



Name (Print): _____

Degree or Certificate: _____

Name of School: _____

First Day of Class Date: _____

Expected Graduation Date: _____

*****Please remember to email your Enrollment Verification (Courses Registered Sheet or Syllabus) to the Human Resources Generalist for Training & Development**

EMPLOYEE SIGNATURE:

PARAMEDIC INCENTIVE PROGRAM PARTICIPATION AGREEMENT

(Program Applicant)

THIS PARTICPATION AGREEMENT ("Agreement") is entered into as of the date set forth below by and between the Mecklenburg Emergency Medical Services Agency, a North Carolina joint government agency ("Medic"), Medic employee ("Employee")

Name: _____

BACKGROUND

Employee is current employed with MEDIC as a full time emergency medical technician ("EMT"). Employee has **applied for and been accepted as a participant in an accredited North Carolina Paramedic Program provided or approved by Medic ("Program")**. To encourage Employee to successfully complete the Program and thereafter continue employment with Medic as a Paramedic, Medic has agreed to provide financial and/or other incentives to Employee in accordance with the terms of this Agreement.

In consideration of the foregoing, and for other good and valuable consideration, Medic and Employee agree as follows:

Incentives

Subject to the terms and conditions of this Agreement, Medic shall provide the following incentives to Employee for participation in the Program:

Covered Cost (Paramedic School Tuition Reimbursement)

In addition to benefits under Medic's Tuition Reimbursement Program of up to \$750, Medic agrees to extend another sum of Reimbursement of up to \$750. In total the participant is granted up to \$1500 in Reimbursement for tuition, books for classes, or other related course expenses.

Salary Increase

Medic agrees to grant the participant a 5% increase at the start of the Paramedic Program provided all required documentation is submitted accurately and on time. Employees who submit their documentation after school starts will receive their 5% increase once documentation has been processed.

Medic will grant another 5% increase upon the employee's graduation from the program and successful upgrade to Paramedic status. Employees whose current hourly rate is within the Paramedic pay band will not receive this increase but will remain eligible for future salary advancements within the Paramedic progression.

Program Completion Bonus

Medic will pay the Employee a \$1,250 bonus on a one-time basis upon Participant's graduation from the Paramedic Program. The Completion Bonus will be paid according to the bonus payout policy and will be included in the second paycheck of the month following confirmation that Employee has met all applicable conditions for bonus eligibility.

Retention Bonus

Medic will pay the employee a \$1,250 Retention Bonus on a one-time basis upon Employee's completion of: (i) at least one (1) calendar year of employment with Medic following graduation from the Paramedic Program

AND (ii) completion of at least 1,880 hours worked for Medic as a certified and credential Paramedic (Service Obligation Period). For purposes of this paragraph, "hours worked" does not include paid or unpaid time off.

The Retention Bonus will be paid according to the bonus payout policy and will be included in the second paycheck of the month following confirmation that the employee has met all applicable conditions for bonus eligibility.

Voucher Time

Medic will provide Employee with ten (10) vouchers redeemable by Employee for scheduled school related days off from work. The days off are an addition to other paid time off which Employee is entitled to. Except as noted below, each voucher is good for one (1) day off. Vouchers may be used at any time, subject to the following restrictions:

- (i) Vouchers are only valid while Employee is enrolled in Paramedic School. Unused vouchers automatically become invalid when Employee graduates from or leaves their school program for any reason.
- (ii) All days off MUST be scheduled and approved accordance with Medic Policies. Voucher days off will not result in issuance of attendance points.
- (iii) Vouchers cannot be used to take two (2) or more consecutive days off.
- (iv) Only two (2) vouchers may be redeemed per calendar month.
- (v) For peak summer months (July through August), vouchers are good for only ½ day off (2 vouchers = 1 day off).

Eligibility and Conditions

Employee must fulfill the following conditions in order to be eligible for bonus and other payments:

Covered Costs (Paramedic School Tuition Reimbursement and First Salary Increase)

Employee Must:

- (i) The employee must sign and submit all required paperwork
 - i. Packet
 - ii. FERPA form
- (ii) The employee must send documentation verifying they have been fully accepted into the Paramedic Program
- (iii) The employee must submit their current school schedule
- (iv) The employee must submit a new Tuition Reimbursement Form each fiscal year
- (v) The employee must remain enrolled in the Program.

Program Completion Bonus

Employee Must:

- (i) Complete the Program, graduate and receive a diploma.
- (ii) During the Program, continue to fulfill all required duties and obligations as a Medic EMT or other Medic position to which assigned.
- (iii) Inform Employee's supervisor immediately if Employee's work, professional, or personal obligations are impairing or impeding Employee's ability to successfully complete the Program.
- (iv) Employee may be eligible for a pay increase upon becoming qualified to work as a Paramedic. Employees whose current hourly rate is within the Paramedic pay band will not receive this increase but will remain eligible for future salary advancements within the Paramedic progression.

Retention Bonus

Employee must, in addition to meeting the service requirements for receipt of a retention bonus as described in of Paragraph 1.c. above:

- (i) Be credentialed by the NC OEMS and certified by Medic's Medical Director as a paramedic; and
- (ii) Be employed by Medic in good standing as a paramedic at the end of the one (1) year period of continuous employment with 1880 hours worked as a

For purposes of this Agreement, "good standing" means that Employee has: (a) achieved an overall rating of at least "meets expectations" on Employee's most recent performance appraisal and (b) not had a Level 2 or above disciplinary action during Service Obligation Period.

Payment of Bonuses

All bonuses will be paid according to the bonus payout policy and will be included in the second paycheck of the month following confirmation that Employee has met all applicable conditions for bonus eligibility.

Effect of Failing to Complete the Program

In the event Employee fails to complete the Program for any reason other than Employee's death or disability, or due to factors beyond the reasonable control of Employee, such as a decision by Medic or Program Manager to discontinue the Program, Employee will:

- (a) forfeit and relinquish entitlement to any unpaid bonuses or Program benefits
- (b) be required to reimburse Medic for Medic's out of pocket costs for tuition, books, uniforms, and ancillaries incurred by Medic for Employee's participation in the Program, up to a maximum of \$750. Employee agrees that Medic may take deductions from Employee's pay to ensure re-payment unless Employee makes other arrangements acceptable to Medic for payment.

At- Will Employment

Nothing in this Agreement *alters* Employee's status as an at- *will* employee. Employee understands that this Agreement does *not* guarantee or *entitle*. Employee to remain employed by Medic during the entirety of the Program or the Retention Period.

Applicable Law

This Agreement *shall* be governed by and construed in accordance with the *laws* of the State of North Carolina. *All* actions arising out of or related to this Agreement *shall* be filed in *Charlotte, Mecklenburg County, North Carolina*.

Miscellaneous Provisions

- a. No delay or omission on the part of Medic in exercising any right hereunder *shall* operate as a waiver of such right or of any other right of Medic, nor shall any delay, omission, or waiver on any one occasion be deemed a bar to a waiver of the same or any other right on any future occasion.

- b. No waivers, modifications or amendments to this Agreement *shall* be valid unless they are in writing and signed by a duly authorized Medic representative.

IN WITNESS WHEREOF, the parties have executed this Agreement on
(Date)

MECKLENBURG EMERGENCY MEDICAL
SERVICES AGENCY

BY: _____

John Peterson, Executive Director

EMPLOYEE: _____

EMPLOYEE ID: _____

EMPLOYEE SIGNATURE: _____



Name of Employee: _____ Certification Level: _____

Employee ID Number: _____ Date: _____

**LOCAL CREDENTIALING REQUIREMENTS INITIAL – ONGOING – PROVIDER LEVEL UPGRADE
& CONTINUING EDUCATION REQUIREMENTS**

Every provider is responsible for maintaining their individual North Carolina State certifications, continuing education hours and other required courses or licenses. All Agency employees directly involved in patient care activities will be required to complete the processes as outlined below in order to obtain or renew their local provider credentials. Employees who satisfy these requirements will be permitted to function at their assigned certification level in Mecklenburg County.

Initial Local Credentialing Requirements:

EMT-Basic

1. Successfully obtain NC State credentials prior to beginning FTO ride time requirements.
2. Successfully complete all Field Training Officer (FTO) requirements
3. Successfully complete the Agency's local credentialing examination (Scope of Practice)
 - a. Basic written examination
 - b. Basic psychomotor skill stations

EMT-Paramedic

1. Successfully obtain NC State credentials prior to beginning FTO ride time requirements.
2. Successfully complete all Field Training Officer (FTO) requirements

3. Successfully complete the Agency's local credentialing examination (Scope of Practice)
 - a. Advanced written examination
 - b. Advanced psychomotor skill stations
4. Successfully complete the oral board examination as administered by the medical director or EMS fellow.

Renewal of Local Credentials (Every 4 years):

EMT-Basic

1. Complete all required/mandatory continuing education.
2. Successfully complete the Agency's local credentialing examination (Scope of Practice)
 - a. Basic written examination
 - b. Basic psychomotor skill stations

EMT-Paramedic

1. Complete all required/mandatory continuing education.
2. Successfully complete the Agency's local credentialing examination (Scope of Practice)
 - a. Advanced written examination
 - b. Advanced psychomotor skill stations

Completing the continuing education requirements will allow the employee to recertify their NC State credentials. Scope of Practice examinations will allow the employee to recertify their local credentials and provide care in Mecklenburg County. Failure to successfully pass the local credentialing examinations prior to the expiration date printed on the employee's NC certification card will result in the inability to practice in Mecklenburg County, even if their certification has been renewed at the state level.

Internal Upgrade Requirements:

The following policies and processes outline the requirements for the employee hired at the EMT-Basic level and requesting to upgrade to Paramedic standing.

1. Obtain NC EMT-Paramedic certification
 - a. Employee must have graduated from an accredited Paramedic program.
 - b. If the employee did not graduate from an accredited program, they will be required to complete a state approved refresher course prior to moving forward with the upgrade process.
2. The request to upgrade must be received within 365 days of course graduation.
 - a. If applying outside of 365 days, the employee must complete a state approved refresher course prior to moving forward with the upgrade process.
3. The employee will see their assigned Operations Supervisor to make the formal request to upgrade.
4. Employee must be current on all required/mandatory continuing education.
5. Successfully complete all Field Training Officer (FTO) requirements
(Not to exceed 4 weeks)
6. Successfully complete the Agency's local credentialing examination (Scope of Practice)
 - a. Advanced written examination
 - b. Advanced psychomotor skill stations
7. Successfully complete the oral board examination as administered by the medical director or EMS fellow.

Any patient care provider who functions outside the scope of practice permitted for their certification level or performs any skill, administers any medications or provides any treatment that is not approved by the agency medical director is subject to disciplinary action which may include loss of clinical privileges to function in any capacity in Mecklenburg County and termination of employment

Continuing Education Requirements: All Provider Levels

1. The Agency will provide continuing education classes which meet the yearly requirements set by the North Carolina Office of Emergency Medical Services (NCOEMS). Classes may include but are not limited to: classroom learning, simulation, distance learning or on-line requirements.
2. It is the responsibility of each individual to attend continuing education to satisfy Agency and NCOEMS requirements.
3. All continuing education provided by the Agency is considered to be a requirement for each employee. Certain required continuing education offerings will be designated as **mandatory** for all credentialed employees. Examples of **mandatory** training may include:

Introduction of new equipment/medications, protocol changes or changes to the provider's scope of practice.

 - a. If unable to attend a **required or mandatory** continuing education session you must contact a member of Medical Services and your direct supervisor.
 - b. An employee must attend a make-up session for any missed **mandatory** continuing education session within 30 days of the final scheduled offering. An employee who is non-compliant after 30 days will be removed from the schedule in a LWOP status until the **mandatory** session has been completed.
 - c. If the employee was on approved leave and/or excused from in-service then the **mandatory** content must be completed prior to returning to duty.
4. For those employees who are unable to attend a **required** session or excused for extended periods (e.g. due to illness, injury, vacation), Medical Services will offer and schedule make-up sessions. Those

employees out for extended periods should refer to the extended leave policy below for a list of requirements.

- a. Employees completing make-up sessions will be paid their hourly rate (or time and a half) for class hours.
- b. Sessions that consisted of a hands-on or skills demonstration component may not be available for make-up. Subsequently, the employee will not be able to obtain the missed continuing education hours.

Return to Work

Under certain circumstances employees may be excused for extended periods (e.g. illness or injury, vacation). Depending upon the length of absence, particular requirements must be completed in order to return to duty. These are outlined below for all provider levels (EMT-B; EMT-P):

1. Up to 3 months
 - a. All deficient continuing education sessions/administrative/operations items must be completed PRIOR to returning to duty.
 - b. The employee may request to ride in a 3rd person status in order to re-acclimate to the field. This will be at the discretion of operations.
2. 3 months to 6 months
 - a. All deficient continuing education sessions/administrative/operations items must be completed PRIOR to returning to duty.
 - b. Successfully complete the Agency's local credentialing examination (Scope of Practice).
 - i. Basic/Advanced written examination portion only
 - c. The employee may request to ride in a 3rd person status in order to re-acclimate to the field. This will be at the discretion of operations.
3. 6 months to 1 year
 - a. All deficient continuing education sessions/administrative/operation items must be completed PRIOR to returning to duty.

- b. Successfully complete the Agency's local credentialing examination (Scope of Practice).
 - i. Basic/Advanced written examination
 - ii. Basic/Advanced psychomotor skill stations
 - c. Successfully complete the oral board examination as administered by the medical director or EMS fellow (Paramedics Only).
 - d. The employee may request to ride in a 3rd person status in order to re-acclimate to the field. This will be at the discretion of operations.
4. 1 year to 4 years
- a. Successfully complete an initial NC EMT course or state approved Paramedic Refresher Course depending on level of certification.
 - b. Successfully complete all Field Training Officer (FTO) requirements.
 - i. Maximum of 4 weeks
 - c. Successfully complete the Agency's local credentialing examination (Scope of Practice).
 - i. Basic/Advanced written examination
 - ii. Basic/Advanced psychomotor skill stations
 - d. Successfully complete the oral board examination as administered by the medical director or EMS fellow (Paramedics Only).

My signature below indicates that I have read and understand the information contained within this document. A copy of this information was provided to me.

Employee signature

Date

Clinical Education

Date

Paramedic Incentive Program FAQs

1. Who completes the PAF (PERSONNEL ACTION FORM) for each employee who enrolls in the program?

- a. HR - The following needs to be completed:
 - i. PIP Packet completed via UKG
 - ii. FERPA (emailed) will need to be completed and submitted
 - iii. PAF will be set for first day of Paramedic Program

2. What is a PAF?

- a. Personnel Action Form – submitted to Payroll to indicate a pay change
 - i. Submitted for 5% increase and bonuses
- b. PAFs for PIP will be submitted by HR

3. Are new hire EMTs who are in paramedic school at the time of hire eligible for the program?

- a. Yes-
 - i. Their initial starting salary will be increased by 5%
 - ii. They are eligible for the increased tuition reimbursement
 - iii. If less than 1/3 through their paramedic program they receive 10 vouchers
 - iv. If 1/3 – 2/3 through their paramedic program they receive 6 vouchers
 - v. If more than 2/3 through their paramedic program they receive 3 vouchers

4. Will BLS team leaders and BLS relief team leaders receive a 5% increase in pay by enrolling in paramedic school?

BLS TLs and RTLs will follow the same pay increase path as any other EMT enrolling in a paramedic program. However, employees whose current hourly rate is within the paramedic pay band, will not receive an increase after they upgrade to Paramedic but will be eligible for future salary increases in the Paramedic progression

5. Can vouchers be used on Medic recognized holidays?

- a. No-
 - i. Students will follow the current process for holidays and holiday bidding

6. Am I guaranteed a day off by using a voucher?

- a. No-
 - i. Scheduling will make every effort to accommodate voucher use but being granted a day off is not guaranteed
 - ii. Students are encouraged to be proactive and forecast days for which they may want to use a voucher; minimum 2 weeks out notification to scheduling is required

7. Will scheduling accommodate a change if my class dates interfere with my current work assignment?

- a. Yes –
 - i. You will have the opportunity to be placed on a shift that accommodates your Paramedic Program schedule.
 - ii. This accommodation will be offered on a first come, first serve basis. This will be based on your notification date and time to scheduling of a schedule conflict.

8. Do I have to complete a FERPA waiver to enroll in the incentive program?

- a. Yes-
 - i. These waivers allow us to validate the student's enrollment and completion of a paramedic program.
 - ii. These also allow for us to track the student's performance and offer assistance should it be needed

9. What is a FERPA waiver?

- a. This is a signed document which is submitted to the student's school which authorizes MEDIC or designee to have access to the student's records.

10. How long does an employee have after graduation to complete scope of practice testing?

- a. Upon graduation, the employee will follow the current internal upgrade process which outlines that the employee has 365 days from graduation to complete scope of practice and obtain local paramedic credentials
- b. The employee will continue to be paid the initial 5% increase for this time. If the employee has not successfully completed scope of practice within 365 days of graduation, they will be returned to their previous pay rate

11. How does Tuition Reimbursement work?

- a. PIP participants are eligible for up to \$750 tuition reimbursement as offered to all Medic employees. Employees should review the Tuition Reimbursement policy for specific program requirements. Reimbursement will be provided when all relevant receipts have been submitted each fiscal year.
- b. PIP participants are also eligible for up to an additional \$750 reimbursement as offered to all Medic employees. Participants will receive up to \$750 for course related materials required for the Paramedic Program. This is a one-time payment provided over the course of the program
- c. **Enrolled PIP students are eligible for both \$750 Tuition Reimbursement programs for a total reimbursement of up to \$1500**
 - i. Total reimbursement is provided after the program has been successfully completed AND all receipts have been submitted.
 - ii. Submit receipts to Breanne Garcia at Breanneg@medic911.com

12. When do I get my monetary incentives?

- a. The below is contingent on ALL required documents submitted ON TIME
 - i. Required enrollment documents (packet and FERPA) submitted late can result in an adjustment of incentives.

Example: late document submittal for PIP would prevent backpay of 5% increase from starting Paramedic Program; instead, 5% increase would start from day documents were submitted

- b. 5% salary increase effective on the day you start your Paramedic Program
- c. 1st bonus of \$1250 is given once you graduate the Paramedic Program
 - i. Certificate of Completion required within 30 days of completed program.
- d. Salary increase once upgraded to Full Paramedic Status
 - i. Successful completion of SCOPes
 - ii. Employees whose current hourly rate is within the Paramedic pay band will not receive this increase but will remain eligible for future salary advancements within the Paramedic progression.
- e. Second bonus of \$1250 is paid out once Employee has worked 1880 hours as a Paramedic AND one year has passed since their Paramedic Program Graduation Date

Have additional questions? Reach out to HR at humanresources@medic911.com