust

their accumulated sick leave and other paid time off must request FMLA leave.

- 2.9 Time sheets must be submitted timely to allow for preparation of each payroll in accordance with banking cut-off dates and times. While the pay period for CCEMS ends on Saturday at 08:00, payroll is often required by the County Auditor on Fridays. Unit day scheduling and Reduction days also complicate time sheet submission. To develop a consistent method of collecting time sheets, we are adopting the following policy.
- 2.9.1 Time sheets are due before leaving your shift on your first day of work following payday Friday.
- 2.9.1.1 For example if we get paid on the Friday before your Reduction week, you would normally be scheduled to work the Saturday following payday Friday and your time sheet is due before going home on Sunday morning.
- 2.9.1.2 For full-time employees, your time sheet will always be due no later than Wednesday morning.
- 2.9.2 Employees are encouraged to submit timesheets via email or fax, that way you have proof of submitting them.
- 2.9.2.1 By email, please send to both the Accounting Clerk and Director.
- 2.9.2.2 By fax, please fax to 740-622-4829.
- 2.9.3 If you prefer to submit a paper time sheet, you must bring it to the office or place it in the run sheet drawer at Station 2 when it is due. Leaving a paper copy in your mailbox or at an outlying station for someone else to bring to the office is not allowed.
- 2.9.4 Any corrections of changes that are required after submitting your time sheet should be emailed to both the Accounting Clerk and Director.
- 2.9.5 If timesheets are late, we will estimate payroll and any shortages will not be made-up until your next payroll check.
- 2.9.6 Any forms or paperwork to request payment for hours away from work remain due within 48 hours of returning to work.
- 2.9.6.1 Failure to submit "Request for Time Off" forms when due can result in a delay in receiving payment for those hours.

Director:

Todd A. Shroyer

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