



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Part-time schedule
Reference Number:	ADM 02-007
Effective Date:	30-Jul-04
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized method for scheduling career part-time personnel.

Policy:

The Assistant Chief in charge of scheduling will email all available shifts to the part-time personnel on a monthly basis.

Personnel available to work an open shift shall email the Assistant Chief stating their availability.

The Assistant Chief will email personnel stating what shift(s) he/she will be working and the appropriate station.

If an employee becomes unavailable for a shift, he/she must notify the Assistant Chief as soon as possible to allow time for replacement.