



## Columbia Fire Department

### Standard Operating Guideline ADM-039 Voluntary and Mandatory Extra Time

Effective: 5/5/2008

Issued by Wm. Bradley Anderson, Fire Chief

#### Rescinds

ADM-034 Voluntary and Mandatory Extra Time dated 01-02-06

#### Purpose

Establish an extra time guideline to assist in the staffing of the Columbia Fire Department in a manner consistent with normal daily operations.

#### Scope

This guideline applies to all uniformed suppression personnel up to and including Captain.

#### Policy

The Columbia Fire Department maintains the highest quality of fire protection for the citizens it serves through education, training and suppression. It is the intention of this guideline to maintain levels of staffing to provide a safe working environment for suppression personnel and to serve the community. Voluntary extra time will be used to fill staffing vacancies created by, but not limited to, vacation, holiday, sick leave and military leave. Mandatory extra time will be used in the event that there are not enough voluntary extra time personnel to fill vacancies.

The Staffing Officers will attempt to fully staff each shift 72 hours in advance with voluntary extra time personnel to minimize the need for mandatory extra time.

#### **I. Scheduling of Voluntary Extra time**

- A. Personnel wanting to work voluntary extra time should sign up on Web-Staff or Tele-Staff at least 72 hours in advance.
- B. Personnel may work no more than 48 hours consecutively.
- C. Personnel who sign up for voluntary extra time must be prepared to work. This includes having all Personal Protective Equipment (PPE), uniforms, bed linen, food

and other personal items needed for a normal workday. If items are not in his/her possession, the employee should allocate enough time prior to the start of the shift to pick up the needed items. The employee shall not negotiate as to where they can work or how long they are to work. The Staffing Officers will inform the employee of the period of time and location to be worked. A reasonable amount of time will be given to allow the employee to arrive at the assigned station for extra time. Failure to arrive within a reasonable amount of time may result in disciplinary action (see ADM-033).

- D. It is the employee's responsibility to check Web-Staff the evening before and the morning of scheduled extra time worked (Staffing Officer's will correct the schedule to cover sick leave by 0730). An employee unable to check Web-Staff must contact the Staffing Officer to confirm status/assignment of extra time.

## **II. Scheduling of Mandatory Extra Time**

- A. Personnel are on call for mandatory extra time approximately once every 13 shifts. The mandatory extra time schedule will be offset a minimum of six shifts from the holiday schedule to minimize conflicts with holidays or vacations.
- B. The mandatory extra time schedule will be published each year along with the holiday schedule.
- C. Mandatory extra time will be scheduled for an individual's first day off from shift. (i.e. First shift will be available for mandatory time on second shift, second on third, and third on first).
- D. Mandatory extra time will rotate through the days of the week for each individual, as does the holiday schedule. This will help eliminate personnel always being selected for mandatory time on the weekends.
- E. It is the employee's responsibility to keep track of his/hers scheduled mandatory day.

## **III. Travel**

- A. Personnel begin their day of work when they have reached their assigned station. Time does not start upon notification of an extra time shift. Once the extra time employee arrives at the extra time destination, the Staffing Officer or the Division Chief must be notified of their arrival for compensation purposes if it is after 0745. An email will be sent by the Officer in Charge of the assigned unit to the Staffing Officer and carbon copy (Cc) the Division Chief.
- B. If personnel are to float from one station to another, they will be allotted a reasonable amount of time to travel between stations. Personnel shall not make any stops between stations without approval of the Captain or Battalion Chief responsible for the stations they are assigned to serve.
- C. For voluntary and mandatory extra time, it is the individual's responsibility to report to work by 0745. If the employee cannot report to the station on time, he/she is to

contact that station immediately. The Officer in Charge will then contact the Battalion Chief and advise them of the delay. The employee being relieved may be required to stay until 0745 or released with the approval of the Staffing Officer, Battalion Chief, or Division Chief in which case the truck will ride short until the extra time employee arrives. An employee held over past 0745 will be compensated.

#### **IV. Availability**

- A. Personnel are to make their schedules available to work a 24-hour shift of mandatory extra time on their scheduled day.
- B. Personnel are subject to mandatory extra time until 0730 on the day of call or until released by the Staffing Officer or Division Chief.
- C. Failure to work when required will subject the employee to disciplinary action. The Staffing Officer and Division Chief are to forward all failures to report for mandatory time to the Assistant Chief of Operations, who will have final approval. Disciplinary actions will be based on ADM-033.
- D. Use of sick leave during mandatory extra time will require a medical statement (see SOG ADM-035). After the employee is notified to work a mandatory shift and that employee uses sick leave, that employee will be required to make up the mandatory time not worked at the discretion of the Staffing Officer. The Staffing Officer will place that individual at the top of the next needed Red List once the individual has returned to regular shift duty and will use that employee first if needed for mandatory time.
- E. Personnel used for extra time will fall to the bottom of their group so that the same personnel are not used repeatedly.
- F. Personnel will not be permitted to sign up for voluntary extra time the preceding shift of their scheduled shift if a mandatory extra time day is scheduled the day after. This will prevent personnel from working 72 hours consecutively. Personnel working a mandatory extra time shift will not be permitted to sign up for extra time the following shift. It is the employee's responsibility to track shift assignments to avoid this issue.
- G. An individual unable to work assigned voluntary extra time must contact the Division Chief or the Staffing Officers immediately and advise them of the situation. Failure to meet extra time assignments may result in loss of voluntary extra time privileges up to and including disciplinary suspension.

#### **V. Additional Personnel**

- A. In the event additional personnel are needed, the previous shift's mandatory list will be used. As an example, personnel that were on call for Monday could be used on Thursday.

- B. If any personnel from the previous shift were used in mandatory extra time they will not be used if additional personnel are needed.

## **VI. Compensation**

- A. Compensation for extra time shall be in keeping with the City's payroll policies and procedures.
- B. If an employee being relieved is asked to stay past 0745, he/she will be compensated for a minimum of one hour.
- C. Failure to report to work within a reasonable amount of time may result in being docked pay (the employee will not be paid for the hours not at work) and/or disciplinary action (see ADM-033)

## **VII. Discipline**

- A. Disciplinary actions will follow both the city handbook and fire department SOG-ADM.-033 where they apply.

## **VIII. Swap Time**

- A. Personnel are allowed to swap mandatory extra time shifts. This will be done using the Mandatory Extra Time Swap Form. This form will be filled out in the same manner as a Holiday/Vacation Swap Form. All swap time agreements must be approved by the Staffing Officer, Battalion Chief , or the Division Chief
- B. The guidelines set forth in ADM-O13 - Swap Time will be followed.
- C. Any substitution of personnel for a mandatory extra time shift will require a Swap Time Agreement between the two individuals unless approved by the Staffing Officer or the Division Chief.