

2.2 Shift Staffing



**City of Oak Point
Department of Public Safety
Fire Department**

TITLE: Shift Staffing

SECTION/TOPIC: General Administration

NUMBER: 2.2

ISSUE DATE: 01.21.2015

Revised: 03.22.2017

Michael Shackleford

Director DPS

These SOPs/SOGs are based on FEMA guidelines FA-197

Purpose:

The purpose of this policy is to establish consistent guidelines for overtime, shift trades and sick leave.

Policy:

Overtime

- Overtime will be filled with the approval of the Director of Public Safety
- Only the Director may approve shift overtime or swapping
- Shift Leaders may be called back to fill either a Shift Leader or firefighter position
- If the staffing levels cannot be fulfilled with voluntary overtime, mandatory call back will be used.
- New hires, completing their training, may be placed on overtime lists (Top of mandatory and bottom of voluntary)
- It is the responsibility of each member to keep their contact information current

Procedures:

Regular/voluntary Overtime Call Back

- When the need for overtime exists, the Director will approve the use of the overtime list beginning with the first eligible member.

- Every effort will be made to contact members by calling both their home and cellular phones.
- Members have 15 minutes to respond.

Mandatory Overtime Call Back

- When an overtime need cannot be filled with the voluntary employees the Director may make overtime mandatory at which time Fire Fighters must be present for the shift required, no exceptions.

Shift Trades

- Written notice shall be submitted, at least one week in advance, for an approval for substitutes. This notice must be signed by the person requesting a substitute and signed by the person agreeing to substitute before approval. If the stand-in fails to report as agreed, then that person will be the one to face disciplinary action.

Employees are prohibited from shift swaps while on initial probation. Employees are prohibited from shift swaps while under any disciplinary action.

Under no circumstances will a shift swap be approved if it will result in overtime.

Sick Leave

- Personnel shall call in to either the Director or Sgt. no later than three hours prior to the start of the shift, but as soon as possible. Should sick leave be required, it will be counted as sick leave for a full shift. No shift trades will be allowed.

Sick leave is not permitted within the first 6 months of employment. After 6 months but within the first year all sick leave must be accompanied by a doctor's note before returning to work.