

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-16-4
SECTION: Operations Division
DATE: 10/8/09
SUPERSEDES: 11/02/06
TITLE: Overtime- General Procedures/Special Circumstances

General Overtime Procedures/Special Circumstances

Minimum Staffing:

It has been agreed upon by the Union and Management that Stations 31,32,33,34 and 36 shall have minimum staffing requirements of a Captain (or Acting Captain) and an Engineer at all times. Stations 32 and Station 36 shall be staffed with a Firefighter position.

It is understood that Management reserves the right to temporarily deviate from this procedure due to emergency operational need.

Use of Acting Captains: Minimum staffing:

If the hire back is for a Captain's position, you must first page out and text for off duty Captain's. If no calls are received, you then go to off duty (Qualified) Acting Captain's. If still no calls are received, you then can use a (Qualified) Acting Captain from the **same** shift and page out and text for an Engineer's position to fill his/her vacated position at their prior station assignment.

Use of Acting Captains: Above minimum staffing:

You may use a (Qualified) Acting Captain from the same shift if by moving him/her into a Captain's position will eliminate the need to hire overtime for that shift. (If an Engineer position is vacated during that same shift, the Acting Captain shall move and replace the Engineer leaving. A Captain will then be hired for the Captain's position.)

Strike Team Assignments:

If personnel working at the station in which the unit from the station is requested on a strike team, those personnel must respond when the request is **initial attack**.

If the on duty B/C determines that time is not critical (**immediate or planned need**), and the duty personnel on that unit request not to be sent on that strike team, the B/C shall go to the overtime list to determine from that shift who will be offered the strike team assignment. The B/C will use his/her best judgment taking into account the best interests of the District, the impact to personnel and the response time impact.

Filling of strike team assignment engine:

The order in which the engine staffing assignments should be filled (time permitting) is:

1. Paid personnel that are on duty + a qualified Intern (see Intern qualifications below) if they are assigned to that engine at the time.
2. Off duty paid personnel from the overtime list.
3. Any other qualified Intern.
4. Personnel responding on OES 347 shall be certified in RS-1.

Intern Firefighter qualifications for strike team assignments:

1. FF-I (Fire Academy and 1 year experience with SCFPD or other organized fire district)
2. EMT-1A
3. In good standing with the district.

* If a person responds on a Strike Team assignment while on-duty and their assignment extends into an off-duty day, they will be moved on the regular overtime list only, after working more than 8 hrs. of overtime. This shall be updated on a **daily** basis by the station company officer in which the overtime list is located at the time while personnel are assigned to the Strike Team.

Back Filling of station(s) for strike team:

Personnel backfilling the station(s) that were vacated due to strike team assignment will fall under the “Emergency Call-Back Overtime” procedure (Incident generated overtime). Refer to this policy.

Regular overtime shall be hired for, prior to the next shift beginning.

Annual Leave as it relates to Overtime:

Annual Leave request – less than six (6) days notice:

If annual leave is requested by an individual with less than a six (6) day notice, and is temporarily granted by the B/C. The requesting individual must understand and be advised by the B/C that they will only finalize the time-off request if the shift can be filled without mandating. No mandates will take place due to approving an annual leave request with less than six (6) days notice. (This is assuming that there is no more than one (1) person on annual leave for the shift(s) being requested)

Canceling Annual Leave:

If a person has scheduled Annual Leave and there was overtime hired back to fill an open position created by the A.L., said person shall not be allowed to cancel their A.L. after the overtime position(s) have been filled. **Once overtime has been hired, personnel will not be allowed to cancel leave time.**

If said person had scheduled A.L. and it did not require filling their position with overtime personnel, they would be allowed to cancel their A.L. at any time, prior to the shift(s) in question.

Adding Annual Leave:

If you have already scheduled A.L. (OT has been hired for your position already) and you want to add time to said A.L. (assuming less than two persons are on A.L.) they will attempt to hire for just the additional time requested. If the additional time requested is unable to be filled by OT, your request shall be denied and you must find your own coverage for the additional time requested.

Reducing Annual Leave:

If you have scheduled A.L. (OT has been hired for your position already) you shall be able to return to duty early and only be charged for the A.L. time used, if the person working the O.T. agrees to terminate their overtime at the point you return. (E.g. you attend a class and it lets out early; you can return to duty immediately and only be charged for the amount of hours you were gone, if the person working the O.T. terminates their O.T. when you return). The person working the O.T. shall be paid for their hours worked.

Canceling Overtime:

Once you have accepted an overtime shift (or partial shift) and you need to cancel said OT shift. They shall attempt to hire again for the shift. If they are successful, you do not have to work the OT, but you shall be moved to the **BOTTOM** of the overtime list and to the **TOP** of the mandate list.

If they are unsuccessful, you must work the overtime shift.

This policy excludes canceling for the reason(s) of sick leave, FMLA, or military leave.

Probationary Employees:

Probationary employees will not be allowed to work routine scheduled overtime until they have successfully completed their three month written and skills test, and Management agrees to add them to the O.T. list. Probationary employees may be utilized during emergency incidents at the discretion of Management.

Written by: Captain Rick Bussell

Approved by: _____

Date: October 8, 2009