

Floater Shift Responsibilities:

- Floaters are required to select a minimum of 40 hours for each pay week during the 7-day period from when the schedule is published on Thursday until the following Wednesday. Selections must be 911/ALS NET truck hours only. Any other hours such as in-service, demos, etc. are not counted towards the 40 hour per week requirement. If hours selected are greater than 30 but less than 40 per pay week by the end of the selection week, the floater must email the scheduling department (scheduling@medic911.com) copying their direct supervisor requesting vacation time be applied to the difference. The application of vacation hours cannot be removed once applied, even if subsequent hours are scheduled outside of the 7-day selection week. Scheduling will apply the time off by adding an entry into ePro Scheduler. This is contingent upon the employee having the accrued leave. Leave without pay is not an option and will be subject to the attendance policy.
- For time off requests that are more than 1 shift for a pay week, floaters should submit a Timeoff Request through ePro Scheduler, choose dates of the time period needed for vacation and number of hours being requested for the week (ex. four 10 hour shifts the pay week of July 4, 2020). Once the request is processed, a confirmation email will be sent to the floater. Approval is based on leave availability and scheduling demand. **It is recommended that vacation requests be submitted as early as possible, to include vacation submission windows open to all employees.**
- Time off approval is based upon the number of allowable hours during any given week for the qualification type being requested, i.e. crew chief, non-crew chief.
- Floaters are only permitted to pick up shifts equal to their primary qualification (i.e. crew chief, non-crew chief).
- Floater shift cancellation – the 40 hours of shifts for each pay week are considered regular scheduled hours and cannot be cancelled. Floaters are permitted to cancel a designated OT shift (designated by "\$" on schedule). If the OT shift cannot be determined, the employee must contact the scheduling department to request the cancellation. The cancellation absence will follow in accordance with the current attendance policy.
- Floaters are not exempt from working weekends and holidays in order to obtain their required number of hours. Floaters are required to work two Saturday shifts each of the following months; June, July, August, September, and October. It is the responsibility of the employee to select these shifts. If the employee fails to do so by the end of the month, these shifts will automatically be assigned to the employee by the scheduling department based on system need.
- Floaters must work four (4) High School football game standby's during football season.
- Float assignments will be up for bid with each full system shift bid. If you fail to meet all requirements as a float assigned employee, you will not be assigned to a float shift in future shift bids.