



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

UNIFORMED PERSONNEL SHIFT BID POLICY

PURPOSE: To establish guidelines for shift bids of career personnel.

APPLICABILITY: This policy shall apply to all uniformed career employees.

POLICY STATEMENT: All career members of the Department are required to submit shift requests directly to their Division Chief for Operations or designee(s) for consideration when department-wide shift scheduling changes are made.

ATTACHMENTS: Attachment A - Shift Preference Submittal Form
Attachment B - Shift Bid Process

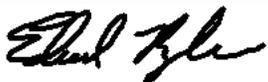
PROCEDURE:

1. Annually, during the first week of October, the Division Chiefs responsible for Operations will be responsible for requesting from all uniformed personnel assigned to field operations, the shift (day/night) they would prefer to work for the following calendar year (Jan-Dec) utilizing **Appendix A**. This will include the Brigade Chiefs, Captains, Senior Paramedics and Paramedics. **All submissions shall be submitted no later than 2359 hours on the 21st of October.** Personnel with late submissions will be assigned based on the needs of the Department.
2. After the shift bid process closes, the Division Chiefs of Operations or their designees will follow the process outlined in **Attachment B** to compile the new schedule determining work assignments for personnel based on their preferences submitted on **Attachment A** and the needs of the Department. The new schedule will be published on or before November 1st to allow uniformed personnel enough time to prepare for the annual vacation bid process.

3. Any change to assignments outside this process are only permitted through the use of the Career Personnel Transfer Policy. Exceptions will be at the discretion of the EMS Chief or his designee.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

APPROVED:



9/15/2020

EMS Chief

Date

Originated
10/01/2018

Revised
09/15/2020



**Attachment
A**

Shift Preference Submittal Form

Name (*printed*) _____ Date: _____

Start date of employment with Virginia Beach EMS as a career medic (date of most recent start of consecutive employment with the city): _____

Captains Only: Date you were promoted to Captain: _____

Brigade Chiefs Only: Date you were promoted to BC: _____

Number the following (#1-#3) with your order of preference:

#1 is your first choice

#2 is your second choice

#3 is your third choice

_____ **Day Shift (0545-1800)**

_____ **Night Shift (1745-0600)**

_____ **I would like to stay on my current shift but would prefer another Captain/Brigade Chief**

_____ **I would like to transfer to Training**

_____ **I would like to transfer to Performance Management (CQI)**

By signing below, you are verifying the following:

You understand the schedule assignment is for no less than one year, which will run from the first pay period in January through the last pay period of the calendar year.

You are indicating your shift preference(s) on your own free will and without influence or pressure from others.

You understand that you are to submit you bid request directly to your Division Chief.

You understand that there is a chance that you may not get your first choice regarding your shift preference(s).

Signature: _____

Date: _____

Attachment

B

Shift Bid Process

1. The Division Chiefs for Operations or their designee(s) will send out a memo outlining the new schedule to all operational members and request personnel submit shift preferences per policy.
2. Members shall submit their preference directly to their respective Division Chief via email.
3. Once submissions close, the Division Chiefs for Operations or their designee(s) will determine work assignments for personnel based on their preferences and the needs of the Department. Assignments will be based upon the following criteria:
 - a. Needs of the Department (Field Supervisors, Specialty Teams, etc.);
 - b. Preferences without conflict;
 - c. Conflicted preferences assigned based on "point system" where the greatest number of points yields increase in weight of preference:
 - i. One (1) point for continuous years of employment (years are truncated, so 1.5 = 1, 3.75 = 3, etc.);
 - ii. Current, formal discipline on file will result in subtraction of 1 point, without regard for number or nature of actions;
 - iii. In the event of a tie, truncated years of Senior Medic time may be used as a tiebreaker. For Officers, this shall be "time in grade" at the appropriate level. If a tie still exists, the decision may be made by the Division Chiefs for Operations based on relevant criteria (performance history, special qualifications, partial years of service, etc.)
4. Once the schedule is completed it will be sent out to all employees as assignments by the Division Chiefs for Operations.