



# 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 \_\_\_\_\_

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APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_ ID# \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_