

**SUBJECT: CIVILIAN TRANSPORT EMPLOYEES**

:1 OBJECTIVE:

Provide Civilian Transport employees with supplemental policy information specific to their position with the City of Orlando. This procedure applies to Civilian Emergency Technicians (EMT) and Civilian Paramedics.

:2 AUTHORITY:

This procedure adopted by City Council February 18, 2019, Item A-4.

:3 DIRECTION:

Human Resources Division Manager through the Chief Administrative Officer (CAO) or his designee.

:4 METHOD OF OPERATION:

A. Exceptions

The following are the Policies and Procedures that are addressed specific to the Civilian EMTs and Civilian Paramedic employees:

Policy 808.4 – Drug Free Workplace

Policy 808.5 Pay Plans – Administration and Maintenance

Policy 808.15 Personal Leave

Policy 808.17 Reimbursement of Educational Expenses

Policy 808.22 Performance Appraisal and Merit Increase Program

Policy 808.24 Holidays

B: Definitions

Civilian EMTs and Civilian Paramedics: Employees assigned to a minimum of a thirty-six (36) hour schedule.

C: Policy

1. Drug Free Workplace

Civilian EMTs and Civilian Paramedic employees follow the Fire Department's applicable policy.

2. Pay Plans - Administration and Maintenance

The entirety of Policy 808.05 applies to the Civilian Transport personnel except for the following:

Longevity Payments - Civilian EMTs and Civilian Paramedic employees follow the same schedule as employees working a 40 hour week.

3. Personal Leave

The entirety of Policy 808.15 applies to the Civilian Transport personnel except for the following:

Civilian EMTs and Civilian Paramedic employees will earn Personal Leave at the same level as employees working a 40 hour week.

4. Reimbursement of Educational Expenses

The entirety of Policy 808.17 applies to the Civilian Transport personnel except for the following:

Civilian EMTs and Civilian Paramedic employees are eligible for the same reimbursement level as employees working a 40 hour work.

5. Performance Appraisal and Merit Increase Program

The entirety of Policy 808.22 applies to the Civilian Transport personnel except for the following:

Civilian EMTs and Civilian Paramedic employees will serve a twelve (12) month probationary period.

6. Holidays

The entirety of Policy 808.24 applies to the Civilian Transport personnel except for the following:

Civilian EMTs and Civilian Paramedic employees assigned a thirty-six (36) to forty (40) hour per week schedule will receive eight (8) hours holiday pay for each observed City holiday that is worked. Employees who do not work a complete assigned shift on the assigned holiday will forfeit holiday pay. If a holiday is observed on a day other than a normally assigned workday, the employee will be paid eight (8) hours' holiday pay.

Floater may not be used in increments of less than a full shift.

:5 COMMITTEE RESPONSIBILITIES:

None.

:6 REFERENCE: This procedure adopted by City Council February 18, 2019, Item A-4.

:7 EFFECTIVE DATE:

This procedure effective February 18, 2019.



