

CAREER FIREFIGHTER OVERTIME

Page Number: Page 1 of 2 **Effective Date:** 04/01/2011 **Reviewed with No Changes:** 04/01/2011 **Supersedes Editions:** 04/022/2008,02/01/2008, 01/01/2005, 09/01/2003

Purpose: *From time to time, career firefighters are unable to work their scheduled shift, and it is necessary to bring other firefighters in to ensure minimum staffing standards are met. This procedure is intended to ensure that reason and fairness are used when filling overtime vacancies. This procedure applies only to overtime use to meet minimum staffing levels. It does not apply to off duty fire runs, or other overtime situations.*

Procedure:

1. This procedure applies only to overtime that will be necessary due to firefighter illness/injury, emergency or bereavement leave events.
2. The initial overtime list will be created on the basis of seniority (full-time hire date).
3. Each firefighter shall provide the scheduling supervisor with two (2) telephone numbers that can be used to contact the firefighter.
4. When a firefighter has advance knowledge that he/she will be off due to any of the above situations, he/she is to contact the scheduling supervisor to make that supervisor aware of an overtime situation. Advance knowledge means knowing about being absent more than 24 hours prior to the beginning of the absence.
5. In the above situation, it will be the responsibility of the scheduling supervisor to secure a replacement firefighter.
6. When a firefighter finds that he will be unable to work and it is less than 24 hours before the beginning of his/her scheduled shift, he/she is to contact the station one supervisor. The station one supervisor shall check the scheduling book to see if staffing can be reconfigured thus eliminating the need for overtime. The station one supervisor shall be responsible for notifying the diverted firefighter to which station the firefighter is to report for duty.
7. If overtime is necessary, the station one supervisor shall fill the overtime using the overtime program. The station one supervisor shall also notify the supervisor at the station where the absence is that an overtime firefighter will be coming in.
8. If it becomes necessary to hold an on-duty firefighter over until a replacement firefighter can arrive, that is to be done in the following manner. The on-duty firefighter who is highest on the overtime list shall be held over until arrival of the replacement firefighter. (The firefighter who is held retains his/her position on the overtime list).
9. The supervisor arranging for overtime shall contact the person at the top of the overtime list, using the telephone numbers provided by the firefighter.
10. A firefighter who is already scheduled to work on the overtime day, or is on leave (vacation, sick, holiday or emergency), shall receive a "Pass" for that overtime opportunity.
11. A firefighter being unable to work overtime due to an activity benefitting the fire department, such as school or meeting attendance, shall receive a "Pass" for that overtime opportunity.
12. A firefighter receiving a "Pass" shall retain his/her position on the overtime list.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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13. Overtime "Passes" are not appropriate if the firefighter has other previous engagements not part of his fire department duties, outside secondary employment commitments, etc.
11. The supervisor attempting to fill overtime shall determine whether a "Pass" is appropriate. If a firefighter did not receive a "Pass" but felt he/she should have, a written request for reconsideration shall be submitted to the scheduling supervisor. The scheduling supervisor will review the situation and make a final determination. If the scheduling supervisor reverses the decision of the other supervisor, then the firefighter who should have received a "Pass" will be placed at the top of the list and the records adjusted accordingly.
12. A firefighter accepting or declining the overtime will be placed at the bottom of the overtime list.
13. A firefighter that is unable to be contacted after the designated wait time, shall be placed at the bottom of the list.
14. The normal wait time for a called firefighter to respond to a call shall be 20 minutes. However, if after a total of five (5) declined overtime opportunities and/or no contact events, that person's wait time shall be reduced to 10 minutes.
15. There shall be a record kept of the number of times overtime was accepted or declined, as well as "no contacts".
16. Any firefighter wishing to be removed from the overtime list can do so, by accessing the overtime computer program, and blanking out his/her telephone numbers. The absence of contact telephone numbers will be the indicator that the firefighter does not wish to be contacted for overtime purposes.