

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
SHIFT STAFFING	104	December 15 th , 2003	March 27 th , 2006

PURPOSE

To ensure the adequate delivery of emergency services to the residents and visitors of the Los Pinos Fire Protection District.

GENERAL

The Fire Chief or Deputy Chief will have discretionary authority in managing adequate shift staffing. The general guideline for shift staffing will be a minimum of three Firefighter/EMT-B's on duty. The Assistant Chief of Operations will be responsible for maintaining an accurate "shift leave calendar." This calendar will document all scheduled leave (educational, extended sick, worker's compensation, administrative, vacation, etc.). A maximum of one person per shift may be scheduled for leave.

VACATION CONFLICTS WITH REQUIRED TRAINING

It will be the responsibility of the employee to ensure that their vacation selections do not conflict with training required for maintaining fire and emergency medical certifications. If a conflict does arise it is the employee's responsibility to make arrangements to attend the training at another time.

VACATION SELECTION PROCESS

Each December the Shift Captains will canvass their shift's personnel for vacation dates.

Anyone scheduled off during the selection period shall assume the responsibility of advising their Shift Captain of their vacation date choices prior to their scheduled time off. If selections are not made available to the Captains at the time of the canvass, seniority will be forfeited and that person will be skipped over. Upon returning to duty, the effected individual will be able to select vacation dates from the remaining open days. Emergency situations will not fall under this portion of the procedure.

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A seniority list will be maintained by the Deputy Chief. The selecting order will be determined by the following criteria:

1. Rank
2. Time in Position
3. Time with the Fire District
4. Job Performance

Two canvasses, by seniority, will be conducted. During the first canvass, the employee may choose up to three consecutive 24 hour shifts. During the second canvass personnel may choose an additional two 24 hour shifts, keeping in mind that vacation leave may not be used in advance of its accrual.

On January 1st, the schedule will be posted and personnel may apply for vacation leave for the open and/or remaining shifts by submitting a leave request form to their Shift Captain and having it forwarded through the Chain-of-Command. All leave requests for vacation must be received by 1700 hours on the shift prior to the date requested to be considered for approval. In the event of more than one request submitted for an open date, a random drawing will be utilized to make the selection.

VACATION CANCELLATION

Vacation leave may be canceled if the request is submitted no later than 1200 hours on the shift prior to the scheduled time off. Each Shift Captain will be responsible for assuring that all personnel on that shift are notified of the vacation cancellation prior to opening those dates up for selection.

SHIFT TRADES

As a benefit to shift personnel, the fire district allows employees to substitute for each other subject to the following guidelines:

The request form must be submitted to the requesting person's Shift Captain for the days or dates requested. All requests are subject to approval.

After approval, a copy of the authorized form will be sent to the person requesting the trade and the person covering. It is the responsibility of the individuals exchanging shifts to keep records of the trade.

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Requests for shift trades must be received by the appropriate Shift Captain no later than 1700 hours on the shift prior to the date requested. If an unusual situation arises and a request cannot be turned in by the deadline, approval may be granted based upon the circumstances, at the discretion of the Fire Chief.

Approval of all shift trades is subject to the same provisions of vacation leave for conflicts with required training.

In the event an employee doing a shift trade does not report for work or goes home on sick leave, the person they were to substitute for will be charged vacation leave for the hours off. If this occurs on a shift trade that is “paying back” an owed shift, the person who failed to report for duty or went home sick is still responsible to work the hours that were arranged.

A maximum of 240 hours (ten shifts) will be allowed for shift trades during the calendar year. Additional shift trade requests after reaching this limit may only be granted at the discretion of the Fire Chief.

All shift trades should be repaid within the 28 day FLSA work cycle of the originating request. Exceptions to this requirement will also be based the circumstances of the request.

The Los Pinos Fire District allows shift trades as a privilege and this practice should be looked upon as such. Abuse of shift trades may be cause for denial of future requests.



Larry Behrens, Fire Chief

March 27th, 2006

Date