

GUIDELINE
BLOOMFIELD GENOA CITY
FIRE & RESCUE

DAY AND NIGHT SCHEDULING

ACCEPTED DATE:

01-18-2007

REVISED DATE:

01-31-2008

GUIDELINE NUMBER:

7

NUMBERS OF PAGES

1

ACCEPTED BY:

Purpose:

The purpose of this guideline is to establish a set date for the daytime and night schedule to be posted.

Guidelines:

Staffing:

Each shift will have at least 2 (two) people on. Of those two at least 1 (one) will be an EMT –IV.

Schedule:

Each person wanting to work will request those days in green on the EMS Manager web site. Requested days must be in no later than 09:00 hours of 15th of the prior month. The schedule will be posted no later than 16:00 hours of the 20th of the prior month.

No person should be scheduled for more than 144 hours in a month (refer to Policy 3) without permission from a Chief Officer.

Trades:

Any person that is unable to work a scheduled time will need find a replacement. The replacement must be approved by a Chief Officer before the start of the shift.