


SOG# 505-26	Standard Operating Guideline		
	<b>Cumberland Road Fire Department Inc.</b> Availability Schedule & Timekeeping	Approved By Steven Parrish, Fire Chief	Effective Date 6-1-2025
		Revised Date	

To maintain operational readiness and ensure adequate staffing, the following policy applies to all part-time personnel.

### **Minimum Shift Requirements:**

Part-time staff are required to be available for a minimum of four (4) shifts per month.

A shift is defined as 12 hours.

### **Monthly Availability Submissions:**

Availability must be submitted no later than 5:00 PM on the 20<sup>th</sup> of each month.

If you are unable to work or unable to submit availability for a given month, you must notify the Deputy Fire Chief **in writing** prior to the 20<sup>th</sup> of the preceding month.

If no availability submission or notification is received for two (2) consecutive months, the Fire Chief will assume you are no longer an employee, and your part-time status will be terminated.

### **Schedule Publication:**

The monthly schedule will be published no later than the 25<sup>th</sup> of each month.

### **Scheduling and Timekeeping System:**

The department uses TCP/Aladtec for employee scheduling, work time recordkeeping, and workforce management.

All availability submissions, schedule access, and timekeeping must be completed through this system. Alter, falsifying, tampering with time records, or recording time on another employee's time record is strictly prohibited and may result in separation of employment.


### **Call-Out Procedure:**

If you are unable to report to work, follow the steps below in order:

Attempt to contact the Deputy Chief directly.

If you are unable to reach the Deputy Chief, contact the Fire Chief.

If Neither of the Chiefs are Available: Contact the on-duty shift captain.

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The shift captain will make every reasonable effort to contact the Deputy Chief on your behalf.

**Please ensure all attempts at contact are made in a timely manner prior to the start of your shift whenever possible.**

### **Shift Trades and Giveaways:**

While shift trades and giveaways are available, they are discouraged and should only be used when necessary.

If a **trade or giveaway is not accepted**, the originally scheduled employee is **still expected to report to work** at their assigned date and time.

Abuse of the shift trade or giveaway system may result in separation of employment.

### **Policy Acknowledgment Form:**

I hereby acknowledge that I have received, read, and understand the policy as provided. I agree to comply with the guidelines and procedures outlined within. I understand that failure to adhere to this policy may result in separation of employment.

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_