



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
Policy #11



EMT AND PARAMEDIC PAY	EFFECTIVE	01/AUG/91
	REVISED	28/OCTOBER/2020

1.0 Purpose

- 1.1 To advise all personnel on the pay schedule to receive Emergency Medical Technician (EMT) and Paramedic pay.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 The date noted (day and month) on the EMT state license for the new candidate will be the date the firefighter starts to receive EMT pay.
- 3.2 The official notification from the Highland Park Hospital EMS System stating that the Paramedic has successfully completed class is the document needed to start receiving Paramedic pay. Again, this document should be sent to the Fire Department secretary to ensure a timely pay schedule change.
- 3.2.1 New hires that are already certified by the state as a paramedic will start receiving Paramedic pay when the official notification from the Highland Park Hospital EMS System stating that the Paramedic has successfully been accepted into the system.
- 3.3 All documents received by each individual at home that impacts his/her employment with the City of Highland Park must be submitted to the Fire Department office as soon as possible.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief