

Effective Date: March 4, 2003
Revision Date: July 01, 2010

GEORGETOWN-SCOTT COUNTY EMERGENCY MEDICAL SERVICES

SCHEDULING GUIDELINE

PURPOSE: To provide an orderly method to grant and track vacation requests and still maintain an adequate number of ambulances to cover the county.

SCOPE: These guidelines apply to all employees of *GSCEMS*, both full and part time.

OVERVIEW: The following guidelines regarding vacation scheduling are in addition to the Scott County Personnel Policies and Procedures Handbook. They address minimum time requirements for filing vacation requests and procedural steps in having the requests approved. *GSCEMS* will make every attempt to approve chosen vacation dates, but staff cannot be reduced below established minimum coverage. Remember, that scheduling of vacation leave is a privilege. After 07/01/2005 employees will accrue vacation time, but have it credited on their anniversary date. Therefore, *GSCEMS* encourages all employees to utilize available vacation time.

MANDATORY OVERTIME: During unforeseen circumstances, when oncoming coverage is not at levels able to operate a minimum of two (2) ambulances, the Operations Supervisor will assign mandatory overtime, including him or herself, until such time that the Director and/or Assistant Director can be notified and coverage can be secured. Additionally, in cases of major incidents whether natural or man-made, the Operations Supervisor shall mandate holdover of the off going shift in addition to calling back appropriate numbers of staff to mitigate the incident.

MINIMUM STAFFING: *GSCEMS* will attempt to staff a minimum of (4) Advanced Life Support (ALS) ambulances plus a paramedic Operations Supervisor at all times. When minimum coverage cannot be staffed, the Operations Supervisor will ride on the ambulance. Due to first response fire personnel being located at EMS Station #1 (Sadieville), if only three ambulances can be staffed for a specified time, EMS Station #1 will be closed until additional staff can be acquired. At no time should regular staffing fall below three ALS ambulances. If due to excessive sick leave, this situation were to occur, the on-duty Operations Supervisor will secure personnel on a mandatory holdover until the Assistant Director or Director can be contacted and replacement personnel can be secured.

1. Requesting Vacation Leave:

Any full-time employee with greater than one year of uninterrupted service may request vacation leave, up to the amount that he or she has accrued. A running list of employee accrued vacation and sick time will be kept at the administrative offices and will be updated at the first of each month. The request must be on the Schedule Change Request Form and submitted to the on-duty supervisor no later than seven (7) calendar days and no earlier than one (1) calendar year prior to the requested leave. Vacation leave will be granted in increments of one (1) hour. Requests will be time and date stamped at the supervisor's office.

2. Approval of Vacation Leave:

The request will be submitted to the Assistant Director, who if approved will place the employee's name on the posted vacation board and attempt to secure coverage for the absence. If the request is for a date that is beyond the posted board, the Assistant Director will check for availability.

3. Criteria to Approve or Disapprove:

When an employee requests vacation leave in the manner above, and there are no previous requests for that time, the leave will be tentatively granted and submitted for final approval. The employee will then receive a copy of the final approved form in his or her mailbox at the main office.

If an additional employee wishes to take vacation leave on the same date that has been previously approved for someone else (even if the opening is covered), or if there is a scheduled opening due to illness or injury on that date, the employee must secure coverage for his or her absence in advance or the request will not be approved. In the event that the requesting employee is a paramedic, it may be necessary to secure paramedic coverage. The employee should submit a signed coverage form(s) along with his or her request, for approval to be granted.

4. Emergency Vacation Leave:

GSCEMS realizes that circumstances beyond control necessitate time off with minimal advance notice. Any vacation leave request submitted within seven (7) calendar days of the request will be handled on a case by case basis and will require the approval of the Director or Assistant Director. Leaves will be granted, only when staffing can maintain an adequate par of ambulances. Emergency requests still require a completed Schedule Change Request Form. Emergency leaves will be limited to two per employee within any six-month period.

5. Coverage of Posted Vacancies or Details:

All vacancies known greater than (24) hours in advance will be attempted to be filled by part-time personnel. Prior to placing an open shift on the official calendar, the Assistant Director will attempt to contact available part-time staff. If unable to secure the opening by the end of the work day, the assistant Director will place the opening on the official calendar. After being placed on the calendar, any employee (part-time or full-time) may request to work posted vacancies or details. Approval of the request will be on a first come basis. The supervisor will tentatively approve or disapprove the request based on staffing needs. The request must be on the Schedule Change Request Form. Requests may be submitted via phone to the supervisor, who will then fill out the Schedule Change Request Form and document the date and time that the employee called and forward the request. It is then the responsibility of the employee to ensure the accuracy of the request. Any employee, who signs up for coverage, is responsible for that opening and is expected to work it and will be held responsible if he or she forgets or fails to report for duty. If an employee signs up to cover a vacancy and decides later that he or she does not want to work it, he or she must secure coverage for the opening or risk being held absent without leave.

Part-time employees will not be permitted to work over (40) forty hours a week, except in extreme circumstances. Extreme circumstances are defined as situations where staffing is inadequate to meet the needs of the service; i.e. reduction below minimum staffing or callbacks during high call volume periods. Overtime that is over and above the employee's regular schedule is also a privilege and not a right and is subject to cancellation.

6. Job Related or Sponsored Leave:

Occasionally, employees of *GSCEMS* need to attend classes or training, related to his or her employment with the service, during his or her scheduled work time. Such leaves will be compensated as if the employee worked his or her regular shift. All requests must be submitted on the Schedule Change Request Form and are subject to the approval or disapproval of the Director or Assistant Director. The employee may also be required to find coverage for his or her absence.

7. Leave Without Pay:

Handled in accordance with the Scott County Personnel Policies and Procedures. Must have authorization by the County Judge/Executive.

8. Sick Leave:

Handled in accordance with the Scott County Personnel Policies and Procedures. Additionally, employees must call the on-duty Operations Supervisor within one (1) hour of his or her scheduled start time. Initially, try to contact the supervisor via the cell phone or at his or her assigned station. If the employee is unable to contact the supervisor in the above manner, he or she should call Central Communications at (502) 863-7840 and request that the dispatcher contact the on-duty Operation's Supervisor and have him or her contact the employee at home. Failure to follow procedure may result in denial of sick leave benefit and may also be classified as an unexcused absence.

9. Time Trades:

Employees are allowed to make equal time trades with other employees as long as the trade does not compromise paramedic coverage and does not create excessive overtime. Trades must be submitted on the Schedule Change Request Form and must be approved prior to the trade. Employees risk losing his or her trade privileges for up to six (6) months, if patterns emerge where trading employees call in sick on the day that he or she has now agreed to work.

10. Other Leaves:

All other leaves from work will be handled in accordance with the Scott County Personnel Policies and Procedures.