

Iowa County, Iowa
Policy Manual

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| Title: Scheduling Changes | Reference #: AMB 1016 |
| Section: Departmental | Date Effective/Revised: 2/1/19 |
| Department (s): Ambulance | Approved By: Board of Supervisors |

Policy

On the first day of the month when the schedule is executed, changes should be limited to unexpected schedule conflicts or emergencies.

Unexpected schedule conflicts

1. Employees are expected to find their own replacement.
2. Changes in the schedule shall be limited to staff of equal or higher level, unless authorized by a member of the charge staff.
3. Schedule changes should be submitted on the electronic scheduling program.
4. Full time staff may not accept more than two hours of overtime per week unless approved by a member of the charge staff.
5. Employees are limited to 12 unexpected schedule conflict changes per calendar year once the schedule is published. Request for additional schedule changes will be denied.
6. The Director or Assistant Director must approve all unexpected schedule changes.

Emergencies and Illnesses

1. The employee shall notify the Director or Assistant Director in person or by phone.
 - a. Text messages will not be accepted.
2. The Employee, Director, or Assistant Director will try to find a replacement for the shift.
3. If it is during of a shift, the employee shall not leave until a replacement has arrived.