

Clarification regarding the allocation of Relief Duties and Positions

1. Shift Allocation

- 1.1 Relief staff will be allocated to duties within their own Station in the first instance subject to exceptional operational difficulties and in order of seniority on the relief tier
- 1.2 Seniority is determined by length of service at the Station in which the member of staff is based. Where two or more staff have the same start date at a Station, their place on the relief tier will be determined from the place they achieved at the interview/selection process
- 1.3 Allocation of relief duties will be based on operational needs and to ensure compliance with Working Time Directives and Agenda for Change agreement
- 1.4 Duties will be allocated according to grade ie Paramedic relief will cover Paramedic shortfalls, EMT relief will cover EMT shortfalls, ACA relief will cover ACA shortfalls. Where no shortfall shift is available at the relevant grade, then relief staff will be allocated to an appropriate vacancy in another Station within Division
- 1.5 Where no shift exists at the relevant grade, Paramedics may be planned to EMT shortfalls. EMTs may only be planned to a Paramedic shortfall, if the Paramedic shortfall cannot be covered by either a Paramedic on overtime, or a Bank Paramedic. In the event of this happening, approval must be obtained from an Operational Manager
- 1.6 Where long term vacancies exist on a rota ie more than 28 days, relief staff will be planned into these positions for the duration of the vacancy and in order of seniority on the relief rota. This request must be made by their Operational Manager

2. Leave Applications

- 2.1 Applications for leave from relief staff will be processed in accordance with normal arrangements
- 2.2 Where relief staff are covering a long term vacancy, the relief member of staff will have his/her leave deducted to reflect the shift pattern that they are following
- 2.3 Where relief staff have been allocated a shift prior to their leave being approved, then the actual hours of that shift will be deducted from their annual leave allocation
- 2.4 Where relief staff have not been allocated to a shift prior to their leave being approved, then a deduction of 7.5 hours will be made from their leave allocation

3. Moving from Relief position to permanent vacancy on core rota

- 3.1 Where a permanent vacancy becomes available on the Core rota, the relief member of staff in position one ie with the longest service in Station, will be permanently assigned to that position
- 3.2 Permanent vacancies must have a relief member of staff assigned to them within six weeks of becoming available
- 3.3 Area Managers will be responsible for ensuring RMC are notified of all changes to core and relief rotas