Section 101 – Human Resources

Human Resources – 101.00		
S.O.P. # 101.01	**Duty Schedule and Shift Deployments**	PAGE: 1 OF 2
EFFECTIVE: 01/2001	Authorized: John Filer, Chief	
REVISED: 09/2016	Authorized: William Stephens, Director	

101.01.01 Purpose

To establish general procedures for the scheduling and deployment of personnel from the EMS and TRT Divisions.

101.01.02 General

Duty hours, work schedule, and failure to report are addressed in SOP section 101.00.

101.01.03 Duty Schedule Policy

1. The official means of employee scheduling and scheduling applications is the EMS Division's e-Scheduler.
2. All personnel shall utilize the EMS Division's e-Scheduler for all scheduling applications. The e-Scheduler will allow every employee to view their shifts in advance and sign up for open shifts.
3. The start time posted on the duty schedule is the time the unit is in service. It is recommended that crews report for duty several minutes prior to the start of the shift in order to ensure a proper unit check off and turnover.
4. Any shift changes will be posted at least 28 days prior to implementation of that shift.

101.01.04 Shift/Personnel Deployment Policy

1. Upon the opening or addition of new or open shifts, the Operations Captain will announce that shift vacancy in writing.

2. All shift requests must be submitted in writing via Inter-Departmental Memorandum or Departmental Email to the Operations Captain stating the following information:
    a. Employee name and ID number
    b. Date of submittal
    c. Station desired
    d. Shift desired
    e. Secondary deployment

3. All shift requests will be reviewed by the Operations Captain as needed to effectively accomplish the mission of the Department.

4. Personnel assignment decisions may be affected by the following:
    a. Seniority
    b. Qualifications
    c. Specialty skills or certifications
    d. Service to the mission of the Department

5. Personnel may be deployed at any time to any station or assignment as needed without having submitted any requests as to effectively accomplish the mission of the Department. Assignment is at the discretion of the Operations Captain.

6. Final approval for all personnel changes is at the discretion of the Operations Chief