



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-027

February 29, 2024

TO: All Personnel

FROM: Captain Simons

SUBJECT: Daylight Savings Time Sign-Up

Daylight Savings Time (DST) occurs on March 9, 2024. Due to the day “springing forward,” one hour is lost in the day, including Telestaff shifts. This does not impact any personnel on shift, as appropriate timecard adjustments are made internally. However, it does impact anyone wanting to work overtime on Saturday. Entering the usual sign-up code to work a constant staffing shift will not show up on picklists. Additionally, entering trades or other codes on that day may need to be adjusted.

To ensure you are signed up and available for CM shifts, please email the Staffing Office to manually add your sign-up code. Staffing will reply to the email once the code has been entered, at which time the employee should then verify their place on picklists.

Mandatory sign-up codes for those who selected that date, as well as Level 1 and 2 mandatory lists, appear to be functioning normally.

If other errors are noticed as you try to make any entries on March 9th (trades, anti-signups, event sign ups, etc.) please notify the Staffing Office.