



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

**Section 101 - Human Resources**

Human Resources - 101.00		
S.O.P. # 101.06	<b>Duty Hours and Attendance Policy</b>	PAGE: 1 OF 2
EFFECTIVE: 01/2001	Authorized: John Filer, Chief	
REVISED: 09/2016	Authorized: William Stephens, Director	

**101.06.01 Purpose**

To establish the EMS Division procedures governing attendance, duty hours, failure to report, relief and calling out from an assigned shift.

**101.06.02 Responsibility**

1. The Office of the EMS Chief will determine the reporting times for Field Operations and Office Support Personnel.
2. All on-duty Medical Duty Officers (MDO) shall verify that their personnel report to their assigned locations on time.
3. Personnel required to hold over will be compensated per Charles County Personnel Policy and Procedure Manual.
4. All personnel are responsible for reporting to their assigned duty location on time.

**101.06.03 Attendance**

EMS Operations Personnel assigned to shift work are required to work 40 hours per week which may include holidays and weekends. Personnel assigned to Office Support positions are required to work a 40-hour workweek.

**101.06.04 Duty Hours**

The reporting time for "M" schedule 24 hour rotational shift personnel is as follows:

	<b>Day</b>	<b>Times</b>	<b>Total hours</b>
<b>Week 1</b>	Saturday	1500-0700	16 hours
	Wednesday	0700-0700	24 hours
<b>Week 2</b>	Sunday	0700-0700	24 hours
	Thursday	0700-2300	16 hours
<b>Week 3</b>	Monday	0700-0700	24 hours
	Friday	1500-0700	16 hours
<b>Week 4</b>	Tuesday	0700-0700	24 hours
	Thursday/Friday	2300-1500	16 hours



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1. Work weeks begin Saturday at 0700 and conclude at 0700 the following Saturday.
2. The hours of 0700-1500 on Saturday are filled with mandatory overtime unless alternate coverage is arranged through the scheduling officer.
3. Float medics will follow the above schedule, exclusive of the 8 hours of mandatory overtime on Saturday morning.
4. Reporting time for administrative personnel is 0800 unless otherwise approved by the Office of the EMS Chief.

### **101.06.05 Failure to Report**

1. When an employee fails to report on time and personnel are held over, those held over shall be compensated according to Charles County Personnel Policy and Procedures Manual. The employee failing to report shall be charged with the appropriate amount and type of leave.
2. Employees are expected to report to work on time. Tardiness is defined as arriving any time after the scheduled shift start time.
3. For any employee who fails to report or reports late for duty, the minimum disciplinary action shall be as outlined in Chapter 10 of the Charles County Personnel Policy and Procedures Manual.

### **101.06.06 Relief**

#### 1. Routine Relief

- a. Personnel shall remain on-duty until they are properly relieved. This responsibility includes:
  - I. Presence, ability to perform and readiness for duty in the assigned position.
  - II. Release by his/her immediate supervisor.
- b. The EMS Operations Chief may holdover or delegate the authority to holdover, any or all personnel going off-duty, or recall off-duty personnel in the event of extenuating circumstances.

#### 2. Early Relief

In order to provide some flexibility in relief time, personnel going on-duty may relieve those scheduled to go off-duty up to 2 hours before the specified time.

### **101.06.07 Amendments to the Guideline**

The Office of the EMS Chief reserves the right to amend these guidelines should the need arise. Upon revision and approval, a new copy of the guideline will be provided to the effected parties.