Charles County Department of Emergency Services
EMS Division

General Order	
Preceptor Pay	
General Order# 2021-01	
EFFECTIVE: 07/01/2021	**Authorized: Steve Finch, Chief** SMF
	Authorized: Michelle Lilly, Director MLL
APPLIES TO:	**DES/EMS Approved EMT, Paramedic, Lieutenant (MDO) Preceptors**

Purpose

Effective July 1, 2021 - The Charles County Department of Emergency Services, EMS Division was awarded Preceptor Pay in the FY22 budget. This General Order acts as an implementation policy.

Policy

Any non-exempt Paramedic or EMT precepting a new employee (Intern), Paramedic Student, EMT Student and/or Nursing Student is eligible to receive Preceptor Pay for their actual hours precepting.

Lieutenants training new Lieutenants, Acting Lieutenants and Float Paramedics are also eligible.

Hours Tracking

Tracking hours for the purpose of payroll processing will be done by the attached Preceptor Pay Request Form.

All precepting hours must be approved and/or verified by a Lieutenant or Captain at the beginning of the precepting period and on the Preceptor Pay Request Form.

CHARLES COUNTY GOVERNMENT
DEPARTMENT OF EMERGENCY SERVICES

PRECEPTOR PAY REQUEST FORM

EMPLOYEE NAME:____**ID#:**______________________

DATE WORKED: ______________ TIME FROM:_____________TO:______________ # OF HOURS________________

STATION # Select_______ STUDENT'S NAME_________________________ AFFILIATION____________________

☐ APPROVED ☐ DENIED SUPERVISOR'S SIGNATURE___________________________ ID#_______

DATE WORKED: ______________ TIME FROM:_____________TO:______________ # OF HOURS________________

STATION # Select_______ STUDENT'S NAME_________________________ AFFILIATION____________________

☐ APPROVED ☐ DENIED SUPERVISOR'S SIGNATURE___________________________ ID#_______

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☐ APPROVED ☐ DENIED SUPERVISOR'S SIGNATURE___________________________ ID#_______

EMPLOYEE'S SIGNATURE:____**DATE:**____________________