

XXX.XX Reimbursement for Temporary Assignments

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Title:	Reimbursement for Temporary Assignments	Review Date:	
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Department Approvals:		Approved By:	
CAAS Number (s):			

Purpose

The purpose of this policy is to provide guidelines for CONFIRE EMS & Mobile Health and Agencies regarding the use of Agency or Priority Ambulance employees for temporary assignments. This policy includes procedures for requesting assignments, roles and responsibilities, reimbursement rates, billing processes, and compliance requirements to ensure transparency and efficiency.

Scope

This policy applies to CONFIRE, Priority Ambulance, and CONFIRE EMS & Mobile Health Agencies engaged in temporary assignments.

Definitions

"Agency" or "Agencies" means any CONFIRE member agency or EMS division agency.

"Assigning Agency" means the Agency that assigns the personnel to the temporary assignment.

"Fully-Burdened Rate" means the total cost of an employee, including salary, benefits, and any other associated expenses, as calculated by the Agency's fiscal staff.

"Joint Powers Agreement" means the most current agreement approved by the CONFIRE Administrative Committee.

"Receiving Agency" means the Agency receiving the temporarily assigned personnel.

"Seat-Based Cost" means the pro-rata cost of any additional services received or requested by the Agency or Agencies and not deemed by the Administrative Committee as a Universal Service.

"Temporary Assignment" means the use of Agency personnel to support CONFIRE operations or the use of Priority Ambulance personnel by an Agency. Temporary assignment durations shall be one year or less unless the Administrative Committee approves.

"Universal Service Cost" means the pro-rata cost of all capital, operating, and related costs of CONFIRE that is for the benefit of all Parties.

Policy

The CONFIRE Joint Powers Agreement under Fiscal Contributions, Sections 7(b) and 7(c), allows for Parties to the agreement to be billed for additional services (seat-based) received or requested by an Agency or Agencies. These services can be directly or indirectly related to the provision of services to the Agencies, and each Agency shall pay its pro-rata share of such costs and expenses.

The reimbursement rate for Agency personnel shall be at the fully-burdened rate as deemed by the Agency's fiscal staff. Upon the CONFIRE Director's approval, Agency personnel can fill Temporary Assignments for CONFIRE operations provided the position is authorized and funded in CONFIRE's annual budget. The Administrative Committee must approve any Temporary Assignments to unfunded positions to be considered for reimbursement.

The reimbursement rates for Priority Ambulance personnel shall be approved annually by the Administrative Committee.

Procedures for Requesting Temporary Assignments

Request Process

- Submission: Agencies or CONFIRE requiring temporary personnel must submit a written request to the CONFIRE director. The request must include:
 - Position title and description.
 - Duration of the assignment.
 - Justification for the assignment.
 - The specific qualifications or certifications that are required.
- Deadline: Requests should be submitted at least 30 days before the assignment's desired start date.

Approval Workflow

- Agency Approval: The requesting Agency's authorized representative must approve the request before submission.
 - CONFIRE Director Review: The CONFIRE Director reviews the request for compliance, resource availability, and budget considerations.
- Administrative Committee Approval:
 - Unfunded Positions: Any temporary assignments to unfunded positions require approval from the Administrative Committee.
 - Extended Assignments: Assignments exceeding one year also require Administrative Committee approval.

Roles and Responsibilities

Designated Contacts

- Temporary Assignment Coordinators: Each Agency and CONFIRE must designate a primary point of contact responsible for managing employees in temporary assignments.
 - Contact Information: Coordinators must exchange contact details and keep each other informed of any changes.

Supervision and Oversight

- Receiving Agency Responsibility: The Agency receiving the temporarily assigned personnel is responsible for day-to-day supervision, task assignment, the provision of any necessary equipment, and performance management.
- Annual Performance Evaluations:
 - Conducted by the receiving Agency in coordination with the Assigning Agency.
 - Evaluations should be documented and shared with the Assigning Agency.

Calculation of Fully-Burdened Rate

Cost Breakdown

- Included Costs:
 - Base salary or hourly wage.
 - Employee benefits (health insurance, retirement contributions, etc.).
 - Payroll taxes.
- Documentation: Agencies must provide a detailed breakdown of the fully-burdened rate upon request or during audits.

Standardization

- Methodology: Agencies shall calculate the fully-burdened rate using the standardized method outlined in the CONFIRE Policy and Procedures Manual to ensure consistency.
- Updates: Any changes to the calculation method must be communicated and approved by the CONFIRE Administrative Committee.

Documentation and Reporting Requirements

Timekeeping

- Recording Hours: Temporarily assigned personnel must accurately record their working hours using the Assigning Agency's timekeeping system.
- Approval: Recorded hours must be reviewed and approved by the immediate supervisor at the Receiving Agency.

Reporting

- Monthly Reports: The Receiving Agency must submit quarterly reports to the Assigning Agency and CONFIRE Director, including:
 - Total hours worked.
 - Summary of tasks and projects completed.
 - Any incidents or issues encountered.
- Annual Summary: A comprehensive annual report is required for assignments lasting over six months.

Billing and Payment Terms

Invoicing

- Priority Ambulance Invoicing: Priority Ambulance shall invoice CONFIRE for any Priority personnel in a Temporary Assignment at an Agency.
- CONFIRE Invoicing to Agencies: In accordance with the approved Joint Powers Agreement, CONFIRE shall bill each Agency for its fiscal contributions quarterly, including the costs of Temporary Assignments received or requested by CONFIRE or an Agency.
 - Seat-Based Costs: Additional services not classified as Universal Service will be billed as seat-based costs to the requesting Agency.
- Agency Invoicing to CONFIRE: Agencies providing personnel to CONFIRE shall invoice CONFIRE for any Agency personnel in a temporary assignment. The costs to CONFIRE shall be included in the quarterly invoice as a credit unless other terms are agreed upon in writing.

Invoice Details

- Required Information:
 - Employee name(s) and positions.
 - Dates and total hours worked.
 - Fully-burdened rates.
 - Total amount due.
 - Description of services provided.
- Supporting Documentation: Timesheets and expense reports must accompany invoices.

Payment Schedule

- Payment Terms: Payments are due within sixty (60) days of the invoice date unless alternative terms are agreed upon in writing.

Duration and Extension of Assignments

Assignment Limits

- Standard Duration: Temporary assignments are initially limited to a maximum of one year.
- Monitoring: The Receiving Agency must monitor the duration to ensure compliance.

Extension Approval

- Justification: Requests for extension must include reasons for the continued need and expected new end date.
- Approval Process:
 - Submit extension requests to the CONFIRE Director at least sixty (60) days before the current assignment end date.
 - The CONFIRE Director will forward the request to the Administrative Committee for approval.

Dispute Resolution Mechanism

Issue Escalation

- Initial Resolution: Disputes should first be addressed by the Temporary Assignment Coordinators of both parties.
- Documentation: All issues and resolutions must be documented in writing.

Mediation Procedures

- Escalation: If unresolved, the dispute will be escalated to the CONFIRE Director.
- Administrative Committee Involvement: Persistent disputes may be brought before the Administrative Committee for mediation.
- Final Decision: Decisions made by the Administrative Committee are considered final.

Compliance and Audit Provisions

Record Keeping

- Retention Period: All records related to temporary assignments must be retained for a minimum of six years from the assignment's end date.
- Accessibility: Records must be readily accessible for review by authorized personnel.

Audit Rights

- Audit Authority: CONFIRE reserves the right to audit all records related to temporary assignments to ensure policy compliance.
- Notification: Agencies will be given at least 30 days' notice before an audit.
- Cooperation: Agencies must fully cooperate during audits and provide all requested documentation.

Termination Clause

Termination Conditions

- Standard Termination: Either party may terminate the temporary assignment with a minimum of 30 days' written notice.
- Mutual Agreement: Assignments can be terminated at any time upon mutual agreement of both parties.

Immediate Termination

- Cause for Immediate Termination:
 - Gross misconduct.
 - Breach of confidentiality.
 - Failure to comply with essential policies.
- Procedure: The terminating party must provide written notice specifying the reasons for immediate termination.

Insurance and Liability Considerations

Coverage Details

- Assigning Agency Responsibility: The Assigning Agency is responsible for maintaining appropriate insurance coverage, including:
 - Workers' compensation.
 - General liability insurance.
 - Professional liability insurance, if applicable.

Indemnification

- Mutual Indemnification: Each party agrees to indemnify, defend, and hold harmless the other party from any claims, damages, or liabilities arising out of the actions or omissions of their respective personnel during the temporary assignment.

Confidentiality and Data Protection

Sensitive Information

- Non-Disclosure: Temporarily assigned personnel may be required to sign a Confidentiality Agreement before commencing their assignment.
- Data Handling: Personnel must handle all confidential and sensitive information in accordance with the Receiving Agency's policies.

Compliance with Laws

- Legal Requirements: All parties must comply with applicable federal, state, and local data protection and privacy laws.
- Breach Notification: Any suspected data breaches must be reported immediately to the appropriate authorities and affected parties.

Training and Onboarding

Orientation Processes

- Mandatory Training: The Receiving Agency must provide necessary orientation and training on:
 - Organizational policies and procedures.
 - Safety protocols.
 - Job-specific duties.

Cost Responsibility

- Training Costs: The Receiving Agency bears the costs associated with training and onboarding unless otherwise agreed upon in writing.
- Other Costs: If the Receiving Agency requires employees in Temporary Assignments to complete their own processes, it will bear the costs unless otherwise agreed upon in writing. Examples of other costs are:
 - Background Checks.

- Cybersecurity.
- Sexual Harassment.
- Workplace Violence.

Health and Safety Protocols

Safety Standards

- Compliance: Temporarily assigned personnel must adhere to the Receiving Agency's health and safety regulations.
- Protective Equipment: The Receiving Agency must provide any required personal protective equipment (PPE).

Emergency Procedures

- Information Provision: Personnel must be informed of emergency exits, evacuation procedures, and emergency contact numbers during orientation.
- Incident Reporting: Any accidents or safety incidents must be reported immediately to the Receiving Agency's safety officer.

Communication Protocols

Regular Updates

- Status Meetings: Regular meetings between the Temporary Assignment Coordinators should be scheduled to discuss progress and address any issues.
- Reporting Changes: Any assignment scope, duration, or personnel changes must be communicated promptly.

Point of Contact

- Assigned Contacts: All communications regarding the assignment should go through the designated coordinators to ensure consistency and clarity.

Policy Review and Updates

Periodic Review

- Annual Review: The CONFIRE Administrative Committee shall review this policy annually to ensure it remains current and effective.
- Feedback Incorporation: Feedback from Agencies and personnel will be considered during the review process.

Amendment Procedures

- Proposal Submission: Proposed amendments must be submitted in writing to the CONFIRE Director.
- Approval Process: Amendments require approval from the CONFIRE Administrative Committee and must be communicated to all Agencies within 30 days of approval.