

	ROFR Section: 108		TFCA Best Practices:	
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## OVERTIME POLICY

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- 108.01      Staffing Policy: It is the policy of Red Oak Fire Department to have minimum staffing on duty of 6 members with at least one of the positions being staffed by an appointed ranking officer and at least one appointed driver engineer. It shall be the Scheduling Captain's (SC) responsibility to oversee this policy. The Rules and Regulations may be modified to accomplish this requirement. All members are subject to recall from off duty status due to shortage of on duty personnel, major fires or for other emergencies, rescues or events so deemed necessary by the fire chief or his designee. There shall at no times have less than 3 personnel on-duty at any station unless prior approval from the Fire Chief. Regular scheduling practices shall not allow more than two member scheduled off at a time unless prior approval from the Fire Chief. Notification from the Chief shall be given in Memo form during periods of time that allow more than two members to schedule off.
- 108.02      Voluntary Call Back List: An Overtime Staffing Board of all members by shift in order of least seniority to greatest, will be kept and maintained by the on-duty scheduling captain. To fill any OT available you should start at the top of the board for the rank needed and proceed down. Voluntary call back can be filled position for position, if OT is denied by that rank you may fill the vacancy with another rank as long as minimum supervisory strength is met (1 Captain & 1 Driver). The overall financial impact shall be kept in mind when calling back for all OT.
- 108.03      Mandatory Call Back OT (MOT) List: The Staffing board will also be used in the event mandatory overtime is required to satisfy minimum supervisory strength or minimum staffing (6 personnel per day w/ 1 Captain & 1 Driver). Mandatory overtime will be filled by the rank which caused the vacancy, with a member from the off-coming shift. The Mandatory slot will be filled until someone voluntarily accepts the remainder of the shift or the shift ends. A date will be applied to the orange OT tag indicating they have been tagged. Once MOT has been applied to a member, a date will be given and he will be off the mandatory list until the list is exhausted.
- 108.04      OT Rank Work Chart:  
A Capt. may work for a Capt or Driver.  
A DE may only work for a DE, or Capt.  
A FF may work for a FF or a DE.  
A PBFF may work for a FF.
- 108.05      Officers have the right to deviate from the chart for well-founded reasons or emergency situations. The Duty Chief must be informed of any deviation.

- 108.06 Volunteering Member's Responsibility: Each member shall be responsible for answering the phone between the hours of 0630 and 0700 in order to be reached to work overtime for that day.
- 108.07 Cancellation of OT: Members who have signed up to work the OT then cannot work OT after being scheduled will be held responsible to cover the shift or find someone. After a member has violated the procedure twice, they will subject themselves to disciplinary action including having their name removed from the OT board for a period of 6 months unless it was for well-founded reasons. The Fire Chief or his designee shall determine the reason. Scheduled OT shall be cancelled by the on-duty SC as soon as possible if OT is not needed.
- 108.08 Partial shifts OT Procedure: On-duty shift members may have to leave the shift due to sickness, injury, family emergency, etc. which could leave the shift needing OT after 0700 hours. The SC shall begin with the voluntary list before activating the mandatory list. If MOT is necessary the least senior member from the upcoming shift that has not previously been tagged will be assigned the MOT
- 108.09 Minimum Hours: Members must receive a minimum of 6 hours to be considered as OT worked; otherwise no mark will be given. Members called in to assist in an emergency situation shall not receive a mark for OT.
- 108.10 Assignment: If members are selected to work OT and if there is an opening for their rank, they shall assume that position. A maximum of 2 officers may work a shift unless prior approval of the Fire Chief.
- 108.11 OT Pay: Members called into work OT shall be paid or receive comp time at the rate of one and one half times. If members use sick leave time the same 21 day FLSA cycle as the OT worked then the OT is only paid a 1.0 instead of 1.5. See section 110 of ROFR Rules and Regulations.
- 108.12 Calculation of OT Pay: Members assigned to work OT on a shift shall calculate the time from when the member reports for duty. Members called into work OT for a second alarm or "All Call" shall calculate the time from when the member was notified and responded to the call. Minimum OT paid shall abide by ROFR 110 of the rules and regulations.
- 108.13 Desire not to be contacted for voluntary overtime shall be the member's choice. Such desire shall be in writing to the members Captain and relayed to the SC. This request will be maintained until an equivalent change is received in writing.
- 108.14 Members who are on sick leave or injury leave are not eligible to work overtime. Members may not work their assigned shift for overtime when scheduled off.

108.15 Members may not work more than 48 consecutive hours without an 8 hour rest period, without approval of the Fire Chief.

108.16 Members must be relieved by the appropriate counterpart. If personnel are unable to report for duty due to an illness or other unforeseen emergency, the station officer retains the existing on duty members until personnel are secured for the duty period. This shall be addressed by 0630 hours, and the effected members shall be notified of the situation. Members shall be swung out to another station if staffing allows such before creating overtime.