



Charles County Department of Emergency Services

EMS Division



General Order

Preceptor Pay

General Order# 2021-01

EFFECTIVE: 07/01/2021	Authorized: Steve Finch, Chief <i>SMF</i>
	Authorized: Michelle Lilly, Director <i>MLL</i>
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 # _____ STUDENT'S NAME _____ AFFILIATION _____

APPROVED DENIED SUPERVISOR'S SIGNATURE _____ ID# _____

DATE WORKED: _____ TIME FROM: _____ TO: _____ # OF HOURS _____

STATION # _____ STUDENT'S NAME _____ AFFILIATION _____

APPROVED DENIED SUPERVISOR'S SIGNATURE _____ ID# _____

DATE WORKED: _____ TIME FROM: _____ TO: _____ # OF HOURS _____

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STATION # _____ STUDENT'S NAME _____ AFFILIATION _____

APPROVED DENIED SUPERVISOR'S SIGNATURE _____ ID# _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____