

|  |
| --- |
| Section: Human Resources 101.00 |
| SOP # 101.02 | Subject: Duty Hours & Attendance | Page: 1 of 2 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
| Revised: | Authorized:  |

 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

101.02.01 Purpose

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

101.02.02 Responsibility

1. The Director will determine the reporting times for all Personnel.

2. Personnel required to hold over will be compensated per the Rural Pope County standard of operating procedures.

3. All personnel are responsible for reporting to their assigned duty location on time and ready for duty.

101.02.03 Attendance

EMS operations personnel assigned to shift work are required to report for duty which may include holidays and weekends

101.02.04 Duty Hours

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

1. Pay periods begin Saturday at 0000 hours and end at 0000 hours the following Saturday.

101.02.05 Failure to Report

1. When an employee fails to report on time and personnel are held over, those held over shall be compensated until the time that a replacement can report for duty or the late party arrives at the station. The employee failing to report shall not be payed for any of the time in which they are absent.

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, may incur disciplinary action at the discretion of the administration staff.

101.02.06 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 supervisor, and other administrators, 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 To provide some flexibility in relief time, personnel going on-duty may relieve personnel scheduled to go off-duty up to two (2) hours before the specified time. As approved by the supervisor and administration.