

Madison County Department of Emergency Medical Services

Standard Operating Guideline



Title	Working Hours
Number	001
Adoption Date	1/1/07
Revision Date	9/4/09
Approved by	Lewis Jenkins, EMS Director

Purpose:

To ensure that EMS staffing is at the minimum desired level and that all employees report to work on time consistent with the policies of this guideline.

Policy:

Report for Duty

When reporting for duty, all personnel should be at the station, in uniform, and adequately rested to begin work by the start of their assigned shift.

Each morning at the start of their shift, the career staff will contact the dispatch center via radio with the following information:

- a. Level of career staff on duty
- b. Vehicles staffed

Work Hours

The career EMS day staff are on duty for 13 hour shifts from 0500 to 1800 hours daily, including all holidays. The night staff work shifts up to 24 hours in duration, as needed to supplement the ALS needs of the Rescue Squad. The EMS Manager website is the current working scheduling system. Overtime shifts are added based on need only.

Minimum Staffing

The career EMS minimum staffing limit will include a crew of four personnel consisting of at least 2 Intermediate/Paramedics and 2 Enhanced providers at the start of shift. Occasionally only three providers will begin the shift, with an EMS Lieutenant supplementing the crew.

Adverse Events

In the event of an illness or personal emergency that requires an employee to be absent from work, that employee must notify the EMS Director or Lieutenant on duty for that shift five (5) hours prior to the start of shift. It is the EMS Director's responsibility to see that proper staffing is maintained for each shift.

Leave Requests

Request for annual leave shall be made to the EMS Director within one (1) week of requested time off. Leave will be granted based on the availability of coverage for that employee's position/shift, i.e. part time employee, full time shift swap, or Duty Officer.

Employees shall receive time and a half pay, as to comply with the Fair Labor Standards Act, for classes and training, which he/she is required to

attend while off duty, upon approval of the EMS Director. If the training is not mandatory, then the county may agree to pay only the registration costs; hourly pay for these types of classes will be determined by the EMS Director on a case by case basis.

Adverse Weather

All EMS personnel are considered essential employees and are expected to be at the station on time, regardless of the weather conditions. Personnel are encouraged to adequately prepare for adverse weather events in order to be on time for duty.

Sleeping

The EMS Staff are not permitted to sleep during the hours of 0800 to 2200 unless extenuating circumstances exist; the Lieutenant or Director will determine those circumstances. In accordance with the Fair Labor and Standards Act (FLSA), 24 hour staff will be given the opportunity to get 8 hours of rest time per shift; this time is not guaranteed to be in one block and is dependent on call load.