**Purpose:** To give guidance to Shift supervisors for staffing apparatus and shift command car for 24/48 shift.

**Procedure:**

1. Whenever there is no one off on vacation or illness the following staffing should be covered for a total of 13 persons.

Station 1: 8009- District Commander

8051 (or first out apparatus)

* Sergeant or greater in officers position
* Firefighter 1
* Firefighter 2
* Firefighter detailed to Part time apparatus for first 8 hours.

Station 2: 8032 (or first out apparatus)

* Captain
* Sergeant
* Firefighter 1
* Firefighter 2(floating)

Station 3: 8033 (or first out apparatus)

* Captain
* Sergeant
* Firefighter 1
* Firefighter 2 (floating)

1. When there is 1 staff member off the firefighter in the floating position at station two will rotate to the open position.

Station 2: 8032 (or first out apparatus)

* Captain /Sergeant or greater in officer position
* Sergeant
* Firefighter 1

1. When there are 2 staff members off the firefighter in the floating position at station two will rotate into the vacant spot as well as a staff member from Station three.

Station 1: 8009- District Commander

8051 (or first out apparatus)

* Sergeant or greater in officers position
* Firefighter 1
* Firefighter 2
* Firefighter detailed to Part time apparatus for first 8 hours.

Station 2: 8032 (or first out apparatus)

* Captain
* Sergeant
* Firefighter 1

Station 3: 8033 (or first out apparatus)

* Captain
* Sergeant
* Firefighter 1

1. No vacation or holiday time will be approved if staffing will be dropped below 11 persons.
2. In the event of a long term illness staffing may drop to 10 with the approval of the Chief. At no time shall time off be approved if staffing will drop below 11.
3. In the event the Major is off the Senior Captain on shift who has met his probation shall be reassigned to the 8009- District Commander position. Overtime may require the hiring of a supervisor which will pass eligible staff members on the overtime list.
4. In the event there is not an eligible Captain to ride in the 8009- District Commander position Monday thru Friday you shall check with the 40 hr. Major/Assistant Chief/Chief to see if they can cover the first 8 hours. The remaining 16 hours shall be filled with overtime to those who are eligible to fill the 8009- District Commander spot. If this occurs on a weekend then all 24 hours shall be filled with overtime.
5. **Part Time Staffing :**

We will employ two part time persons per workday Monday thru Friday minus any handbook listed Holidays. The third person will come from the 24/48 staffing. Should we not have staffing for the third person then the part-time staff can be assigned to Fire Prevention for the day or assigned to other duties as needed by 8009- District Commander or person filling that role.

1. *Hiring of Overtime:*

*When staffing falls below the required11 persons, overtime will be filled. There are three Overtime lists on Firehouse Software.*

*A: First list is an all person Overtime list this is a list of all persons who have met the requirements to be able to accept Overtime. This list is set to show who is up next to get Overtime if you work 8 hours or more of Overtime you will be moved to the bottom of the list. If you “REF” refuse overtime you will be moved to the bottom of the list. Should two or more people either work Overtime or Refuse overtime once on the bottom of the list you will be ranked by seniority, if you both have the same seniority date the you will be ranked by your department ID.*

*B: Second list (company officer overtime) will show those that can ride in charge of the companies and will rotate on the same basis as in sub-section A.*

*C: Third list (chief officer overtime) will show those that can ride as the Major or Acting Major and will rotate on the same basis as in sub-section A.*

*D: When accepting overtime you also must be the one to work the overtime you cannot allow anyone to work those hours for you.*

1. *The maximum number of hours worked in a row will be restricted to 48 hours with a required 8 hour off period before returning to work. This may be extended for incident required staffing or weather related events as approved by the Fire Chief or his/her designee*
2. *Primary and Secondary vacation picks will be done in December of the [receding year. Up to two persons can request off on any given work day. You must take whole days (24 hours). No vacation request can extend into the next calendar year.*
3. *During the Primary vacation picks, you may take up to 5 vacation days and this can be split up to one time. This pick will go by your seniority date of hire to full time.*
4. *During the Secondary vacation picks, you can take any remaining time off that you have or will have at the time of the requested off time. This pick will go by your seniority date of hire to full time.*
5. *Any days that are available after primary and secondary are done at first request received will be the approved request. You can take no less than 12 hours at a time. No Vacation request will be approved that extends into the next calendar year.*
6. *If you wish to rescind a day off, this must be done 72 hours in advance so that others may have a chance to take the day off.*
7. *A request for time off can be submitted the day of so long as the staffing allows.*