



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

POLICY #14



PLANNED STAFFING SCHEDULING	EFFECTIVE	01/JUNE/95
	REVISED	21/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to standardize time off for scheduling staffing.
- 1.2 The purpose of this Policy is not to limit the authority of the Fire Chief or designee who may make adjustments in staffing not expressed in this Policy.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Assigned shift strength of 16 personnel is allocated for all three (3) shifts assigned to the response division. During the annual leave selection process; there are three (3) positions allotted for leave selection on each duty day.
- 3.2 If there are only two (2) personnel scheduled to be off, there is one (1) opening for scheduled time off. If there is only one (1) person scheduled to be off, there are two (2) openings for additional personnel to be off. If no personnel are scheduled to be off, there are three (3) openings for personnel to be on scheduled time off.
 - 3.2.1 Scheduled time off is requested through a memo to your Battalion Chief and must be made at least one duty day prior to the day off, except as provided below.
 - 3.2.2 Twenty-four (24) hour shift personnel may call in *prior* to 07:00 to request use of a Floating Vacation Day, Personal Time, Non-Use of Sick Time, Fitness Bonus Hours, or Incentive Hours for the oncoming shift. This time-off will be granted pursuant to Section 3.2 of this policy, listed above. (Reference 15.4b of the Union Contract)
 - 3.2.3 Twenty-four hour shift personnel may call *between* the hours of 07:00 and 08:00 to request a Floating Vacation Day, Personal Time, Non-Use of Sick Time, Fitness Bonus Hours, or Incentive Hours for the oncoming shift. This time will be granted if it does not, at the time of the call, cause more than four (4) shift employees to be off for any leave. (Reference 15.7b, Additional Utilization of Certain Leave Time, Union Contract)
 - 3.2.4 Twenty-four hour shift personnel may request and be granted use of Personal Time, Non-Use of Sick Time, Fitness Bonus Hours, or Incentive Hours after the start of the shift (with one hour advanced notice). This time will be granted if it does not, at the time of the call, cause more than four (4) shift employees to be off for any leave. (Reference 15.7c, Utilization of Leave After the Start of the Shift, Union Contract)
 - 3.2.5 Personal Time, Non-Use of Sick Time, Wellness hours and Incentive hours may be taken in two (2) hour increments. Floating Vacation Days must be taken in twenty-four (24) hour increments.
 - 3.2.6 The time-off process in 3.2.3 and 3.2.4 may be affected by personnel on extended sick leave.
- 3.3 If shift staffing drops below twelve (12), personnel will be hired back to bring the staffing up to twelve (12). If the employee scheduled for overtime is not a Paramedic in the Department, the following criteria must be attained. First, all in-service fire suppression apparatus are to be staffed with at least one Paramedic, and all in-service Ambulances are to be staffed with two Paramedics. Personnel may be transferred to a different station and apparatus to attain the criteria. If the above criteria cannot be achieved, a Paramedic shall be hired-back instead of the scheduled employee pursuant to the overtime assignment procedures specified in the Collective Bargaining Agreement.

HIGHLAND PARK FIRE DEPARTMENT

POLICY #14

PAGE 2

- 3.4 If the absence of a Battalion Chief or Acting Battalion Chief causes on-duty staffing to fall to 11, then an off-duty Battalion Chief whose absence did not cause the shortage shall be contacted to work.
- 3.5 In a situation where there is no Battalion Chief on-duty and no Lieutenants are on-duty that can function in the position of Acting Battalion Chief, then an off-duty Battalion Chief shall be contacted to work. The Chief or Deputy Chief may fill-in for the Battalion Chief instead of recalling a Battalion Chief even if doing so will place on-duty staffing levels above allowed minimums pursuant to Section 3.3 and Standard Operating Guideline O-302. The Deputy Fire Chief (or the Fire Chief if the Deputy Fire Chief is unavailable) will be notified of this situation and consulted, preferably prior to the Battalion Chief being called-in.
- 3.5.1 In determining which Battalion Chief to contact, the Battalion Chief of the shift prior to the affected shift shall be contacted first, and if unavailable or unreachable, the Battalion Chief of the shift following the affected shift will be contacted. If neither Battalion Chief is reachable, then the Battalion Chief of the affected shift will be contacted if on scheduled leave only, and will be requested to work if possible (scheduled leave will be rescheduled). If none of the Battalion Chiefs are available, then the Deputy Fire Chief (or the Fire Chief if the Deputy Fire Chief is unavailable) will be notified and will determine how the Shift Commander position will be filled.
- 3.6 Whenever any leave is taken that causes a shortage, that person utilizing the leave is considered to cause the shortage.

4.0 Reference

- 4.1 Highland Park Fire Department
- 4.2 Highland Park Firefighters IAFF Local #822 Collective Bargaining Agreement

Approved:  Fire Chief