



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Career Schedule
Reference Number:	ADM 02-001
Effective Date:	21-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 personnel .

Policy:

Wintergreen Fire and Rescue will utilize the 24/48 schedule, using "A", "B", and "C" shifts.

Each employee will be assigned to a shift by the Administrative Officers.

A copy of the schedule will be posted at both stations and on the department website.

No changes are to be made to the schedule without the approval of an Assistant Chief.

An employee can not work more than forty-eight (48) hours straight.

When trading shifts, an accumulation of greater than three (3) shifts in one week is discouraged.