



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Career Schedule
Reference Number:	ADM 03-001
Effective Date:	21-Jul-04
Last Revision Date:	18-Apr-23
Signature of Approval	Curtis Sheets, Chief

Purpose:

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

Policy:

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

The schedule can be viewed by the Aladtec system that can be accessed by the Wintergreen Fire and Rescue website under About and Member Resources.

It is the responsibility of the Shift Captain and Lieutenant to review the schedule in Aladtec prior to your next shift to see who is working. This will allow for personnel changes at or 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 Everbridge notifications shall be sent between the hours of 21:00 – 08:00. If a message is to be sent then it can be done at 08:00 the next morning.

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

Due to historical call volume, Nelson EMS employees shall not work more than forty-eight (48) hours and A-C employees shall not work more than seventy-two (72) consecutive hours. Once an employee has reached their maximum allowable hours he/she shall be off the schedule for a minimum of twenty-four (24) hours.