



Effective Date: 07/01/2014

Revised Date:

<b>ATTENDANCE, LEAVE, AND MINIMUM STAFFING</b>
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### Purpose

It is the purpose of this policy to clearly state the staffing requirements and expectations of the Valencia County Emergency Services employee to report for work on time, to submit for leave a minimum of two (2) weeks in advance, and advise a minimum of twelve (12) hours prior to your shift if calling in absent.

### Policy:

- I. You as an employee of VCES are mandated to arrive on time and ready for duty no later than the start time of your scheduled shift. The below listed times and/or shifts are subject to change at any time without prior notice.
  - a. The current shifts available are;
    - i. ES2 1200- 2400 Weds- Fri, every other Saturday.
    - ii. ES1 0600- 1800 Sun-Tues, every other Saturday.
    - iii. Administration Staff- 0800- 1700
  - b. Should any person(s) be tardy for shift, a call shall be made to the company officer or the on call supervisor for that shift I.e. Lieutenant, Captain, or other command staff as deemed necessary.
  - c. If a supervisor is not informed of a tardy employee within **20 minutes** prior to the start of the scheduled shift, the employee will be subject to disciplinary action.
  - d. Should an employee of VCES need to call in absent for a shift, a call shall be made to the company officer or the Captain, **NO later than 12 hours** prior to the start of the scheduled shift. A leave form shall be filled out by the employee and submitted to the Fire Administration office immediately upon returning to service.
  - e. Emergencies are unforeseen and come at unexpected times. In the event of an emergency and the employee needs to call in absent, or leave prior to the end of the scheduled shift, a call shall be made to the company officer or the Captain for approval with enough time allotted to properly cover the shift. A leave form shall be filled out by the employee and submitted to the Fire Administration office immediately upon returning to service.
- II. Minimum staffing requirements for field staff
  - a. At no time during operational hours or otherwise shall either ES unit be in service with less than 2 personnel, with a minimum of one (1) officer available for first response unless otherwise stated by the fire Chief.



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III. Shift availability

- a. Vacant shifts shall be filled by PRN employees as needed.
- b. PRN shifts will be offered only by the Fire Chief or his designee
- c. Vacant shifts will be offered in order of seniority of PRN staff and offered to each PRN thereafter until the shift has been filled.

IV. Overtime Shifts

- a. Overtime shifts can and will be available at the discretion of the Fire Chief or his designee, under circumstances such as, but not limited to the following;
  - i. No available PRN for shift coverage
  - ii. Additional coverage and response within Valencia County, and mutual aid response
  - iii. Inclement weather requiring supplemental coverage to provide optimal emergency response.
- b. Off duty personnel are subject to overtime for circumstances that require additional support and/or coverage to mitigate large scale incidents, unusual high call volume or situations defined as appropriate by the Fire Chief.