



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
<b>Subject:</b>	Career Schedule
<b>Reference Number:</b>	ADM 03-001
<b>Effective Date:</b>	21-Jul-04
<b>Last Revision Date:</b>	18-Apr-17
<b>Signature of Approval</b>	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.

Wintergreen Fire and Rescue will also utilize a D-Shift that will work 10, 12, and 24/48 hour shifts. These employees are tasked with providing services for Nelson County.

D-Shift: 05:00-17:00

D-Shift: 08:00-08:00

D-Shift: 08:00-18:00

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

The schedule can be viewed by the EMS eSchedule system that can be accessed by the Wintergreen Fire and Rescue website under About and then Staff Resources. The schedule is also made available at each station on the scheduling monitors. It is imperative those monitors be set to “Auto-refresh” so that the schedule is constantly showing any updates that have been made.

It is the responsibility of the Captain, Lieutenant, or designated Officer to check the schedule at the beginning of their shift. If the schedule shows that they will be at minimum staffing then they are to contact Nelson Dispatch the morning of their shift so it can be recorded on the white-board for the day. This shall be done by no later than 08:30.

It is the responsibility of the Shift Captain and/or Lieutenant to review the eSchedule prior to your next shift to see who is working. This will allow personnel changes at/between each station if needed. While checking the schedule, if there is no driver noted for either station then it is the responsibility of the designated officer to send an Everbridge notification to the volunteers to check availability of a driver.

No changes are to be made to the schedule without the approval of the Administrative Captain.

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

**A-D Shifts (D-Shift 24/48 schedule):**

When trading shifts, an accumulation of greater than four (4) shifts in one week is not allowed.