

## 2.2 Shift Staffing



**City of Oak Point  
Department of Public Safety  
Fire Department**

**TITLE: Shift Staffing**

**SECTION/TOPIC: General Administration**

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Director DPS

These SOPs/SOGs are based on FEMA guidelines FA-197

### **Purpose:**

The purpose of this policy is to establish consistent guidelines for overtime, shift trades and sick leave.

### **Policy:**

#### **Overtime**

- Mandatory shift staffing is three personnel
- Overtime will be filled with the approval of the Director of Public Safety
- Shift Leaders may be called back to fill either a Shift Leader or firefighter position
- If the staffing levels cannot be fulfilled with voluntary overtime, mandatory call back may be used.
- New hires, completing their training, may be placed on overtime lists (Top of mandatory and bottom of voluntary)
- It is the responsibility of each member to keep their contact information current

### **Procedures:**

#### **Regular/Voluntary Overtime Call Back**

- When the need for overtime exists, the Director will approve the use of the overtime list beginning with the first eligible member.

- Every effort will be made to contact members by calling both their home and cellular phones.
- Members have 15 minutes to respond.

### **Mandatory Overtime Call Back**

- When an overtime need cannot be filled with the voluntary employees the Director may make overtime mandatory at which time Fire Fighters must be present within two hours of the call for the shift required, no exceptions.

### **Shift Trades**

- Employees are prohibited from shift swaps. Employees are provided 8hrs personal time, in addition to sick and vacation time. The swapping of shifts is prohibited.

### **Sick Leave**

- Personnel shall call in to either the Director or Sgt. no later than three hours prior to the start of the shift, but as soon as possible. Should sick leave be required, it will be counted as sick leave for a full shift. No shift trades will be allowed.

Sick leave is not permitted within the first 3 months of employment. After 3 months sick leave lasting more than one shift must be accompanied by a doctor's note the day before returning to work.