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0900-04
K28699

| | Xenia Fire Division<br>POLICIES AND PROCEDURES | |
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| | **SUBJECT:** Overtime Procedures | **POLICY#**<br>**OFC 15** |
| | Signature: Kenneth E. Riggsby | **Initiated**<br>**11/15/04** |
| | **APPROVED:** Kenneth Riggsby<br>Fire Chief | **Revised**<br>**02/06/12** |

**A. PURPOSE**

To have a systematic method of filling overtime, whether it may be an emergency or non-emergency situation.

**B. POLICY**

1. The following guidelines are for calling off-duty personnel for overtime.

**C. DETERMINE THE NEEDS OF THE OVERTIME.**

1. Type of overtime (Emergency or Non-Emergency).
2. Personnel needed (Firefighter/Officer, Rope Rescue, etc.).
3. Time frame needed

**D.** Initially, use the firefighter/Officer callback list for the shift that is on one of the first three days, of their four-day break. Then, if needed to fill the required overtime, the firefighter/Officer callback list for the second off-duty shift may be used.

**E.** Use the appropriate following procedure for, EMERGENCY or NON-EMERGENCY OVERTIME.

**F. EMERGENCY OVERTIME**

1. For use with any incident that is currently in progress or when staffing is needed immediately to maintain minimum manning.

   a. Officer in charge will determine the requirements for EMERGENCY OVERTIME.

   b. A group page will be sent to all members (XFD All Call), a brief description of the need, how many personnel and the return phone number will be given.

c. After waiting 5 minutes for the required response, if not enough personnel respond to the page, all personnel will be called by phone starting with the appropriate call back shift until all positions are filled.

d. Replying to a page the personnel shall only reply if they are able to arrive at the station within 15 minutes of the reply. If a reply is made and the need is fulfilled, the person will not be charged.

e. If a person commits to a response and does not arrive within the 15 minutes he/she will be charged the hours committed to.

f. Emergency overtime cannot be refused.

## G. NON-EMERGENCY OVERTIME

1. For any need that does not require an immediate response for an active incident or minimum manning.

   a. Use the callback lists as described above to fill the required NON-EMERGENCY OVERTIME need. If the required personnel cannot be obtained then follow the EMERGENCY OVERTIME procedure.

   b. Fire administration reserves the right to order a person in to work when they are not able to fill the overtime with the call back procedures listed above.

   c. 36/48 Rule - Overtime must not require or allow personnel to work or be compensated for more than 36 consecutive hours in any 48-hour period unless the person has had a minimum 4-hour break. (Note: Personnel are not permitted to remain at the stations during this four-hour break.)

   d. Hours to be offered

      i. Fire personnel on the 1st and 4th day of four days off and off day between two work days

         - Less than 24 hours- the first fire personnel contacted will be offered up to the number of hours not to exceed the 36 in 48 rule.

         - 24 hours- the first fire personnel contacted may choose the 1st or 2nd 12 hours offered.

         - Fire personnel with scheduled time off the day prior may be eligible for the full 24 hour shift as long as they don't exceed the 36 in 48 rule

ii. Fire personnel on 2nd and 3rd days off of a four-day break.

- If the number of hours is more than 12 but less than 24 hours, the first fire personnel contacted must take the 1st 12 hours, with any additional hours available an option. Any optional hours not taken will be charged.

- If 24 hours are available, fire personnel may take the first or second 12 hours. Personnel will be charged for 24 hours in this case. The caller will continue in succession until the balance is filled

e. If telephone contact is made with the person's residence and they are not immediately available, but can be reached promptly, an opportunity to call-in shall be given. If he/she fails to do so within five (5) minutes, the offered amount of time shall be charged.

f. No answer calls are not to be charged as time offered. It is subject to immediate change should a call back problems occur.

## H. SPECIAL DUTY OVERTIME

1. For use with any planned special event or detail that will require the assignment of personnel not on duty. Examples include Fire Prevention Safety Trailer, Bike EMS team or other special details as defined by Fire Administration.

a. One the details of the special duty are known, an interest sheet will be posted at each station. The interest sheet shall include specific information concerning the detail and an area for interested members to sign up to work. The deadline for sign-ups will be two (2) days prior to the event at 1800 hrs.

b. Information on the interest sheet shall include time, date and location of the detail. Also the specific duties required should be included. (i.e. Bike Team, Fire Safety, EMS Stand-by etc.)

c. Two days prior to the scheduled event, the on-duty officer shall notify the members who will be working the detail.

d. After the specified deadline, the overtime shall be offered to the members on the sign-up sheet based on their position on the current overtime callback sheet. The member highest on the overtime call-back sheet *and* on the interest sheet shall have first option to work the special detail. Personnel assigned to the scheduled callback shift, shall be offered to work the special detail first in accordance to call back procedures. If no one assigned to the scheduled callback shift is available or interested to work, then the secondary shift shall receive the opportunity.

e. Members that accept the overtime would be charged at the time that they agree to work the special detail. If the total time of the detail is unknown, the accepting members shall be charged two (2) hours initially and the balance shall be added after the detail is finished. Members that accept the overtime and are unable to work would be charged accordingly and the next member (by the call-back) on the sign-in sheet would be offered the duty.

## I. GENERAL RULES

1. The Officer may accept a commitment in advance. The individual must give the officer a number to contact or leave a message. If this number cannot be contacted and a message cannot be left, he/she must report. *Failure to do so is an unauthorized absence.*

2. When non-emergency overtime is available, the Officer in charge at station one will send a page to all off duty personnel and advise them of the upcoming overtime and when the call-in will occur. Anyone interested in the overtime can call station one; advise the officer of their intent, and how to contact them. That will be noted on the overtime list. When the Officer calls in the overtime, he/she will start at the beginning of the proper list using General Guidelines, section 2. If the Officer should reach a member on the callback list who had previously expressed his/her intent, the Officer will contact that member and request a callback to confirm the overtime *not to exceed 30 minutes.* This procedure will be done until the overtime is filled.

3. The callback lists shall be maintained by the on duty Officer in Charge at station one. Copies will be kept at each station. If multiple time frames are offered at the same time the person will be charged the largest amount offered. The person on overtime will fill the position required by the Officer On Duty.

4. The callback lists will be maintained at station one. Initially, use the firefighter/Officer callback list for the shift that is on one of the first three days, of their four-day break. Then, if needed to fill the required overtime, the firefighter/Officer callback list for the second off-duty shift may be used. .

5. There is a one officer minimum. For this purpose, an officer is currently defined as a duly sworn Captain or Lieutenant.

6. All overtime will be posted on the overtime accumulation sheet (emergency, non-emergency, training, etc). Exception: the holding over of manpower for one hour or less, until relieved by call-in personnel (early AM hold-over, calls, etc.), and Association business with the City, will not affect the balance on the accumulation sheet.

7. Overtime, which is refused, due to a trade that has an approved XENIA FIRE DIVISION TRADE REQUEST FORM, will not affect accumulation on the call-back list. Any time available outside the trade time the person is eligible for may be worked or declined. The overtime that would be available outside of the trade time frame shall be charged.

8. Personnel pre-registered and accepted for a scheduled class will have the option to accept or decline overtime (not including EMERGENCY OVERTIME). Any hours in excess of the class that are declined will be charged.

9. Fire personnel on extended sick or injury leave shall not be called or charged. The firefighter's Shift Officer shall indicate this condition on the call-back list. Extended sick or injury leave is 3 or more workdays with a doctor's excuse submitted to administration. When the return to work slip is given to administration, the person will be placed back on the list in the same position he/she was in prior to the sick or injury leave on his/her next regularly scheduled duty day. This will be done by averaging between the person above and below his/her position on the list. If the person is to be placed at the top of the list they will have .1 hour less than the person below them, or if they are to be placed at the bottom of the list they will have .1 hour more than the person above him.

10. New recruits that meet overtime standards and personnel transferred between shifts will be averaged on the callback list.

11. If a person is on Disciplinary Layoff, accumulation sheet time will be kept current by charging the same hours as would have been offered.

For the IAFF:

5/8/12

Date

For the City:

5/8/12

Date