



Informational Bulletin

Telestaff 14 Day Vacancy Roster

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Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief



During the Telestaff Outage, a daily vacancy report was being emailed to the department. Many of you reported that this was a helpful tool to help identify where vacancies were located so that you can pick them up.

As a solution to keep something like this going forward, a new roster view has been created. This roster view is titled "14 Day Vacancy Roster". It is accessible by all personnel. To view this roster follow the steps below:

1. Log into Telestaff
2. Navigate to the "Roster" tab
3. On the top left, click open the drop down menu
4. Select "14 Day Vacancy Roster"

The system will then change your roster view to the only show vacancies over the next 14 days. If there are no shifts under the date, then there are no vacancies for that day.

In order to sign up for the vacancy, you will still need to enter your "Sign-Up" code on your calendar for the respective AM or PM side.

Questions regarding this bulletin should be directed to Lieutenant Coleman or the Telestaff Team.