



Buxton Fire-Rescue

Administrative Policy

Subject: Employee Scheduling (5)

Section/Number: On Call EMS Schedule (2)

Date Approved: January 5, 2021

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Purpose:

To provide dedicated paid-on-call staffing from 1800 – 0600 hours each day to assist regularly scheduled full-time and per-diem employees to staff primary and secondary emergency medical incidents.

Qualifications:

1. Must be an employee of Buxton Fire-Rescue, priority will be given to paid-on-call employees.
2. Must hold an active Maine EMS license
3. Must complete the Paid-On-Call EMS Orientation or be an active per-diem or full-time employee.
4. At a minimum, must be qualified to drive the ambulance.
5. Must be able to complete Maine EMS run reports through the ImageTrend software.
6. Must be able to complete NFIRS reports through the Emergency Reporting software
7. Qualifications may be modified during times of severe staffing limitations to include qualified drivers with the approval of the Fire-Rescue Chief

Stipend Shift:

1. Shifts will be pre-assigned through the departments scheduling software (Aladtec) by the EMS Deputy
2. Stipend pay will be based on EMS license level as determined by the department budget, a stipend may not be used to calculate overtime as the stipend is not paid hourly.
3. Call shifts will be for 12 hours from 1800 – 0600 hours daily.
 - a. Members may sign up for $\frac{3}{4}$ of a shift (2100-0600, or 1800 – 0300) to accommodate schedules, paid at $\frac{3}{4}$ of the stipend. Scheduling priority will be given to fulfilling the entire shift.
4. Paid-on-call employees will be paid their hourly wage while on calls.
5. Requests to fill a templated stipend shift (e.g. set day of week) may be made to the EMS Deputy.

Expectations:

1. Stipend EMS employees must be available to respond for the duration of the shift, including transports and must remain in Town, at Station 2, or within a reasonable response area to the backup ambulance for the duration of the shift.
2. Stipend EMS employees must respond to a minimum of all Delta and Echo level first ambulance calls but may respond to any calls during the shift.
3. When Stipend EMS employees responds to primary ambulance calls, they, along with the paid staff, will.
 - a. staff the primary call at the appropriate level,
 - b. When staff remains in town, he/she/they shall staff the other ambulance in quarters.
4. Stipend EMS employees will respond to all second ambulance calls if not committed on the first call.
5. Once assigned to the shift it is the responsibility of the employee to complete the shift or find coverage for the shift. If the Stipend EMS employee is unable to work the shift he/she shall follow the [Employee Scheduling Policy](#), to find coverage for the shift.

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Priority for shift filling:

1. Priority for shifts will be as follows:
 - a. Paid-on-call employee with no per-diem shifts.
 - b. Student Live-In
 - i. Licensed students may sign up for call nights if it is not a duty night.
 - c. Per-diem
 - d. Full-time employee
 2. Open shifts will be posted with the monthly schedule in Aladtec on the 10th day of the month and can be signed up for at that time.
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Policy History:

Original Approval Date: January 22, 2019
Review Date: June 9, 2021 (Non-Substantive)