



Expression of Interest



Signature Event: Caribbean Carnival 2024 (Aug 3, 2024)

Please note the Expression of Interest (EOI) for Caribbean Carnival 2024 is for Full-time Paramedics only.

1. All submissions must be received via the TeleStaff OT sign-up process no later than **July 7, 2024 @ 23:59 hours**.

***Note:** Refer to attached companion document for instructions on how to submit your interest for this event in TeleStaff.*

2. It is each employee's responsibility to ensure the timely submission of their request.
3. The event will be staffed by **Full-time Paramedics** on OVERTIME based on their qualifications (L1, L2, L3 and Special Teams) to meet the operational requirements of the event. Overtime will be awarded by seniority.
4. To qualify for overtime for the signature event, Paramedics must meet the following criteria:
 - Not already regularly scheduled or on overtime.
 - No more than six (6) shifts in a row.
 - No conflict with previous or next regularly scheduled shift.
 - Not scheduled for VAC/FSH/LT.

5. Paramedics must add the **SE Carib OT sign-up** code for either Days, Nights, or both if desired. Definitions of Days and Nights is as follows:

Days

Paramedics adding the **SE Carib OT Days sign-up** code may be scheduled to work **Caribbean Carnival 2024** for any shift starting between 0600h and 1300h.

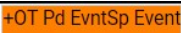
Nights

Paramedics adding THE **SE Carib OT Days sign-up** code may be scheduled to work **Caribbean Carnival 2024** for any shift starting between 1400h and 1900h.

6. There is no limit to the number of shifts a Paramedic may submit for or be assigned if the shifts follow the eligibility for overtime outlined above.

7. When signing up, a **Detail Code** must be selected for each date to indicate a preferred assignment. Available assignments can include:
 - a. PCP Cart/Ambulance
 - b. PCP First Aid Room
 - c. ACP Ambulance
 - d. ACP Med Tent
8. Every attempt will be made to award assignments based on the **Detail Code** (preference) selected. However, in the event the selected preference is no longer available, assignments will be award based on remaining availability.
9. Bike-Team-qualified Paramedics are required to submit additional **SE Carib Bike OT sign-up** codes for the EOI if they are interested in working the signature event. Paramedics who are bike qualified may bid on both bike spots and all other available spots.
10. Pre-booked Vacation/FSH/LT will not be cancelled or adjusted to allow for a signature event EOI submission.
11. For further information regarding the signature event signup process, please refer to the **Signature Events (SE) OT Sign-up** companion document.

Notification of, or Changes to Assignments

12. A list of the winners will be posted on the Scheduling Portal no later than **July 10, 2024**.
13. Specific shift assignments and roles for the event shifts will be assigned no later than **July 19, 2024**. Book on location will be assigned closer to the event. Notes will be attached on the affected date in the Paramedic's personal TeleStaff calendar.
14. Start and end times of the event are subject to change as required by the event organizer. It is the responsibility of the Paramedic to confirm the hours on their TeleStaff calendar. Scheduling will inform Paramedics of any start time changes by means of a TeleStaff outbound notification.
15. Successful Paramedics will receive outbound messages confirming signature event overtime shifts. Paramedics can access their TeleStaff account to see the Special Events Icon  in their calendar for any shifts that they have been assigned to the special event.

Note: *The presence of a **SE Carib OT sign-up** code does not indicate the Paramedic has been successfully assigned to the event.*
16. Any positions that are not filled through the EOI submission may be assigned to on-duty crews or qualified Paramedics from Operations for the day of the event as required.

Cancellation of Event Assignment

17. If the Paramedic is not required based on staffing needs at the event on that day, they will be redeployed to Operations for the duration of their assigned overtime shift. If the paramedic decides they do not wish to remain in Operations, their overtime shift will be removed from TeleStaff at their request.
18. It is the Paramedic's responsibility to check TeleStaff for each shift and confirm their assignment. It is also the Paramedic's responsibility to make sure their "1st Contact" is up to date in TeleStaff.
19. If the Paramedic is not required based on a change in event demand, the overtime may be cancelled, and an outbound notification will be sent via their first contact method in TeleStaff. Scheduling will inform Paramedics of any shift CANCELLATION within 24 hours of the scheduled shift start time.
20. Any crews who were assigned from Operations will be returned to Operations for the remainder/duration of their regularly scheduled shift.

Expression of Interest – Caribbean Carnival 2024 available assignments:

Days: <ul style="list-style-type: none">• ALS<ul style="list-style-type: none">○ Cart○ Truck○ Clinic• BLS<ul style="list-style-type: none">○ Cart○ Truck• Bikes	Nights: <ul style="list-style-type: none">• ALS<ul style="list-style-type: none">○ Cart○ Truck○ Clinic• BLS<ul style="list-style-type: none">○ Cart○ Truck• Bikes
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