



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Employee Scheduling (3)

Date Approved: November 26, 2018

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Objective:

To establish a policy for scheduling regular shifts, shift swaps and filling of open shifts.

Work Period:

The work period is defined as 7-days beginning on Sunday at 06:00 a.m. and ending the following Sunday at 06:00 a.m.; the work period is the payroll week.

Procedure:

Regular Filling of Shifts:

Full Time Employees:

The schedule shall consist of a twenty-four-hour shift beginning at 6:00 a.m. and ending at 6:00 a.m. the following day. The standard workweek will be as follows: twenty-four hours on duty, followed by forty-eight hours off duty, followed by twenty-four hours on duty, followed by ninety-six hours off duty.

The Fire-Rescue Chief may change the schedule with 1 month's written notice to employees.

Per Diem Employees:

Scheduling of Per Diem Employees will be completed based upon the departments staffing plan. Per diem shifts will be filled using this guideline:

- Each employee shall enter availability into the scheduling software (Aladtec EMS Manager) before the 5th of each month.
- Employees will not be regularly scheduled for more than 24-hours in a 7-day period, however, may be assigned additional shifts as necessary.
- EMS License/Fire Certifications will be considered when shifts are assigned to ensure appropriate coverage.

Shift Swaps:

Shifts swaps are an acceptable way to cover shifts. Shift swaps are the responsibility of the employee not the department. The process differs between per diem and full-time employees, as defined below:

Full Time Employees:

When a full-time employee needs a shift covered and does not intend to use accrued paid time off, he/she may arrange a swap with another full-time employee. Swapping shifts will be documented in the scheduling software (Aladtec EMS Manager), if the scheduling software is not available, a request shall be sent via email to the EMS Captain to be processed. Below are the requirements for shift swaps:

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- A shift swap is when one employee voluntarily works for another by agreement.
- The Department assumes no responsibility for compensating an employee who voluntarily agrees to work for another. Nor shall the extra hours worked by a member during a shift swap be used to determine payments for overtime.
- Shift swaps shall be hour for hour (e.g. 24-hour shift for 24-hour shift), and between two employees.
- Shift swaps will be denied if the swap enables the employee to work more than 48-consecutive hours.
- Shift swaps may be denied based upon license level/certification.
- Shift swaps cannot create over time.
- When employees agree to a shift swap, a swap request shall be entered into the scheduling software (Aladtec EMS Manager). Another full-time employee must accept the swap before it is processed. Use the notes field in Aladtec EMS Manager to identify who the swap is with and for what days it covers.
- Once a shift swap has been approved, the employees are now responsible for working the assigned shifts. If the employee fails to report for duty, disciplinary action will follow.
- Where verbal/email approval for an emergency shift swap has been given, the shift swap shall be back-entered into the scheduling software (Aladtec EMS Manager).
- If the employee is not able to secure a swap or the swap was denied, he/she is responsible to work the shift as assigned.

Per Diem Employees:

Shift swaps are permitted for per diem employees. It is the expectation that a per diem employee works the shift(s) that he/she is assigned to, unless a swap is approved, the employee is sick, family illness, or they have been forced to work at their full-time job. If the employee accepts regular overtime with their full-time employer, he/she shall find their own coverage. If coverage is not found for the shift, and the employee does not show up for their shift, disciplinary action will follow. Below are the requirements for shift swaps:

- Employees should attempt to find a shift swap with another per diem employee. Once a swap is agreed upon, the request shall be entered into the scheduling software (Aladtec EMS Manager). Once the administrator sees the swap request it will be processed as soon as possible.
- If the employee is unable to find another per diem to swap the shift with, he/she shall post the swap request in the scheduling software. If the request is accepted by another per diem, the administrator will process the swap request.
- Shift swaps may be denied based upon license level/certification level (e.g. Paramedic for Paramedic), or number of consecutive or total hours worked.
- Once a shift swap has been approved, the employees are now responsible for working the agreed upon approved shifts. If the employee fails to report for duty, disciplinary action will follow.
- Where verbal/email approval for an emergency shift swap has been given, the shift swap shall be back-entered into the scheduling software (Aladtec EMS Manager).
- If the employee is unable to find a suitable swap or the swap is denied, he/she is responsible to work the shift as assigned.
- Shift swaps cannot create over time.

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Templated Shifts:

Templated per diem shifts will be used to schedule employees on the primary ambulance. Shifts will be filled as follows:

- By twenty-four (24) hour shift first
- By twelve (12) hour shift, if available
- In an eight (8) day rotation
- To ensure there is a paramedic on the primary ambulance for the rotation

Templated shifts are subject to the following parameters:

- An employee can work a maximum of twenty-four (24) hours of templated shift work per week
- Employees scheduled in a templated shift may submit additional availability
- Requests for time off made prior to the schedule being published will be approved and filled by the administrator with other available employees

Shifts at Station 2 will not be templated.

Shift swaps are permitted for templated employees. It is the expectation that a templated employee works the shifts that he/she has been assigned to, unless a swap is approved, the employee is sick, family illness, or they have been forced to work by their full-time employer. Below are the requirements for shift swaps:

Filling of Open Shifts:

All open shifts will be filled using the scheduling software (Aladtec EMS Manager), exceptions to this will be during emergency situations. Full time employees may be assigned to open per diem shifts after all per diem availability has been exhausted.

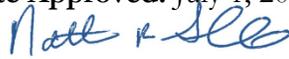
Shifts that become open after the schedule has been published will be filled in the following ways:

- 1) Filled by a FT employee as overtime
- 2) Filled by a PD employee without creating overtime
- 3) Filled by a PD employee as overtime
- 4) Filled by a FT employee as forced overtime (only if minimum staffing has not been).

It is important for every employee to post their availability in the scheduling software (Aladtec EMS Manager) to fill open shifts. All open shifts will be filled within seventy-two (72) hours of the posting unless there is a specific need for a Paramedic. If no paramedic fills the position within seventy-two (72) hours, the shift will then be filled with an employee with a lower license level.

Open shifts posted less than 72-hours before the shift will be filled as soon as possible.

If a shift remains unfilled and would cause a full-time employee to be forced to work, the full-time staff will be notified of the potential force situation.



Filling Open Shifts Due to Illness or Urgent Need:

If an employee needs to call out due to illness or other urgent situation that prohibits them from working, the following procedure will be followed:

- 1) The employee will post the shift Aladtec EMS Manager as a “Trade Request”
- 2) The employee will call the on-duty crew at Groveville Station informing them of they will not be reporting for work
- 3) The duty crew will page out the shift as an urgent need through Aladtec EMS Manager and IaR
- 4) The duty crew will begin making calls to fill the shift based on the shift filling procedure
- 5) The duty crew will notify the EMS Captain, EMS Deputy Chief or Chief of the call out and what has been done to fill the shift
- 6) The decision will be made to force a full-time employee or leave the shift open based upon the current staffing. (e.g. minimum staffing or Paramedic need)

Abandonment of Shift:

Employees that do not show up for an assigned shift will be disciplined based on the department’s progressive disciplinary policy. Templated employees who do not show up for an assigned shift may be subject to the loss of the templated shift. Continued violation of this policy may lead to termination of employment.

Overtime:

FT employees are required to work forced overtime shifts. An employee cannot be forced for more than 48-consecutive hours, before they must have 24-hours of non-work time. Forced OT will be used to ensure a minimum staffing of two employees, at the Advanced EMT Level (Note: If an employee is off on vacation time, he/she cannot be forced to work a shift).

Compensation:

Compensation for full-time, per-diem, and paid-on-call employees is defined in the Town of Buxton Personnel Policy, sections titled *Compensation for Full Time Fire-Rescue Employees* and *Compensation for Per-Diem and Paid-On-Call Fire-Rescue Employees*.

Policy History:

<i>Original Approval Date:</i>	<i>June 13, 2014</i>
<i>Review Date:</i>	<i>May 25, 2018</i>
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