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PURPOSE

This procedure standardizes the “constant staffing” program and defines the responsibilities of the Department members. It is intended to allow the responsible management of the constant staffing fund while providing and maintaining adequate staffing levels.

POLICY

Assignments

Constant staffing assignments may only be offered by a Deputy/Battalion Chief or his/her designee through the staffing software “Telestaff.” All Telestaff constant staffing will go through the Shift Deputy/Battalion Chief office. This includes, but is not limited to, opportunities generated by Deployment, Community Services Division, Special Events, Training, and E.M.S. etc.

Staffing will be conducted on a tour by tour basis starting no later than 0630 on Day One (1) of the tour. Day Two (2) of the tour will be staffed by 0900 whenever possible. The South Battalion Chief at Fire Station 191 will be the primary staffing Battalion Chief. When BC191 is off, the North Battalion Chief will become the Primary Staffing Chief. It is recommended that both Battalions participate in the staffing process whenever possible to allow for consistency in staffing procedures when BC191 is off.

Rovers will be used to fill all vacancies prior to Telestaff calling members for constant staffing. Move-ups may be utilized to fill vacancies that will either eliminate OT or if no member filling that capability, class for class, exists on the sign-up list.

Constant Staffing will be filled using the “pick list”. Any member wanting to be considered for a constant staffing opportunity on day one (1) or day two (2) must have signed-up prior to 0600 of day one (1). Any changes to day two (2) staffing that occur after 0900 on day 1 will be filled after 0600 on day two (2).

Any member may be roved to fill a Department need.

Pre-scheduling Staffing may occur up to two weeks prior to known vacancies for special events and holidays when no rovers are available to staff said vacancies. Including

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Forcing “Letting the member/members know there on the hook for the morning off said shift” (July 3rd/4th, Christmas, etc.)

All constant staffing opportunities, that occur prior to 0800 of the first shift of a tour, will be based on class for class, current promotional list, WOOC status, in that order for positions that create the opportunity, and will be filled based on lowest total opportunity hours of members who have successfully completed six (6) months of duty after graduation from the Fire Training Academy. The ALS/BLS specificity of the position that creates the opening will also be taken into account.

Any constant staffing opportunities that occur after 0800, on the first day of a tour, will be filled with the same principals as above, unless a member, with less hours, has already accepted a constant staffing opportunity, then said member would be ineligible and opportunity would move to next member that fills capabilities as stated above on the pick list.

Constant staffing opportunities will take into account that some positions, which cause openings, are also attached with “specialties” (TRT/HAZ/RSB). All Specialty units have a minimum staffing level for (TRT/HAZ/RSB), these will be met at all times. Specialty units (TRT/HAZ/RSB) must be filled in the Captains position by a member that holds that specialty, if none are available in the rover pool or on the sign-up list. Move-ups will be used regardless if a Captain without the specialty is on the sign-up list.

In the event a member is called inn to work and is not needed, they will be paid according to article 11, “Callback Pay” in the current PFFA MOU.

The sign-up list will lock from 0600 – 0900 of each day and any member contacted for a constant staffing opportunity will be required to work. After 0900 any member will have the option to either remove/add their name from/to the sign-up list or decline the OT opportunity. If a member declines the constant staffing opportunity, the hours will be charged to their opportunity bank.

Members accepting a constant staffing opportunity must work the entire constant staffing assignment. AWR's, vacation, comp-time, etc. will not be permitted to be taken while constant staffing unless there is an emergency or for approved FMLA purposes. If FMLA has been approved through the Human Resources department, employees may

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take time off during a constant staffed position. The member will only be paid overtime for the hours worked.

Telestaff will contact all constant staffed and Rover positions by 0700. Exceptions will be permitted for unforeseen challenges. If a Rover has not been contacted by 0715, said Rover should contact Telestaff or their staffing Battalion Chief for their assignment.

Mandatory Hold Over

The Peoria Fire-Medical Department must maintain staffing levels. To ensure this, the staffing Battalion Chief may use the mandatory holdover “force hire” aspect of this policy if the following criteria are in effect.

- Unexpected reduction of manpower takes place.
- Pick list is exhausted.
- Obligation to staff an event.
- Obligation to staff fire apparatus at 4 person par level

The Staffing Battalion Chief may utilize all calls via Phoenix alarm room and will utilize WENs prior to a mandatory hold over.

Holdovers will be assigned using the appropriate force hire list (A-shift for B-shift, B-shift for C-shift, and C-shift for A-shift). Positions will be forced class for class, in order of seniority, with the ALS/BLS designation that creates it, and members will be rotated to the appropriate place on the list.

All efforts will be made to fill a vacancy by a member who has not been forced prior to forcing someone a second time.

Members on the force hire list may be notified, in advance by their Staffing Battalion Chief of their obligation to return to duty for day two of a tour, holidays, special events, or for any other staffing needs. Every attempt will be made to fill the slot prior, but if unable to do so, member will need to check Telestaff during staffing hours the following morning.

In the event a member is force hired to work and is not needed, they will be paid according to article 11, “Callback Pay” in the current PFFA MOU. If they qualify for the

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callback pay they will rotate on the force hire list. If they do not qualify for the callback pay they will retain their position on the force hire list.

Special Event force hires will be filled by the least senior personnel, that fits the capabilities needed, that haven't yet been made to do so (This means lowest senior person on the list that can fill the needed openings will be used regardless of their official class). This is the exception to class for class.

Members are permitted to find appropriate coverage for their assigned "Forced" shift. If successful, the originally "Forced" member will retain their position on the forced hire list, while the member taking the "Forced" shift will move to the bottom of the forced hire list.

Opportunity Hours

Members wanting to be considered for OT must sign-up and any hours received will be added to the member's cumulative total for the year, including force hire hours. Each year on January 1st, members shall revert to zero (0) opportunity hours and the pick list will be based on Department Seniority.

Members who have successfully completed six (6) months post-graduation from the Fire Academy will be placed on the Constant Staffing Pick List, by seniority, with their hours being averaged of all members currently eligible.

Contact Phone Numbers

Members may list up to two contact phone numbers for the purpose of constant staffing. The member must enter the phone numbers into Telestaff's Staff Management section. Deputy/Battalion Chief's and their designee's are not responsible for phone numbers that have not been officially placed in Staff Management.

Relatives

Every effort will be made to keep relatives from supervising another during a constant staffing opportunity. However, exceptions may be made to fill Department needs.

Requirements

Members accepting a constant staffing position shall arrive at the station by 0800 unless arrangements have been made with the Deputy/Battalion Chief or his/her designee.

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Members accepting constant staffing assignments will arrive at assigned station with all necessary firefighting equipment, fatigue and PT uniforms, bedding, and Class A uniform (efforts will be made to alert individuals if needed). At no time will a constant staffed company go out of their first due area to retrieve these items from another station.

Failure to show up for any scheduled overtime may result in discipline.

Approved Leave

Members must call or sign-on to Telestaff (623-334-5205) by 0600 to call in sick. After 0600, members **MUST** contact the on-duty Battalion Chief. No other form of call-in is acceptable.

No more than 120 hours and 5 personnel off at a time for Vacation or Comp-time will be allowed each calendar shift day, unless otherwise approved by the Fire Chief or his/her designee.

No member will be allowed to work more than 72 hours consecutively. A person must have had a full shift off (24 hours) before they are allowed to staff a position (Full or Partial) on an overtime basis. It is the individual's responsibility to remove their name from the sign-up pick list if they are ineligible for a shift. Failure to remove their name from the list or decline an opportunity may result in discipline.

Members who utilize sick, vacation, or any other form of approved leave, may accept OT the following shift.

Members who are on industrial or light duty assignments may not return to work, for any reason, prior to the date approved by both their Doctor and the Department written/signed PAR.

Constant Staffing Assignment

Pre-scheduled leave, five (5) hours or greater, submitted at least 96 hours in advance, will be scheduled hour for hour. Leave of less than five (5) hours, regardless of when requested, may not be approved. Rovers shall be used when available to maintain staffing levels.

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Short notice leave (i.e., sick leave, bereavement leave, EA) initiated at any time will be filled hour for hour. Individual vacancies due to Department required training, special projects, etc., will be treated the same.

MEMBERS SHALL:

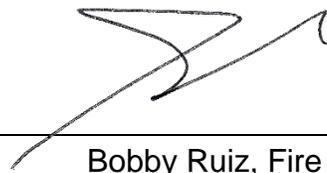
- Be responsible for insuring the accuracy of the information provided in Telestaff's Staff Management (i.e., correct phone number, etc.) to allow for the assignment of constant staffing.
- Work the entire constant staffing shift. AWR's, vacation, comp-time, etc., shall not be permitted during the shift, unless there is an emergency or for HR approved FMLA purposes.
- Have the ability to take their name off the pick list for any reason outside the 0600 – 0900 lock times.

MEMBERS SHALL NOT:

- Place requests for any specific constant staffing position.
- Phone the scheduling officer or Fire Administration Office for a forecast of constant staffing possibilities. Their position on the pick list can be viewed in Telestaff.
- Be eligible for constant staffing while on any leave on your assigned shift.

This SOP is recognized as a guideline and strict compliance with current M.O.U. language may be reinstated due to departmental, City, or funding requirements.

Approved:



Bobby Ruiz, Fire Chief

06/07/2018

Date