

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Mackenzie Regional Emergency Services, Shift Hours and Rotations</b>	<b>Policy No.</b>	<b>MRES001</b>
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<b>Legislation Reference</b>	Alberta Regulation 14/97 Employment Standards Code, EMPLOYMENT STANDARDS REGULATION Part 3, Division 1 – Ambulance Attendants
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**Purpose**  
 To establish shifts, rotations and core hours while identifying times of shift commencement and completion until the AUPE Collective Agreement reflects current operating procedures.

**Policy Statement and Guidelines**  
**Flex Shift Core Hour Shifting:** will be defined as the 24 hour on call shift in which there are 10 hours of flexible active duty. Daily rates will be based on the 24-hour period. Overtime will be paid for all hours of active duty exceeding this 10 hour period.

**Definitions**

**Shift:** Defined as the amount of time between the commencement and completion of the on call period. The shift shall be 24 hours in duration commencing at 1000 hours. The shift will encompass times of active duty, flex shift core hours and on call shift hours.

**Rotation:** Defined as the amount of consecutive shifts at any given location

**Flex Shift Core Hours:** Defined as the financially compensated portion at the regular daily rate regardless of the amount of active duty. These flex shift core hours may be at varying intervals throughout the 24 hour period

**On Call Shift Hours:** Defined as the remaining hours within a 24 hour shift that is not designated as flex shift core hours.

**Active Duty:** Defined as the hours of work within a 24 hour period that the practitioner is required to be performing duties relating to their job description, outside of regular on call hours.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Jan. 10/06</b>	<b>06-15</b>
<b>Amended</b>		
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**Chief Administrative Officer**

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**Chief Elected Official**