



**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

TITLE:	1.6-Time and Attendance		
ISSUED BY:	Department of Public Safety/Career EMS		
RESPONSIBLE STAFF:	Deputy PS Director Alfred Jeffery		
ISSUE DATE:	4/21/2021	REVISION DATE:	
PURPOSE:	To establish the time and attendance expectations of personnel within the Career EMS Division, further defining process and supplementing the policy already set forth by chapter 86.		
APPLICABLE TO:	All Field Clinicians		
ATTACHMENTS:			

<input checked="" type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually	<input type="checkbox"/> Other Interval:	
<input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> As needed	Flag for review on:

I. Purpose

To establish the time and attendance direction of personnel within the Career EMS Division.

II. Policy

Time and attendance is a critical function of daily operations. It is imperative that our field clinicians be on time and ready for work to complete the mission of the Calvert Career EMS division. All CEMS field clinicians are expected to follow the current policies and directives set forth on time and attendance by the CEMS Chief.

III. Procedure

1. Time and Attendance

a. Tardiness

- i. Field clinicians are required to be at their assigned station by the declared start of shift, in uniform and ready for work. Failure to arrive by the declared start time, or failure to be prepared to work by the declared start time, **will be considered an unexcused tardiness.**

- ii. Field clinicians are required to notify the on-duty EMS Supervisor if they are running late to a shift. **This will be considered unexcused tardiness**, unless the circumstances permit an excused tardiness.
 - iii. There are limited circumstances where CEMS will excuse tardiness. Examples of these situations may include, unforeseen traffic delays such as road closures from car accidents, and a pre-arranged late start to the shift with the Chief of CEMS or designee. An excused tardiness will not be counted as an occurrence.
- b. No Call, No Show
 - i. Field clinicians will be considered a “no call, no show” if they are more than fifteen (15) minutes late, and have not called the on duty EMS Supervisor, advising their status. No call, no show is considered a serious infraction, and may result in immediate dismissal, at the discretion of the CEMS Chief.
- c. Absences
 - i. Excused absences from scheduled shifts include any pre-arranged removal from the schedule, approved by the CEMS Chief. Excused absences must be approved within three (3) days prior of the shift, unless otherwise allowed by the CEMS Chief. Additionally, any unexcused absence resulting from a shift call out may be changed to an excused absence if the field clinician provides an acceptable reason, as determined by the CEMS Chief, in writing.
 - ii. When it becomes apparent to a field clinician that they will be unable to report to their assignment due to illness, injury, personal matter etc. the employee must notify the on duty supervisor as soon as possible but **no later than two (2) hours before the start of shift**. Additionally, the temporary employee shall call the station they were assigned to report to and let the on duty personnel know of the change in their relief, this notification to the on duty personnel does not relieve the employee of the requirement to notify the on duty supervisor also.
 - iii. Unexcused absences are any “call off’s” that was not pre-arranged or approved by the CEMS Chief. Failure of the temporary employee to notify the on duty EMS Supervisor within the two (2) hour window listed above, **will count instead as a no call, no show**. Recurring unexcused absences **may result in disciplinary action up to dismissal**.
 - iv.
- d. End of Shift And Relief From Duty
 - i. Field clinicians are expected to work until the declared end of their assigned shift. If a field clinician needs to leave early due to sickness or emergency, the employee **must** first notify the EMS Supervisor. The field clinician should also notify, if possible, the duty officer for their assigned station that day. Early shift departures will be tracked and may result in an occurrence at the discretion of the CEMS Chief.
 - ii. Field clinicians may be relieved early, by up to one hour. The employee relieving early is not eligible for any additional pay hour and the employee being relieved is not charged any leave. Earlier relief should

be pre-arranged and approved by the CEMS Chief or on-duty EMS Supervisor.

- iii. If a field clinician is held over on a late call, the field clinician must notify the CEMS Chief or designee their new end time, so their time card can be adjusted. **If the employee has access to executime, that employee must adjust their time card accordingly.**
- iv. If the field clinician's relief has not arrived after fifteen (15) minutes into their shift, the temporary employee must notify the EMS Supervisor. A field clinician may not leave their post without relief unless:
 - 1. There was no planned relief (special shift or it was known the position would be going out of service at end of duty)
 - 2. The EMS Supervisor is aware that relief has not arrived and has authorized the field clinician to leave
- v. If a field clinician's relief does not show up or is running late, the field clinician may be asked to hold over as authorized by Calvert County Government Chapter 86. Work Rule 5.

2. Occurrence

- a. An occurrence is defined as single incident of a temporary employee failing to abide by the standards listed above. Occurrences include, but are not limited to:
 - i. Unexcused absence
 - ii. Unexcused tardiness
 - iii. No call, no show
 - iv. Unexcused early termination of a shift
- b. While any discipline in reference to an infraction of this policy will be determined on a case-by-case basis the following will be the progressive discipline considered
 - i. After one (1) occurrence, the temporary employee will be verbally counseled on the expectations of time and attendance with CEMS.
 - ii. After any two (2) occurrences within 12 months of the first occurrence, a temporary employee will be issued a written counsel and may be subject to suspension of duty for one (1) to three (3) weeks, as prescribed by the CEMS Chief.
 - iii. After any three (3) occurrences within 12 months of the second occurrence, a temporary employee will be dismissed by the CEMS Chief.
 - iv. Despite the above steps, egregious violations of time and attendance could result in immediate dismissal, if deemed appropriate by the CEMS Chief.
- c. Time and attendance occurrences can be combined with other disciplinary infractions when considering appropriate disciplinary action.
- d. All disciplinary actions will consistent with the prescribed process outlined in Chapter 86.