



EMS Division Operational Policies

Effective July 1, 2018

1. Purpose

The operational policies for the Fort Dodge Fire Rescue Emergency Medical Services (EMS) Division are general directives for hours of work, shift schedules, vacation leave, holiday time, trade time and other conditions of employment not otherwise specified in the City of Fort Dodge Employee Handbook.

2. Hours of Work & Schedules

- 2.1 The EMS Division will operate from 7:00 am to 11:00 pm, seven (7) days a week, 365 days a year. There will be four (4) shifts of two (2) employees with additional coverage provided as necessary by part-time and/or PRN employees. Firefighter-Paramedic/EMTs on duty will also assist with coverage as needed.
- 2.2 The normal work schedule for EMTs and Paramedics will be 12-hour shifts, either the day shift from 7:00 am to 7:00 pm or afternoon/evening shift 11:00 am to 11:00 pm. Employees will work two (2) days on followed by two (2) days off; three (3) days on followed by two (2) days off; two (2) days on followed by three (3) days off. Assigned shifts will alternate quarterly from day to afternoon/evening. On weeks where employees are scheduled to work four (4) days, one day (to be determined by staffing needs) may be a 4-hour workday. Teams will work every other weekend with weekends off being a 3-day weekend (Friday through Sunday).
- 2.3 The EMS Division Supervisor will work 40 hours, Monday through Friday, but may be required to fill in as necessary.
- 2.4 Assigned hours of work may vary to meet operational needs. The EMS Supervisor will advise employees of their individual work schedules. Notification of changes to the regular work schedule will be provided to employees at least one week in advance so proper arrangements can be made at home (i.e. child or elder care). Staffing needs and operational demands may necessitate requirements and/or variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees must adhere to their assigned work schedules or be subject to disciplinary action.

3. Vacation

3.1 EMS personnel shall be entitled to leaves of absence with full pay for vacation periods.

3.2 **Vacation Earning Schedule** (as stated in the Employee Handbook)

During Year	Earned Per Pay Period	Per Year	Maximum Accrual for Full-time EEs
1 st thru 3 rd	.03846 per hour paid	10 days (2 weeks)	160 hours (20 days)
4 th thru 6 th	.05769 per hour paid	15 days (3 weeks)	200 hours (25 days)
7 th thru 10 th	.07692 per hour paid	20 days (4 weeks)	240 hours (30 days)
11 th +	.09615 per hour paid	25 days (5 weeks)	280 hours (35 days)

3.3 Employees shall select their vacation blocks of leave for the following calendar by November 30th, on a first come-first serve basis within each shift, to allow for proper scheduling. A single vacation block may consist of one day up to a maximum of seven (7) days. Employees may reserve one week of vacation (up to 40 hours) to use for unexpected leave needs. Vacation may be taken in a minimum of four (4) hour increments, unless the employee has less than four (4) hours accrued. Requests will be reviewed by the EMS Supervisor or Fire Chief and granted based on a number of factors including business needs, staffing requirements, and department rules.

4. HOLIDAY TIME

4.1 EMS regular full-time employees shall receive sixty-eight (68) hours off per year in lieu of eight and a half (8.5) City recognized holidays at the rate of pay in effect at the time the employee takes the holiday. Regular part-time employees will be granted similar time off in lieu of the same eight and a half (8.5) recognized holidays, prorated to the number of normally scheduled hours worked.

4.2 Recognized City holidays are:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Eve 1/2 Day (PM)
- Christmas Day

4.3 Employees are allowed to schedule any number of holiday hours in any given month with management approval (EMS Supervisor or Fire Chief). All holiday time must be used in the calendar year. Holiday time not used in the calendar year will be lost.

4.4 In addition, two and a half (2.5) personal holidays, twenty (20) hours, will be granted to regular full-time employees per year at the rate of pay in effect at the time the employee takes the holiday. Personal holiday time may be taken at the employee's discretion with the approval of the immediate supervisor. Personal Holiday hours not used by the end of the calendar year will not roll over to the following year; those hours will be eliminated. Personal holiday hours shall be prorated for regular part-time employees.

4.5 Employees will be allowed to schedule and use vacation and holiday hours prior to the actual accrual of those hours within a calendar year. Should an employee separate from employment with the City (voluntarily or involuntarily) and have a negative balance of vacation and/or holiday hours, the employee shall reimburse the City for the value of those negative hours.

5. TRADE TIME

5.1 EMS Division employees may be allowed to exchange shifts or time, hour-for-hour, where both shifts occur during the same pay period and will not create additional cost for the City nor create additional overtime for either employee. The procedures set forth below shall be followed and permission will be granted only when the time trade does not cause issues with normal operations.

5.2 Trade time may be granted in accordance with the following provisions:

- a) Trade time will be used only when the ordinary ways of obtaining time off are not available.
- b) Employees requesting trade time shall submit the request in writing to the EMS Supervisor. A Trade Time form must be used. Each employee involved in the trade must sign the request. Trade time is granted after it has been approved by the EMS Supervisor. This form will be forwarded to Human Resources and saved as supportive timekeeping documentation.
- c) Trade time shall only occur between employees of the same job title. Employees requesting trade time should submit such requests more than twenty-four (24) hours prior to start of the shift being traded. If the need for a trade arises inside of the twenty-four (24) hour window the trade may still be made with the supervisor's approval.
- d) No more than twelve (12) trades may be initiated by an employee during each calendar year.
- e) Only four (4) trades are allowed in a thirty (30) day period. A trade can include up to two (2) days in a row as one (1) trade.
- f) For purposes of accounting, only the employee initiating the trade will be credited with the trade time.
- g) Only the initial two (2) employees may be involved in the trade.
- h) Any employee who, without justification, fails to honor his/her trade time commitment will be subject to the following.
 - (1) 1st Violation - Disciplinary write up and loss of time equal to time and one-half (1.5) times the amount of time set out in the trade agreement. This will be taken from Vacation, Holiday.
 - (2) 2nd Violation - Disciplinary write up, loss of Vacation and/or Holiday time equal to time and one-half (1.5) times the amount of time set out in the trade agreement, and the loss of Trade Time privileges for one (1) year from the date of the incident.
- i) Unfulfilled Trade Forgiveness. The City agrees to forgive an employee of an unfulfilled trade(s) where the City terminates employment due to the following:
 - (1) A departmental reduction in force; or
 - (2) If the employee is killed while on duty, dies while not on duty, or is permanently and total disabled as defined under Chapter 85 of the Iowa Code.
- j) An employee's voluntary or involuntary termination of employment for any reason other than those stated in section i, are not conditions requiring forgiveness of any unfulfilled trades.
- k) If an employee separates from employment for any reason other than those stated in section i, prior to fulfilling his/her trade agreement obligation, then that employee will be required to pay the City back all unfulfilled trade time hours at the rate of time and one-half (1.5).

6. OVERTIME, COMPENSATORY (COMP) TIME, CALL-BACK

6.1 Employees will be paid in accordance with FLSA regulations regarding overtime payments and comp time off.

6.2 Call-Back Pay

Employees who are called back to perform work at the request of their supervisor after their normal scheduled working day shall receive a minimum of two hours overtime at time and one-half (1.5) their normal rate of pay or in the case of compensatory time, at time and one-half (1.5) the number of hours worked. If an employee is called back on a day they've designated and been approved for holiday leave, the rate of pay shall be double time. Employees can request either to be paid as overtime or to receive compensatory time with the approval of their supervisor.

7. Uniform Allowance

New FTEs will receive a \$500 uniform allowance for their first calendar year (12 months) of employment. These funds shall be used to purchase approved uniform items or to "patch-over" existing items that are in good repair and meet the approved uniform item criteria. FTEs will receive an annual uniform allowance of \$500 paid July 15th following their first calendar year of employment. Part-time and contingent employees will be provided uniform items as prescribed by the Fire Chief.