


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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<p><i>Michael Shackelford</i> Director DPS</p>	
These SOPs/SOGs are based on FEMA guidelines FA-197	

Purpose:

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

Policy:

Overtime

- Overtime will be filled with the approval of the Director of Public Safety
- Only the Director may approve shift overtime or swapping
- 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 will 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

Holidays

Personnel must work all normally scheduled shifts immediately prior to and immediately following a holiday to receive “holiday pay” for a city approved holiday. The following days are considered “Black Out” days and regularly scheduled shifts are required to be worked. No vacation or paid time off will be approved for these days

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- New Year’s Eve

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

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 mandatory overtime at which time Fire Fighters must be present for the shift required, no exceptions.

Shift Trades

Shift swaps are generally not permitted. However should conditions exist that require it, it will not be approved if it will result in overtime. All shift swaps are at the discretion of the DPS Fire Chief.

Sick Leave

Personnel shall call in to either the Fire Captain or Fire Chief no later than three hours prior to the start of the shift, but as soon as possible. If contact is made with the Fire Captain, he shall immediately notify the Fire Chief and make the notification. Should sick leave be required, it will be counted as sick leave for a full shift. No shift trades will be allowed.

Sick or Vacation leave is not paid within the first 6 months of employment. After 6 months but within the first year all sick leave must be accompanied by a doctor's note before returning to work. Any hours missed during blackout dates due to sickness, must be accompanied by a doctor's note before returning to work and no holiday pay will be paid.

