**Section 100 – Management & Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| Human Resources – 101 | | | |
| S.O.P # 101.10 | **Vacant Shifts** | | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**101.10.01 Purpose**

To inform personnel of the policies and procedures regarding vacant shifts and distribution of overtime.

**101.10.02 Policy**

1. Vacant EMS shifts will be awarded in the following order:
   1. Part time employees
   2. Volunteers
   3. Full time employees
2. Overtime will be counted after 40 hours worked in a work week.
3. Once an employee has been awarded a shift they become directly responsible for that shift’s Coverage.

**101.10.03 Procedure**

1. Operations will inform part-time staff of schedule and request their availability to work.
2. Shifts will be awarded to part-time staff to best fill open shifts while awarding hours fairly.
3. Shifts not covered by part-time staff will be offered to qualified volunteers then full-time staff.