**Section 100 – Management & Administration**

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| Human Resources – 101  |
| S.O.P # 101.06 | **Duty Hours and Attendance Policy** | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**101.06.01 Purpose**

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

* + 1. **Responsibility**
1. The Chief will determine the reporting times for EMS Field Operations and Office Personnel.
2. All on-duty Duty Officers (DO) shall verify that their personnel report to their assigned locations on time.
3. Personnel required to hold over will be compensated.
4. All personnel are responsible for reporting to their assigned duty location on time and ready for duty.

**101.06.03 Attendance**

EMS operations personnel assigned to shift work are required to report for duty which may include holidays and weekends. Office personnel are required the adopted hours/schedule for their position and follow the prescribed holiday schedule as outlined in this Policy Manual.

**101.06.04 Duty Hours**

The reporting time for 24 hour rotational shift personnel is 0700.

1. Pay periods begin Sunday at 0700 hours and end at 0700 hours the following Sunday.
2. Reporting time for office personnel is 0800 unless otherwise approved by the 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. 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. Any employee who fails to report or reports late for duty may face disciplinary action.

**101.06.06 Relief**

1. Routine Relief
	1. Personnel shall remain on-duty until they are properly relieved. This responsibility includes:
		1. Presence, ability to perform and readiness for duty in the assigned position.
		2. Release by his/her immediate supervisor.
	2. The 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
	1. To provide some flexibility in relief time, personnel going on-duty may relieve personnel scheduled to go off-duty earlier than the scheduled shift change if approved by the Duty Officer.