



SENECA COUNTY

Emergency Services



Standard Administrative Guidelines

Policy #52 - Policy/Procedure for Echo Scheduling & Shift Trades

Purpose: To define the rules of Echo Scheduling and Trading Shifts

Effective 1/2017

Review: Annually

Policy/Procedure:

1. All Seneca County Full Time Echo paramedics are assigned a shift day. These days are assigned as A, B, C, shifts.
2. Full Time Echo paramedics schedules are based on 48 hour work weeks starting on Saturday and ending on Friday.
3. Trades shall not be approved that create a 72 hour work week for any FT paramedic.
4. Trades should be arranged through communication and common sense to allow Part time personnel to pick up the hours that want to be traded by the FT paramedics.
5. If a FT paramedic needs to trade with a FT paramedic, that trade should keep in mind that no FT paramedic can work more than 48 hours in any given week, or 96 hours in a pay period.
6. Shift trades are a privilege and should be worked out well in advance of the shift day occurring to avoid confusion and open shifts.

Part Time Scheduling:

1. Part time paramedics shall schedule quarterly for all scheduled part time shifts that are available on the schedule. This shall be done by seniority.
2. Part time paramedics shall pick hours in 12hour or 24 hour increments – no more 6 hour shifts.
3. Trading with a FT paramedic is acceptable, but Part Time paramedics are limited to 29 hours per week, as they have been since the Echo unit began.
4. Partial trades are acceptable (12 hours) and hour for hour trades are acceptable as long as a PT medic does not go over 29 hours in a work week and a FT medic does not exceed 48 hours in a work week.

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Example of an acceptable trade:

FT paramedic (A shift) wishes to trade with a part time medic that is working his regularly scheduled PT shift on Saturday. The A Shift FT medics regularly scheduled day is Friday. The PT medic will work the A Shift Friday and the FT Medic will work the PT scheduled shift on Saturday. This is acceptable because both medics will retain the same amount of hours within that week.

Example of Acceptable Trade:

FT paramedic (A shift) wishes to trade his regularly scheduled Friday shift with a FT paramedic (C Shift) who is scheduled to work on Thursday. A and C can flip/flop their Thursday/Friday because it keeps both of them working the same amount of hours (48) in one week.

Example of an UNACCEPTABLE Trade:

FT paramedic (A Shift) wishes to trade his regularly scheduled shift on Tuesday with FT paramedic (B Shift) for his regularly scheduled following Saturday shift. This is unacceptable because B shift will be working 72 hours between Saturday and Friday of the same pay week.

Part Time Scheduling: Quarterly

1. Part timers will be selecting regularly scheduled part time shifts according the Seniority.
2. The Seniority list is based on date of hire into Seneca County EMS Echo.
3. The available shifts will be published via the google calendar "Echo Schedule" and shared with all employees.
4. EMS Office staff will notify the senior most PT paramedic that it is their pick. They will be notified to pick 2 – 12 hour shifts or 1 – 24 hour shift within 48 hours of notification that it is their pick. Once you have made your pick, contact the person directly underneath you in seniority via text or phone call. The list shall move on in that manner.
5. If the EMS office staff does not hear back from that person within 48 hours, the pick will move to the next person on the list.
6. Trading shifts with a FT person or PT person is acceptable as long as no PT paramedic goes over 29 hours in a work week (Sat-Fri) and No FT person goes over 48 hours in a work week (Sat-Fri).

Call Offs

1. The medic on duty at the time of the call off will begin calling down the seniority list of part timers in an attempt to fill the shift (or at least the first 12 hours).
2. Text messages are acceptable but create a written log of the responses that you receive.
3. If no PT paramedic is available to work contact EMS1 or EMS2 for approval for a FT medic to cover using overtime.
4. The offgoing Medic will be held over until they are relieved.

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