

Iowa County, Iowa  
Policy Manual

Title: Scheduling Part Time	Reference #: AMB 1014
Section: Departmental	Date Effective/Revised: 2/1/2019
Department (s): Ambulance	Approved By: Board of Supervisors

**Policy**

1. Scheduling shall be on a monthly basis. Employees shall submit availability in the scheduling software program no later than 0800 on the 15<sup>th</sup> of each month for the following month.
2. There is no guarantee of being scheduled for shifts unless the employee is on a set schedule.
3. If a part time employee wishes to have a set schedule they may request one with the Director. If an employee is on a set schedule they will be expected to work those shifts. If an employee needs a set shift off they shall put in a time off request by the 10<sup>th</sup> of the month preceding the month of the time off.
4. Shifts begin/end at 0600 and/or 1800 hours.
5. For the purpose of skills maintenance and knowledge of equipment it is required that all staff submit at least 24 hours per month of availability or sign up for at least 24 hours per month of on call time.

**Holidays**

1. Each part time employee is expected to be available to work at least two holidays per year including one of the following major holidays: New Year's Day, Thanksgiving, Christmas Eve, or Christmas Day.
2. Holidays will be recognized on the day of the holiday because the department operates 24/7.

**Paid Holidays:**

New Year's Day

Martin Luther King Jr.'s Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Day after Thanksgiving

Christmas Eve Day

Christmas Day