

	 ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	Staffing Policy [Operations Division]
	Reference Number:	SAP-OPS-018
	Effective Date:	17 December 2007
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to ensure the Department maintains the minimum staffing necessary to meet our operational commitments.

Scope:

This Standard Administrative Policy applies to all Albemarle County Department of Fire Rescue, Operations Division field staff.

Background:

This policy supersedes and replaces SAP-OPS-008.

Definitions:

(If there is an associated leave code in Telestaff it will be indicated in parenthesis.)

Overtime (XH+)

- Voluntary - Any overtime accepted on a voluntary basis.
- Mandatory (callback) - Overtime an employee is required to work in order to maintain minimum staffing. For the purpose of this policy late calls will not be considered as mandatory.

Shift Trade (SSW/SSN) - When two employees trade their scheduled day off to make it more beneficial for both employees.

Telestaff - The software utilized to track staffing and leave for the operations division.

Policy:

1. Daily Operational Assignments:
 - A. The staffing officer will update daily operational assignments for the following workday in Telestaff by 1500 each day.
 - B. It is the responsibility of each employee to verify their reporting location and time in Telestaff after 1500.
 - C. Employees will be notified directly of any changes made after 1500 by the staffing officer.
 - D. During inclement weather conditions, operations employees are still expected to report to work at their designated time. If inclement weather conditions are occurring or are imminent, employees are expected to make appropriate time adjustments or vehicle arrangements. Employees will not be given compensation for extra hours prior to reporting time unless approved by the Operations Chief.
 - E. Failure to report for work or make appropriate notification may result in disciplinary action per county policy.

2. Holidays:
 - A. Minimum staffing shall be maintained on all holidays at the twenty-four (24) hour stations.
 - B. All day-shift stations shall maintain minimum staffing on all holidays with the following exceptions:

i. New Year's Day	v. Thanksgiving Day
ii. Memorial Day	vi. Christmas Eve
iii. Independence Day	vii. Christmas Day
iv. Labor Day	
 - C. Holidays will be compensated in accordance with County and department policy.

3. Tardiness

- A. For each unexcused tardiness that occurs within a 365 day period, discipline shall be progressive:
- i. First Occurrence: Leave without pay for time absent and a documented oral warning
 - ii. Second Occurrence: Leave without pay for time absent and a written reprimand.
 - iii. Third Occurrence: Leave without pay for time absent and a 24 hour suspension without pay.
 - iv. Fourth Occurrence: Leave without pay for time absent and a 48 hour suspension without pay.
 - v. Fifth Occurrence: Leave without pay for time absent and dismissal.

4. Overtime:

- A. The following policy shall apply to all overtime voluntary or mandatory:
- i. Any overtime with less than 24 hours notice shall be compensated at 1 ½ times the employee's hourly rate.
 - ii. A minimum of 4 hours of OT will be offered for minimum staffing positions. If an employee chooses to leave prior to working 4 hours they will be compensated for the number of hours physically worked.
 - iii. A break of 12 hours will be required any time an employee works 36 hours consecutively to include shift trades.
 - iv. In the event Telestaff does not function or there is an immediate need for staffing the staffing officer has discretion to take necessary action to maintain minimum staffing.

B. Voluntary Overtime shall be filled in the following manner.

- i. Telestaff will maintain the overtime list.
- ii. Employees are moved to the bottom of the list by the date of their most recent overtime shift.
- iii. Employees on "Signup" in Telestaff will be given preference.
- iv. Employees must meet all of the required capabilities to be eligible for that overtime opportunity.
- v. Telestaff will begin to fill overtime 5 days prior to the vacancy.
- vi. When an employee accepts an overtime shift it becomes their responsibility and should be treated as a regularly scheduled shift. Should they be unable to report to work due to extenuating circumstances they should follow the following guidelines:
 - a. Greater than 24 hours notice- Contact the staffing officer to report absence and provide explanation.
 - b. Less than 24 hours notice- Contact the Battalion Chief or Duty Officer to report absence and provide explanation.
- vii. If an employee accepts overtime and fails to report to work or doesn't make the appropriate notification disciplinary action may be applicable.

C. Mandatory Overtime (Callback) shall be filled in the following manner.

- i. Telestaff will maintain the mandatory holdover list.
- ii. Employees are moved to the bottom of the list by the date of their most recent holdover.
- iii. Employees on duty may be required to work all or any part of another shift to maintain minimum staffing.
- iv. During periods of local emergency personnel may be required to work County needs dictate. Normal work restrictions may be suspended during this period.
- v. Employees not reporting for mandatory over time may be subject to applicable disciplinary action.
- vi. Each employee will be issued one (1) holdover waiver each year for those times when personal commitments would make it extremely inconvenient to work. The following guidelines will apply:
 - a. Original signed copies must be turned in to the Battalion Chief.
 - b. There must be other eligible employees on the holdover list.
 - c. The employee using the waiver will maintain their current position on the holdover list.
 - d. The waiver may not be carried over to the following year and is non-transferable.
 - e. No duplicates or copies shall be made.

D. Special Events

- i. Overtime for special events may be filled on a first come first serve basis.

E. Shift Trades

The following policy will apply to all shift trades.

- i. Shift trades will only be allowed between employees having the same critical capabilities. For the purpose of this policy we will consider the following capabilities as critical: Captain, Firefighter, Firefighter/Medic, DPO
- ii. It is the responsibility of the employee initiating the shift trade to find a suitable trade.
- iii. All shift trades shall be recorded in Telestaff.
- iv. Once the shift trade is recorded in Telestaff both employees involved shall notify their supervisor for approval. If they will not be returning to work prior to the shift trade then they shall notify the staffing officer for approval.
- v. When an employee accepts a shift trade, the shift becomes their responsibility. Should they be unable to report to work for any reason they will incur the associated leave costs.
- vi. If an employee accepts a shift trade and doesn't show up or doesn't make the appropriate notification, disciplinary action may be applicable.

5. Exceptions

- A. Any exceptions to this policy shall be approved by the Assistant Chief of Operations or designee.