



Field Staff Scheduling

Board Approval:

A handwritten signature in black ink, appearing to read "R. M. Kelly".

Date: 4/26/16

The workweek for JCESA employees is from 0800 hours on Sunday until 0759 hours on the following Sunday. The nature of the work we do requires 24 hour a day, 7 day a week operations. As such, many shifts will require irregular work hours and inconsistent work days.

Employees shall be in regular attendance during all scheduled hours of work. The schedule is available to all employees 24/7 electronically. By accepting employment, the employee agrees to be available to work as scheduled.

Full time employees are assigned to a team, or "shift" by the Captain in consultation with the Lieutenants and Deputy Director. To the greatest extent possible, full time employees are assigned a consistent, rotating, and/or cyclical schedule. Occasionally circumstances may require modified scheduling for one or more employees that deviates from their normal assignment.

Part time employees are employed to fill vacancies created by regularly unassigned shifts and leave taken by full time employees. The following process shall be followed for scheduling part time employees:

1. Part time employees are required to submit their availability via the electronic scheduling system by the tenth of the month for the following month. (i.e., availability for February must be submitted by January 10th.)
 - a. Part time employees who fail to submit at least 24 hours of availability for a given month by the 10th of the preceding month will be subject to dismissal, at the discretion of the Director.
 - i. Part-time employees who submit 24 hours of availability for the month by the 10th of the preceding month need not be actually scheduled for any shifts to be considered in compliance with this policy.
2. The Captain shall fill any known vacant shifts, based on part time employee availability, by the 15th of the preceding month. (i.e., the schedule for February will be populated by January 15th.)

Vacancies may exist after the 15th of the preceding month for several reasons; 1) no part time employees were showing available when the schedule was reviewed, or 2) new vacancies arose after the schedule was complete. In these situations, full time and part time employees who are available for a vacant shift will bid on the shift using the electronic schedule's bid feature.

Part time employees who work less than 24 hours on-shift, not including training or meetings, in any six-month period will be subject to dismissal, at the discretion of the Director.