EMS Standard Operating Procedures

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<th>Scheduling &amp; Vacation Requests</th>
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**Purpose:**

To provide guidelines for scheduling and vacation requests.

**Policy:**

1. Scheduling will be overseen and maintained by one of the EMS Lieutenants. Scheduling shall meet the guidelines outlined below.
   - Two certified ECP’s with at least one being certified as a Paramedic with CCP endorsement, and one being certified at the EMT level. (with the exception of the hospital peak time ambulance)
     - Any variations to this staffing shall be approved by the Assistant Chief of Operations or their designee.
   - Station and shift assignments shall be published on EMS Manager.
   - All changes to the schedule shall be submitted through EMS Manager.
2. Part-time Scheduling process (excluding ¾ time)
   - All ECP’s must sign-up for a minimum of 24 hours per month prior to the 1st day of the month they are scheduling for. They must also work a minimum of 24 hours per month to stay proficient with our operations.
   - During sign-up you must schedule shifts with a minimum of 8 hours. You can go above the 8 hours but it must be in 4 hour increments. (example: 8 hours, 12 hours, 16 hours, 20 hours or 24 hours.) It is acceptable to sign-up for 14 hours on Ambulance 233 due to its unique schedule. Your time will be deleted if you sign up for only 4 hours at a time unless that is the only time available. Once the
schedule is opened up on the 21st for everyone to fill in the remaining shifts, you can then schedule for a minimum of 4 hour shifts.)

• Sign-up times will be at 7AM, 11AM, 3PM, 7PM, 11PM etc. (example: Don’t sign up at 0800 for a shift that begins at 0700)
• Group 1: (15th of each month 1900 hours) Those with 10 or more years of experience.
• Group 2: (16th of each month 1900 hours) Those with 7 or more years of experience.
• Group 3: (17th of each month 1900 hours) Those with 5 or more years of experience.
• Group 4: (18th of each month 1900 hours) Those with 3 or more years of experience.
• Group 5: (19th of each month 1900 hours) Those with 1 to 3 years of experience.
• Group 6: (20th of each month 1900 hours) Those with less than 1 year of service.
• At noon on the 21st of each month the schedule will be considered published. At that time all part-time staff may pick up additional shifts as long as it does not put them into overtime.
• For hospital shifts, sign up should not end at 1500. This poses issues with trip scheduling since this is the busiest time of the day for the hospital ambulances. Shifts may end at 1500 if there are no other options.
• Sign-up will be limited to 24 hours per week during the initial sign-up period.
• Once you have signed up for a shift, it is the individual ECP’s responsibility to find appropriate coverage if they are unable to work their assigned shift.

3. Three-quarter time employee scheduling
• Scheduling will be completed by position seniority with the first person scheduling on the 2nd of the month for the upcoming month.
• When signing up, ¾ employees must first fill open Lead Paramedic positions prior to taking other shifts on the day they are scheduling.
• ¾ employees are allowed to self-schedule however, they are expected to work a mix of weekdays/ Nights, weekends and holidays throughout the year.

3. Full-time employee requests for time off
• Requests for time off of work must be submitted by the 1st of the month prior to the month the day is requested. (Example: if a day was requested off in September, it would need to be submitted prior to August 1st.)
• As possible, the general rule of 2 Lead Paramedics being off on the same day will be followed. One additional Paramedic/EMT will be allowed off.

• If only one Lead Paramedic or no Lead Paramedic requests time off up to the last day of requesting time off,(31st of the month prior; i.e. March 31st for May) The scheduling Lieutenant will look at additional requests on the 1st of the month(April 1) from the full-time EMT and Paramedics and will award them the day off by first come basis as documented in EMS Manager at time of request. There can be a total of 3 full-time staff members off per shift with a maximum of 2 Lead Paramedics.(this applies to non-city holidays)

• If you are scheduled on a holiday, there is no guarantee that any full-time staff member will get the day off. Approval will be granted on a case by case basis once the day is fully scheduled and appropriate replacements can be found without costing additional overtime.

• Shift trades: are allowed by the Federal Fair Labor Standards Act.  

  Section 7(p3) of the FLSA allows for shift trading among state and local employees without affecting the entitlement to overtime compensation. 29 U.S.C. 207(p)(3) (1988). When an employee works additional hours in a workweek or work period beyond his or her regularly scheduled hours, as a substitute for another employee, those additional hours of work are treated as having been worked by the employee originally scheduled to perform the work (not by the employee who actually performed the work.)

  The employer of an employee who performs substitute work described in Section 207(p)(3) of the FLSA is not required to keep a record of the substitute work.

  Several restrictions apply to shift trading. First, employees who trade shifts must voluntarily agree to the trade. It cannot be initiated or mandated by the employer. Second, the employer must approve the trade. Third, the trade must be between two employees who have the same type of job.

  If you trade a shift, you are responsible for making sure that shift gets filled. This means that if you trade a shift, and the person you traded with forgets they traded, calls in sick etc., the original person requesting the trade is responsible for finding backup coverage. It is not the employer’s responsibility to find the coverage as the trade was done between the two employees. If the original person does not show up for the shift or does not get coverage, it will be considered a no show for their shift and appropriate disciplinary action will take place. Shift trades can be done between any two employees as long
as proper coverage is on the ambulance. The shift trade can also be done at any time as long as it is approved by the shift supervisor.

- **Shift Swap**: A shift swap occurs within a pay period and is when a person works for another person and then they take vacation or comp time, etc. One employee does not owe the other employee time. This is recorded in payroll and the person who agreed to work the shift is now responsible for the shift. A shift swap cannot cause additional overtime. *Example*: Full-time employee A did not request a vacation day but would like to take the rest of the day off. Employee A finds employee B who is part-time, willing to work and it will not cause overtime. Employee A must utilize vacation, comp or personnel time and employee B is now responsible for working. Employee B fills out their time sheet for the time they are working. Employee A is no longer responsible for the shift.

- Factors considered when a scheduling conflict occurs will include seniority, when the request was received, availability of vacation, sick or comp time, available staffing levels and reason for request.

- Requests for time off made less than ninety (90) days in advance will be made on a first come first served basis as time stamped in EMS Manager.

- Requests for time off made greater than ninety (90) days in advance will be made on the basis of seniority. Seniority shall be determined by the hire dates into position for Lead Paramedics. Paramedics and EMTs are considered one group for time off requests. It will be your full-time hire date for either position that will determine seniority. For example, a full-time EMT has been employed in that position for 3 years and a full-time paramedic has been employed in their position for 1 year and they both request the day off more than 90 days in advance. The EMT would be granted the day off over the Paramedic as they have the full-time hire seniority. If the same request came in and it was less than 90 days then the day off would be granted to the person who submitted the request first.