Labor Billing Policy and Procedures

9/21/18

Summary

Included in this document is information related to our labor billing processes and procedures within EMS.

Categories and Terminology

- Estimate Req.: *(to be added by Event Coordinator)* used to request pre-event labor estimates
- Staff Estimate: *(to be added by Service Department)* used pre-event to estimate labor
- Actuals Req.: *(to be added by Event Coordinator)* used to request post-event actual labor numbers
- Staff Actuals: *(to be added by Service Department)* used post-event to bill for actual hours worked
- Billable Rate: The rate billed to clients. The Billable Rate is the highest rate paid for each position + 50%

Procedure

1) Event Coordinator adds Estimate Req. categories to bookings for each department as needed
   - Following this step, reservation status should be set to **Pending Approval**
2) Service Department enters labor under Staff Estimate category and uploads internal estimate attachment to the reservation
   - Approvals are needed on both the Staff Estimate and Estimate Req. categories
3) Client is charged 50% of the estimated labor upfront as a Labor Deposit on the Pre-Event Invoice
4) After the event, Event Coordinator reviews reservation and adds Actuals Req. categories to bookings for each department as needed
   - Following this step, reservation status should be set to **Event Completed**
5) Service Department enters labor under Staff Actuals category and uploads internal invoice attachment to the reservation
   - Approvals are needed on both the Staff Actuals and Actuals Req. categories

Notes

- Rates will be reviewed once a year for contractual increases, and new labor rates will go into effect at the start of each fiscal year, July 1st.
- All current rates are included on the Labor Rate Schedule and should be the only labor-related numbers included on any communication materials provided to clients.