



# Clarke County Fire and Rescue

## Standard Operating Guideline

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<b>Category:</b> Personnel – Working Schedules		<b>Sub Category:</b> Work Schedules
<b>Approved by:</b> Fire and EMS Director		<b>Effective Date:</b> 12/12/2016

### Purpose

To establish a Standard Operating Guideline for all employees to report to their assigned work location and daily work schedule.

### Definitions

The following definitions have been adopted for use;

- CCFR – Clarke County Fire and Rescue

### Procedure

1. All employees will be at their assigned work location (station) at the beginning of their shift. A 24-hour shift begins at 0600 and runs until the following day at 0600. This shift may be divided into multiple blocks of time in order to maintain staffing needs. No block shall be less than four hours in duration.
2. Types of work schedules
  - a. Full-Time Schedule – The current schedule for full-time CCFR employees working full-time schedules shall be one day on three days off (24-hours working, 72-hours off).
  - b. Part-Time Schedule – The current schedule for part-time CCFR employees working part-time schedules shall be on an as needed basis. No part-time employee shall work a shift less than four hours in length; this time does not include meetings, training or other non-operational activities.
3. All employees working for a given shift shall follow the below procedures
  - a. When starting his/her shift the employee will “clock-in” to the staffing program. If the employee “clocks-in” late for their assigned shift a reason must be given (ex. Here at 0530, on a call, late, etc.).

- b. Once a month the Lieutenant or his/her designee will post the schedule of personnel on IAM RESPONDING. In the event there is a change in the schedule the employee will log onto IAMRESPONDING to identify themselves as staffing.
    - c. The most senior employee working will insure the logbook identifies the start time of the shift and the employees working (see SOG 3.00.05 Log Books for further information)
    - d. Upon the end of his/her shift the employee will “clock-out” of the staffing program. If the employee “clocks-out” late for the end of their shift they must identify a reason (ex. Late call, Slept in, etc.)
4. Scheduled Leave Procedures
  - a. Employees wishing to use leave must submit a leave request through the scheduling system.
5. Unscheduled Leave Procedures
  - a. Employees wishing to use unscheduled leave must contact the Director. The employee must give a reason for their unscheduled leave, when they anticipate returning to work and a phone number they may be reached at.
6. Shift Trades/Shift Swaps
  - a. All shift trades/shift swaps will be conducted through the staffing program.
7. Release from shift
  - a. Employees may only be released from work when their replacement has arrived. In the event their replacement does not show for their assigned shift the full-time employee will stay until a replacement arrives. In the event there is no full-time employee working the part-time employee must make every attempt to stay until a relief arrives. In either event the Director must be called when an employee fails to show up for his/her shift.
8. Immediate release from shift
  - a. In the event an employee needs an immediate release from shift the employee will contact the Director.
9. Announcements
  - a. At 0830 & 1830 hours the Clarke County Communications Center will advise which stations and units are staffed and any other pertinent information through the CAD system.
10. The following tasks shall be performed during every shift, as incident volume and weather permit:
  - a. Shift Change, roll call, and shift announcements (beginning of each shift)
  - b. Check primary Medic unit
  - c. Complete second unit checks as indicated on the Daily Tasks & Assignments Chart
  - d. Complete third unit checks as indicate on the Daily Tasks & Assignments Chart
  - e. Complete detailed cleaning designated area as indicated on the Daily Tasks & Assignments Chart
  - f. Complete special assignments as indicated on the Daily Tasks & Assignments Chart
  - g. Complete the daily tasks listed on the Daily Tasks & Assignments Chart
  - h. Any failure to complete the above listed tasks without just cause could result in disciplinary action.