



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

TITLE:	2.4-Emergency Holdover		
ISSUED BY:	Department of Public Safety/Career EMS		
RESPONSIBLE STAFF:	Division Chief Barry Contee		
ISSUE DATE:	4/27/2020	REVISION DATE:	
PURPOSE:	To advise personnel of the emergency hold-over policy in times of staffing or resource shortage, crisis, or disaster.		
APPLICABLE TO:	All Field Clinicians		
ATTACHMENTS:			

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

I. Purpose

To advise personnel of the emergency hold-over policy in times of staffing or resource shortage, crisis, or disaster.

II. Definitions

Hold-Over- When an employee is mandated to stay past the end of their scheduled shift.

Staffing Shortage- Due to staff callouts, leave, or unforeseen circumstances there is a lack of available employees to meet minimum staffing goals.

Major Incident- A singular incident that causes staff or resources to be on scene for an extended amount of time.

III. Policy

Personnel may be held over past the end of their scheduled shifts for the following reasons:

- Staffing falls below the minimum staffing standards
- Personnel do not have adequate relief
- Incidents of natural disasters, major casualty, or a major incident as previously defined.
- Emergency activation of the Emergency Operations Center (EOC) or a local declaration of emergency.

Personnel will be compensated in accordance with Chapter 86. No employee will be allowed to work more than 36 consecutive hours unless deemed necessary during a large scale disaster/emergency declaration. It will be the responsibility of the supervisor on shift to make every attempt to locate and secure coverage for a shift. Every effort will be made to find coverage as early as possible to reduce hold over.

IV. Procedure

1. For a minimum staffing shortage:
 - a. The employee who does not have adequate relief will be held over until coverage is found or the maximum number of duty hours (36) is reached.
 - b. The employee with the minimum certification necessary to fill the designated position will be held over.
 - c. Employees will be notified about being held-over as early as possible.
 - d. Despite the notification, every attempt will still be made by the Supervisor to fill the shift to minimize hold-over time.
2. For a large-scale emergency incident/activation of EOC:
 - a. The number of employees needed for an incident will be determined by the Operations Chief or their designee and if time allows, Operations will attempt to cover the shifts needed.
 - b. Should voluntary coverage not be found or there is no time to find voluntary coverage, employees will be held over.
 - c. In the event a crew is committed to a scene for an extended period of time, every effort will be made to relieve the crew in a timely manner. This will be coordinated by the Supervisor on shift.
3. Notification
 - a. In the event of a staffing shortage, staff will be notified about being held over as soon as possible.
 - b. This will be completed by the on duty Shift Supervisor.
 - c. Attempts will still be made to find relief for the held-over employee.
4. Employees may not refuse to hold over for any reason. Any departure from the assignment will be considered an unauthorized absence and will result in disciplinary action.