

# JORDAN VALLEY EMS AUTHORITY POLICY

**POLICY #:** 106.3.3

**SUBJECT:** REPORTING FOR DUTY AND HOLD OVER

**CAAS STANDARD:** 106.3

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## **SCOPE:**

All full-time employees

## **PURPOSE:**

The purpose of this policy is to create a uniform process for reporting for work, required work hours, mandatory overtime and being held over. Jordan Valley EMS Authority is bound by State and local regulations that require minimum staffing. The business of providing emergency services may also require minimum staffing during times of public health emergency or disasters. This policy provides direction in managing staffing levels in certain emergency situations.

## **POLICY:**

Employees are provided a work schedule. They are expected to report for duty according to that schedule, unless specifically instructed otherwise by a supervisor or management.

## **PROCEDURE:**

### **REPORTING FOR WORK – Full Time Employees**

Employees will be expected to report to work at 0800. When reporting for work, employees will be in uniform and prepared to start work immediately. In a prompt manner they will work to ready the vehicles and equipment for operations. If there are going to be any delays in the process, the employee will notify the EMS Director immediately.

Upon assuming responsibility for the Echo unit and primary ambulance that is being vacated by off-going paramedic at the same time, the oncoming paramedic will request and receive a briefing from the off-going paramedic on the status of said vehicles and equipment. This briefing will not substitute for the responsibility of the ongoing paramedic to inspect their vehicles and equipment to ensure they are ready for service.

The recording of the time the employee reports for work will be accurate and shall be posted on timecard. Any attempt on the employee's part to obstruct this process or purposely falsify the time they are reporting for work will be considered time card fraud and the employee shall be terminated from employment.

### **LEAVING WORK**

An employee will not leave work until all required duties are completed. These duties include: all applicable paperwork and electronic run reports, returning their vehicles and equipment to operational standards, briefing employees that are replacing them regarding the operational readiness of their vehicles. The employee will not leave work early without permission.

### **REQUIREMENTS TO HOLD OVER AN EMPLOYEE**

An employee may be required to hold over after their shift is scheduled to end to satisfy the operational needs of the Authority. The employee will be given as much notice as possible, however situations may arise that will allow for little or no notice. The order to hold over a crew must be approved by the Director.

### **MANDATORY OVERTIME**

Full-time employees may be mandated to work additional overtime in the case of extreme operational issues, declared disasters or public health emergencies.

### **MASS CALL IN / MANDATORY ORDERS TO REPORT TO WORK**

As members of the public safety and public health community, EMS employees may need to be called in to assist in certain emergency situations. Employees may be called in enmass and required to report for

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duty without notice in cases of natural or manmade disaster, multi or mass casualty incidents, incidents of a massive surge in EMS system demand, civil unrest, declared public health emergencies, or state or federally declared disasters.

The EMS Director must authorize such a mass call in. In such cases all employees called must report to work within a reasonable time, based on their proximity to the work location specified.

Employees will be excused from reporting if the circumstances prompting the mass call in are directly interfering with the employee's ability to access the work site they are being asked to report to.

**POLICY HISTORY:**

Implemented February 1, 2015

Reviewed