

# CITY OF FLAGSTAFF

## City Employee Directives No. 2019-1

**Title:** Paramedic Add Pay

**Effective:** October 14, 2019                      **Revision:**

**Contact:** Office of Human Resources (213-2090)

The purpose of this directive is to provide for an added hourly rate for Fire Division employees who hold or obtain a valid AZ/NR Paramedic certification and are assigned to a Paramedic Add Pay Slot. The added hourly rate is being provided to these employees because the Paramedic assignment requires an unusual degree of responsibility above the minimum requirements for the position.

### A. DEFINITIONS

“Division supported” means the Division has paid the employee’s certification costs, including the cost of tuition for a Certified Emergency Paramedic (CEP) course and paid time off when available per minimum essential coverage.

### B. ELIGIBILITY

1. The Fire Division has a limited number of Paramedic Add Pay Slots, which are assigned to Fire Division employees who are Certified Emergency Paramedics (CEPs) and possess a valid AZ/NR Paramedic certification.
2. Paramedic Add Pay Slots may only be assigned to tenure-eligible and tenured Fire Division employees who hold one of the following positions:
  - a. Firefighter
  - b. Engineer
  - c. Captain
3. Available Paramedic Add Pay Slots will be assigned based on the following order of priority:
  - a. Division supported employees currently in a CEP course.
  - b. Employees who obtained their certification without Division support based on the following order of priority:
    - i. Seniority based on date of hire.
    - ii. Certification date (date employee passes national registry exam).
    - iii. CEP course class ranking.
4. Only employees assigned to a Paramedic Add Pay Slot will receive add pay for possessing an AZ/NR Paramedic certification. If there are no available Paramedic Add Pay Slots, an employee who chooses to obtain a CEP certification without Division support or possesses a certification at time of hire agrees to, upon State certification, meet certification

requirements to act as a CEP without additional compensation until the employee is assigned to a Paramedic Add Pay Slot.

5. Firefighters who possess a CEP certification at time of hire will not receive any additional add pay for the CEP certification unless they are certified in the State of AZ, have passed pre-hospital care, a Paramedic Add Pay Slot is open, and there are no Division supported employees currently in a CEP class. Per CEP certification requirements, the employee will be required to act as a CEP without compensation until a paid slot becomes available based on eligibility. New hires will sign an acknowledgement of the Paramedic Add Pay Directive.

#### **C. PROCEDURES**

1. The number of Paramedic Add Pay Slots will be reviewed and approved as part of the annual budget process.
2. The Paramedic Add Pay will be reviewed periodically through a market analysis, which will be used to recommend adjustments to the Paramedic Add Pay during the annual budget process. Pay adjustments must be approved by the Flagstaff City Council.
3. Paramedic Add Pay will be in the amount of \$2.13 per hour.
4. Once an employee is assigned to an available Paramedic Add Pay Slot, the Fire Division will complete a Personnel Action Form (PAF) adding \$2.13 per hour to the employee’s base salary. The Fire Division will forward the appropriate supporting documentation, such as an authorizing memo and/or copies of certifications, to Human Resources.
5. Employees assigned to a Paramedic Add Pay Slot prior to October 11, 2019, will have compensation increases (11% promotion, market adjustments, cost of living adjustments, and merit increases) applied to the employee’s base rate of pay and the Paramedic Add Pay through June 30, 2020. As of July 1, 2020, compensation increases will only be applied to the employee’s base rate of pay.
6. For employees assigned to a Paramedic Add Pay Slot on or after October 11, 2019, compensation increases will only be applied to the employee’s base rate of pay.

#### **D. EFFECTS OF ELIGIBILITY, VOLUNTARY CEP REMOVAL AND TERMINATION**

1. Compensation for Paramedic Add Pay will be discontinued if an employee’s paramedic certification or medical direction is revoked.
2. If an employee chooses to voluntarily withdraw their certification and give up their Paramedic Add Pay Slot, the employee will submit a request in writing to the Fire Division with the effective date, after receiving approval from the certifying agency.
3. In the case of a voluntary withdrawal, the Fire Division will complete a PAF removing the employee from the Paramedic Add Pay Slot and the Paramedic Add Pay (\$2.13 per hour) will be deducted from the employee’s rate of pay. For employees assigned to a Paramedic Add Pay Slot prior to October 11, 2019, any compensation increases applied to the Paramedic Add Pay will remain a part of the employee’s rate of pay.

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4. If an employee with a Division Supported CEP leaves employment within two years of becoming certified, the employee agrees to reimburse the City for the tuition costs up to \$5,000 or \$2,500 per year.

By   
Greg Clifton, City Manager

Dated: 1/3/20