



ADMINISTRATIVE MANUAL

ADMINISTRATIVE/PERSONNEL ASSIGNMENTS

101.002 CONSTANT STAFFING POLICY

EFFECTIVE: OCTOBER 2007

PURPOSE

The purpose of this policy is to establish responsibilities and procedures for the daily staffing of the Field Operations Division members.

POLICY

It is Department policy for an on-duty battalion chief to ensure daily staffing assignments of Field Operations Division members are completed in a timely and effective manner each day.

In conjunction with the Labor-Management Alliance guiding principles, a committee of four (4) members, two (2) selected from Fire Administration and two (2) selected by Local 753, will convene every three (3) months to adjust this policy as needed.

RELIEF POOL STAFFING LEVELS

The following table reflects the relief pool range:

Table 1: Relief Pool Range

Classification	Maximum Number in Relief Pool	Minimum Number in Relief Pool
Captain	6	-6
Firefighter Specialist	6	-6
Firefighter	9	-9

The Fire Chief will have discretion to set evenly distributed relief pool numbers within these ranges, but adjustments of the relief pool outside these ranges will require mutual agreement between the Fire Chief and IAFF Local 753.

Fire Administration will have up to six (6) months to replenish the relief pool staffing levels to within the range. If the six (6) month time frame is exceeded, the mandatory hiring for all ranks will be discontinued.

The following table titled, Table 2: Stratification of Ranks, will be used to determine

staffing level distribution. In the absence of a promotional list, the Department should fill vacancies with provisional appointments. Mandatory assignments for the ranks of captain and firefighter specialist will cease if the staffing falls outside the table parameters for greater than 60 days, while operating within the agreed range.

The following table reflects the stratification of ranks:

Table 2: Stratification of Ranks

Total Relief or Vacancies (Captain, Firefighter Specialist, Firefighter)	Total Relief Per Rank (Captain, Firefighter Specialist)
16-21	6
13-15	5
10-12	4
7 to 9	3
4 to 6	2
1 to 3	1
Total Vacancies (Captain, Firefighter Specialist, Firefighter)	Total Vacancies Per Rank (Captain, Firefighter Specialist)
0-2	0
3-5	1
6-8	2
9-11	3
12-14	4
15-17	5
18-21	6

APPLICATION

To ensure Department resources are staffed in the most effective manner possible, on-duty battalion chiefs will use the TeleStaff roster to assist in the daily staffing assignments of apparatus and personnel. When possible, the Department will strive to prevent absences by conducting medicals off-duty, utilizing off-duty instructors for training purposes and scheduling probationary and promotional testing/interviews off-duty. Several factors play a part in the daily staffing process and are discussed in detail below, including

- Shift Trade
- Sick Leave
- Vacation and Holiday Leave
- Compensatory Time Off
- Acting
- Voluntary Overtime Hiring

- Mandatory Staffing
- Recalls and Hold Over of Members

SHIFT TRADE

With the approval of the Fire Chief, or designee, a member assigned to a 24-hour shift may attend to union or other personal matters by providing an off-duty member of like rank to work for the absent member. The substitute member shall be required to acceptably perform the duties of the absent member. The act of providing for a shift trade replacement is referred to as "Shift Trade", also known as "Absence with Relief" (AWR).

When approved, shift trades may be taken in any time increment. The City of Fresno (City) shall incur no additional liability due to the use of shift trades, nor shall the City assume any responsibility regarding pay back of such time.

SHIFT TRADE PROCEDURES/REQUIREMENTS

Members requesting a shift trade shall have their replacements enter the appropriate work code into TeleStaff. The replacements shall use their personal calendar and apply the work code Shift Trade Working (STW) to the day they will be working. They shall also designate for whom they are working.

It shall be the duty of the member requesting the shift trade to arrange for replacement, secure required approval, and ensure the required work codes are entered by the replacement no less than ten hours in advance of the requested absence.

Note: In the event of an emergency, the ten-hour notice may be waived with approval of the Fire Chief or designee.

Chief officers shall not approve a shift trade request submitted for the purpose of other employment, including self-employment. **All outside employment while on shift trade is forbidden.**

The denial of a shift trade request shall not be unreasonable or capricious. A chief officer who denies a shift trade request shall notify the member of the reason for denial.

Once the substitute member enters the appropriate work codes in TeleStaff, this shall constitute acceptance of responsibility for working the entire period of absence. Incorporated within the shift trade section of the current MOU is a wage assignment by the substitute member to the City for any portion of the requesting member's shift,

which the substitute member fails to work (except as noted below in cases of illness). The wages assigned shall be computed at the hourly wage of the requesting member. No loss of wages shall occur if the substitute member provides a replacement of same rank during his/her absence.

Note: Failure by the substitute member to report or remain for duty shall not result in any loss of compensation to the requesting member.

A substitute member becoming ill and who is unable to fulfill his/her shift trade obligation shall make a diligent attempt to secure his/her own replacement with a shift trade. If unable to secure a replacement, a substitute member becoming ill is eligible to use earned sick leave, holiday, or compensatory leave to replace the shift trade. In the case of holiday or compensatory leave, a substitute member of like rank must be found.

Holiday leave and compensatory leave may be utilized to satisfy shift trade obligations; in this case, members must find their own replacements.

A member's shift trade privilege may be revoked by order of the Fire Chief as a form of corrective action consistent with the provisions of the Memorandum of Understanding and Fresno Municipal Code. The revocation of shift trades may be appealed to the Civil Service Board under the provisions of *Fresno Municipal Code*, Section 3-284, Appeal Procedure, Disciplinary Matters. If appealed, the revocation of shift trade privileges shall be stayed until a decision is rendered by the Civil Service Board. The decision of the Civil Service Board shall be binding on both parties.

USE OF SHIFT TRADES

Captains assigned to an acting position to fill an extended-period vacancy in the battalion chief rank may exchange shift trades with a battalion chief. Battalion chiefs shall not work back shift trades in a captain's position.

Shift trades for Hazardous Materials Response Team (HMRT) members may be approved when the replacement of like rank is not an HMRT member, provided there will be no less than five (5) HMRT members on duty.

SICK LEAVE

Sick leave shall be administered in accordance with the provisions of the *Fresno Municipal Code*, Section 3-107, Sick Leave and Special Leave; Administrative Order No. 2-20, Sick Leave Policy; and provisions contained within this procedure. The

use of sick leave is a privilege extended by the City.

Note: This procedure shall not be construed as to change any policy or procedure dealing with special leave or with on-duty or off-duty injuries or illnesses as outlined in the City of Fresno Administrative Order No. 2-20, Sick Leave Policy.

SICK LEAVE PROCEDURES/REQUIREMENTS

Sick leave for other than the reasons stated in *Fresno Municipal Code*, Section 3-107, Sick Leave and Special Leave, will be considered unexcused and the member shall be subject to disciplinary action. The excessive use of sick leave shall result in appropriate administrative action.

Members who are on sick leave shall be expected to make reasonable efforts to expedite recovery from their illness or injury. Members who are absent for an illness or injury in excess of 48 hours may obtain a physician's statement indicating physical limitations and whether confinement to home is necessary for recovery from their illness or injury. Members shall not deviate from the list of restrictions as identified by the physician and approved by the Fire Chief. Members who violate the identified restrictions will be subject to disciplinary action.

Members not choosing to obtain a physician's statement shall remain at home during the convalescent period, unless it is necessary to obtain medical treatment or subsistence.

Off-duty work permits may be suspended during any period of illness or disability.

Sick leave shall not be allowed when the cause of the injury or illness is directly traceable to City employment; to any compensated employment; or remunerative activity of any kind, except as specified in the Current MOU (Article VII, Section G).

It shall be the responsibility of each member to ensure all required reports and documents are submitted to Fire Administration before being allowed to return to duty.

ACCUMULATION OF SICK LEAVE

Sworn members shall accumulate sick leave at the rate of 12 hours for each completed calendar month of employment.

Sick leave shall accumulate during a member's probationary period but shall not be used until the member has completed ninety (90) days of employment.

SICK LEAVE NOTIFICATION REQUIREMENTS

Any 56-hour member who is unable to report to duty due to illness or injury shall make every effort to contact TeleStaff prior to 0600 hours. Once the member has successfully entered the absence in TeleStaff, telephone contact with a battalion chief **will not** be necessary.

After 0600 hours, TeleStaff will not allow members to place themselves on sick leave. Telephone contact with a battalion chief is **mandatory and must be made** prior to 0800 hours.

Note: Forty-hour members shall notify their immediate supervisor prior to 0800 hours when unable to report to work due to illness or injury.

Any member who fails to make proper notice of inability to report to duty prior to 0800 hours shall be denied the use of sick leave for the assigned workday or shift and shall be placed on leave without pay (LWOP) status. An exception to this policy shall be made if the Fire Chief determines reasonable circumstances existed to prevent the member from fulfilling this requirement.

VACATION AND HOLIDAY LEAVES

The administration of annual vacation and holiday leaves shall be governed as specified and shall only apply to captains, engineers, and firefighters on a 24-hour shift assigned to the Field Operations Command.

Except as specified below, the use and administration of vacation and holiday leave shall be in conformance with the *Fresno Municipal Code*, Sections 3-108 to 3-116.

VACATION LEAVE PROCEDURES/REQUIREMENTS

The following vacation leave procedures/requirements accommodate a one (1)-year trial period, which occurred July 1, 2011 to June 30, 2012, and comply with the current MOU, Article VII, Section C, paragraph 1.a., between the City of Fresno and the Fresno City Firefighters Association Local No. 753.

The Annual Vacation Bids process (known as an auction) shall be conducted beginning on or near March 1 through TeleStaff. The draws will be based on assigned shift (A, B, and C), rank, and firefighting force seniority.

Note: A member's assigned shift corresponds with the vacation draw periods, which begin July 1 and end June 30.

Members will draw vacation in 48-hour increments until they have exhausted their annually accrued allotment. In the case of partial accruals of less than 48 hours, members will designate the 48-hour increment they wish to apply the hours.

The maximum number of members on vacation per day shall not exceed three (3) captains, three (3) engineers, and three (3) firefighters.

Following the completion of the vacation draw, members will be able to move vacation draws in 24-hour increments. Requests shall be submitted at least 14 calendar days in advance to the battalion chief in charge of the vacation draw. A request shall be approved if the combined number of like-rank members on vacation does not exceed three.

Procedures on utilizing TeleStaff for the vacation draw will be posted on a special notice prior to implementing the vacation draw.

HOLIDAY LEAVE PROCEDURES/REQUIREMENTS

Members on a 56-hour work week wishing to use unscheduled holiday (UH) leave may use it in 4- to 24-hour shift increments.

1. TeleStaff will replace up to five (5) members of each rank requesting holiday or compensatory time off (CTO) leave in 24-hour increments without the need for the requesting member to find a replacement only while the mandatory staffing policy is in effect. The fulfillment of this request is made on a first-come, first-served basis.

Note: Members cannot take UH or CTO leave without obtaining a relief on the following days:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Easter Sunday
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day (July 4)
- Labor Day, Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day

- New Year's Eve (December 31)
2. For any partial shift, the member using leave must find a replacement.
 3. If a member elects to find his/her own replacement, the replacement shall enter the request into TeleStaff.
 - a. The replacement shall be paid at the existing overtime rate.
 - b. The member shall not be allowed to credit this time to CTO accrual.
 4. Requests will be made through TeleStaff. Approval of requests for UH leave shall be secured not less than 12 hours in advance of the requested absence; however, in an urgent situation, it may be requested at any time prior to the commencement of a shift. It shall be the replacement's responsibility to work the agreed upon time period.

Members cannot use UH or CTO leave without obtaining a relief on any day mutually agreed to by Fire Administration and Local 753. This agreement must be made at least 30 days in advance.

At the Department's discretion, when there are excess members on duty, a member working UHR or CTR may be relieved from his/her obligation to work. The following guidelines will be used when utilizing members committed to UHR or CTR:

1. UHR and CTR will have priority on the roster over SR/OT should over hiring occur.
2. When determining priority for partial vacancies, the UHR/CTR start time must be prior to the vacancy start time.
3. Partial UHR or CTR will not be extended to a full shift without consideration of the hiring list.
4. Members committed to an UHR should be placed on the roster prior to 0645 hours the day of the commitment, if the vacancy permits. Notification by the battalion chief is not required when this timeframe is met. When a member committed to an UHR or CTR is placed into a vacancy after 0645 hours, a notification will be made by the battalion chief or via an outbound message from TeleStaff. The member will be allowed two hours to arrive at the assignment.
5. UHR or CTR not utilized to fill a vacancy will remain committed to fill a vacancy until 0800 hours. Any subsequent vacancies after 0800 hours will be hired from the hiring list.

Members assigned to a 56-hour work week may request payment for up to 2.5 shifts (60 hours) of holiday leave balance annually. This request shall be made on the FD-22.5, Leave Payoff Request form. The payment will be at the straight time rate. If there are excess on-duty members, UH reliefs, at the Department's option, may be relieved from their obligation to work.

Members may work overtime while on vacation and holiday leave; however, they must compete for the vacancy through the overtime-hiring list.

Unscheduled holidays may be utilized to satisfy shift-trade obligations.

DEFERRED RETIREMENT OPTION PLAN (DROP) PROGRAM PROCEDURES

It shall be the sole responsibility of the members to manage their holiday leave in the following manner to ensure the maximum accrual:

1. Members must attain the maximum accrual balance of 156 hours three (3) years prior to entering the DROP.
2. The cash out of 13 hours per month will not impact the holiday leave accrual applied toward the maximum allowable accrual for DROP during the last three (3) years.
3. Any holiday leave taken during the three (3) years prior to entering the DROP will be reduced from the maximum allowable accrual.

Note: Questions for clarification of obtaining the maximum benefit for holiday leave may be directed to the Retirement Office.

COMPENSATORY TIME OFF (CTO)

This section shall regulate the accrual, use, and payment of earned CTO for uniformed members represented by Fresno Firefighters Local No. 753. Management members and members represented by other bargaining units are specifically exempted from these provisions.

CTO may be taken for a member's personal convenience and the conduct of non-City business is permitted. CTO may be utilized to satisfy shift-trade obligations. At the Department's discretion, when there are excess members on duty, a member working compensatory time replacement may be relieved from his/her obligation to work.

ACCRUAL OF CTO BY 56-HOUR MEMBERS

Members may, when working a full 24-hour shift of overtime/shift replacement elect to accrue 36 hours ($24 \times 1.5 = 36$) of CTO. Such members may also accrue CTO for overtime/shift replacement of less than 12 hours. Members may only accrue a maximum of 120 hours in any given fiscal year. In the last pay period of each fiscal year, any unused CTO may be carried over to the next fiscal year. This CTO carry over will then be applied towards the 120-hour maximum accrual.

Members must notify their respective battalion chief, on the day of the CTO accrual, of their intentions. Making notification after the day of accrual may result in payment of the overtime hours rather than CTO accrual.

USE OF CTO BY 56-HOUR MEMBERS

CTO may be used in any time increment. Approval of requests for CTO should be secured no less than ten hours in advance of the requested absence. However, in the event of an emergency, the ten-hour notice may be waived with the approval of the Fire Chief and/or designee.

TeleStaff will replace up to five (5) members of each rank requesting holiday or CTO in 24-hour increments without the need for the requesting member to find a replacement. The fulfillment of this request is made on a first-come, first-served basis.

If a member elects to find his/her own replacement, the replacement shall enter the request into TeleStaff. The replacement shall be paid at the existing overtime rate and shall not be allowed to credit this time to CTO accrual. It shall be the replacement's responsibility to work the agreed upon time period.

Note: Members requesting the use of CTO for partial shifts must find a replacement.

ACCRUAL OF CTO BY 40-HOUR MEMBERS

Members assigned to a 40-hour work week may accrue CTO on an hour-for-hour basis in lieu of cash payment for overtime worked to a maximum balance of 48 hours.

USE OF CTO BY 40-HOUR MEMBERS

Use of available CTO by 40-hour members shall be requested and approved prior to the usage of leave.

Forty-hour members who work a 24-hour overtime shift may not credit the time to CTO.

Note: On June 30 of any given fiscal year, a member who has accumulated unused CTO will be compensated by cash payment. Compensation shall be made on the next payroll at the straight time hourly rate.

PAYMENT FOR ACCUMULATED CTO (ALL MEMBERS)

A member may, at any time, submit the FD-22.5, Leave Payoff Request form for cash payment of accrued CTO. Balances will be paid in full at the appropriate hourly rate in effect at the time of request. Payment will be included with the member's regular paycheck for the pay period following in which the written request was received by the Department.

Requests for payment shall be directed to payroll staff.

ACTING

See *Administrative Manual*, Section 101.4, Acting Policy.

On-duty acting will only occur in the event the Department has excess relief members.

Acting will typically occur from the bottom up; however, when there is an excess of members in the engineer and captain ranks and a vacancy exists in both lower and higher ranks simultaneously, a qualified actor should be placed in the vacant position above his/her rank. If no qualified actors are available, the lower rank shall be filled.

All attempts will be made to maintain staffing levels sufficient to adequately staff all apparatus without the use of on-duty actors.

VOLUNTARY OVERTIME HIRING

Voluntary overtime hiring, as described in this policy, will be used to maintain daily staffing levels for the 24-hour duty stations below the rank of battalion chief. Nothing contained herein shall be construed as limiting the Fire Chief's ability to recall members in the event of any catastrophic event or major emergency.

Minimum staffing levels refer to the number of members, per unit, as determined by the Fire Chief. If there are insufficient on-duty members available, attempts will be

made to fill any vacancies projected for a period of more than two (2) hours by overtime hiring.

1. Overtimes will be hired for projected vacancies as far in advance as reasonable.
2. Consideration for overtime hiring shall be consistent with the *Administrative Manual*, Section 101.4, Acting Policy.
3. Members on sick leave, injury leave, leave without pay, light duty, or who have optioned out of this policy shall not be eligible to work overtime for staffing purposes.

GUIDELINES FOR OVERTIME HIRING

Every attempt shall be made to evenly apportion the opportunity for members to work overtime. Therefore, shift replacement and overtime hours will be recorded by TeleStaff in the Shift Replacement Logging Bucket. These hours will be logged as outlined in the section on incentives. The total of logged overtime hours worked shall be used as a primary determinant when hiring overtimes.

The Department will utilize the philosophy of trying to keep members at his/her company first, station second and battalion third when hiring shift replacements.

Firefighter trainees who are promoted to firefighters after July 1 of any year shall, at the time of promotion, have the average number of overtime hours worked by all firefighters added to their shift replacement logging bucket and will be used when being considered for overtime.

TeleStaff will calculate and fill any projected 24-hour vacancies every day up to six (6) days in advance. TeleStaff will attempt to fill the projected vacancies starting at 0800 hours and continue through 2000 hours.

Partial shift vacancies will only be filled the day of the vacancy.

Exception: On occasion, special activities may create excess partial shift vacancies. These vacancies may be hired prior to the day of the vacancy.

Members who desire to work overtime, strike team and overhead assignments shall put themselves on the respective hiring lists within TeleStaff. Only those names on the respective hiring lists will be considered by TeleStaff for any given day. TeleStaff will allow hiring list entries up to 10 days out. The names of members will remain on the list until the given day has passed, unless removed from the list by the member prior to being hired.

Note: Members must decline the offer to be hired if they cannot arrive at the assignment station within two (2) hours or less. The intent is to fill the vacancy as quickly as possible within the hiring policy in an effort to not close an apparatus and relocate members.

When overtime vacancies occur, TeleStaff will automatically begin filling vacancies by contacting members on the overtime hiring list by phone. It shall be the responsibility of the selected members to either accept or reject working opportunity offered by TeleStaff. This can be accomplished via one of the contact methods offered by TeleStaff. All opportunities offered prior to the day of the shift will be held for four (4) hours from the time of the offering. TeleStaff will run in the morning at 0600 hours to fill current full shift vacancies and partial shift vacancies will begin at 0630 hours. Opportunities offered the day of the shift prior to 0700 will be held for ten minutes from the time of the offering. TeleStaff will move down the list to the next qualified member if acceptance is not completed. Vacancies on the day of a shift that are filled by the Staffing Officer manually will be completed by selecting "outbound by the rules". In the event the TeleStaff contact manager and line manager are not functioning, the staffing officer shall make one (1) attempt at each of the two (2) contact numbers that are listed in TeleStaff; however, if the vacancy is not filled prior to the member making contact with the staffing officer, the member may be awarded the shift replacement opportunity. After 0700 hours for current vacancies, offers by both TeleStaff and the staffing officer shall be made by attempting one (1) contact to each number listed in the first and second contacts listed in TeleStaff prior to moving to the next individual on the list.

Failure to report to duty after accepting overtime shall be grounds for disciplinary action, unless prior approval not to report has been given by a chief officer.

A primary consideration in filling vacancies shall be to ensure all on-duty members are effectively used to fill existing vacancies. However, if specialty in rank is needed to fill an overtime vacancy, it is acceptable to hire for the specialty position, rather than temporarily reassigning on-duty members.

If it becomes necessary to hire overtime members and sufficient volunteers in the understaffed rank are unavailable, qualified volunteers will be solicited from a lower rank.

Any time a member "accepts" to work a shift replacement; the member is required to work the assignment. If the member cannot work the shift after committing to do so, they must contact a battalion chief and request to be removed from the assignment. If contact is made in less than 24 hours from the start of the shift replacement assignment, the hours will be logged in the members "Shift Replacement Bucket". If more than 24 hours' notice is given, no hours will be logged to the members bucket

for turning down the assignment.

At the discretion of management and the approval of the member, shift replacement assignments may be altered without occurrences of penalties.

ELIGIBILITY FOR OVERTIME HIRING

To determine a member's eligibility for overtime, consideration shall be given to the following criteria in the order listed:

1. Rank;
2. Specialty;
3. Lowest total overtime hours worked;
4. Seniority in rank.

In the event excess overtime members have been hired, the Department may relieve a member from his/her obligation to work. The determination of what member shall be relieved of the obligation to work shall be made according to the following criteria in the order listed:

1. Operational needs of the Department;
2. Rank;
3. UH replacement and compensatory time replacements will have priority over shift replacements for removal;
4. Highest overtime hours;
5. Lowest seniority.

Voluntary shift replacement hiring resulting from vacancies created during the day due to a member (including family member) becoming unexpectedly sick or injured shall be filled as follows:

1. Between the hours of 0800 and 2000 hours any excess members shall be moved in order to fill the vacancy utilizing qualified actors without regard to seniority or placement on a promotional list. The station captain will ensure members are placed in the appropriate positions. Members previously placed in an acting capacity throughout the Department will not be reassigned. If no excess members are available, overtimes shall be offered on a rank-for-rank basis (where the vacancy occurs).

2. After 2,000 hours, shift replacement will be offered on a rank-for-rank basis (where the vacancy occurs) regardless of overstaffing.

Note: This provision will keep acting and overage members in place and not require them to move from or to a different station. There will be situations where the vacancy occurs at a station staffed with overage members; in this case, the vacancy may be staffed with the remaining members.

3. In the event the TeleStaff system is not functioning, the battalion chief shall make every attempt to hire within the confines of these guidelines; however, the use of a dispatcher broadcast and telephones may result in necessary deviations.

LOGGING OF OVERTIME HOURS

The logging of overtime hours to the shift replacement bucket shall apply to all hiring used to fill vacancies for firefighting activities, i.e., roster vacancies, strike teams, and up staffing of apparatus for special events. The logging will be as follows:

1. Shift replacement and overtime of five (5) hours or less will not be added to the member's shift replacement bucket.
2. Shift replacement and overtime of greater than five (5) consecutive hours at the same location will be logged to the shift replacement bucket.
3. Recalls and holdovers will not be added to the shift replacement bucket regardless of time frame.
4. Mandatory hiring hours will be subtracted from the members shift replacement bucket.
5. Shift replacement and overtime hours worked on the following days will not be added to the shift replacement bucket:

- New Year's Day
- Easter Sunday
- Independence Day (July 4)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day
- New Year's Eve (December 31)

6. Off-roster overtime hiring will not receive logging to the shift replacement bucket, i.e., committee meetings, specialty team meetings, and training classes.

MANDATORY STAFFING

In an effort to ensure complete staffing of all resources, the Department reserves the right to mandate members to work. It is not the Department's intentions to utilize mandatory staffing as the norm. Guidelines have been established in this policy to minimize the use of mandatory hiring.

MANDATORY STAFFING PROCEDURES/REQUIREMENTS

Mandatory staffing will only be implemented after all other options for staffing have been exhausted. All other options shall include:

1. Utilizing all available members in the relief pool (including excess relief, which may be acted up).
2. Exhausting the current overtime hiring list in TeleStaff by first hiring rank for rank.
3. Allowing qualified actors to work overtime.
4. Allowing members, up to and including the rank of captain, to work a shift replacement in a lower rank if qualified. Hiring to be from the overtime-hiring list.
5. Allowing qualified on-duty actors to work.

Mandatory staffing lists will be established for each rank in reverse seniority order.

1. As members are mandated to work, they will be placed on the mandatory staffing list by rank and by the date of the last occurrence

when the members were mandated to work. Members with the most recent date of mandated occurrences worked will be at the bottom of the respective mandatory staffing lists. Members with no occurrences or with the oldest date of mandated occurrence will be at the top of the mandatory staffing list.

2. Mandatory staffing lists will be maintained by battalion chiefs in TeleStaff. Mandatory staffing assignments shall be provided verbally by the battalion chiefs. TeleStaff will not be used to assign mandated members to work.

Once contacted and assigned, members are required to fill the vacancies. In order to receive credit for the occurrence, the mandated member must complete the assignment.

If two (2) or more members in the like rank are being mandated to work, the member with the most seniority in rank has the choice of the mandated assignment.

Example: One of the mandated assignments may be for a partial shift while the other mandated assignment may be for a full shift. The member with the most seniority in rank can choose what assignment they want.

Members may find a replacement of like rank. If unable to find a replacement of like rank, members may find a qualified actor as a replacement. Only the member working the mandated assignment will receive credit for an occurrence.

Members may be exempt from mandatory staffing for the following reasons:

- Injury Leave
- Sick Leave
- Light Duty
- Vacation Leave
- Military Leave
- Extended Family Leave
- Jury Duty
- Compensatory Time off
- Holiday Leave
- Absence with Relief
- Special Assignment
- Child-care Situations
- Prearranged Vacation Plans

Members needing to be exempt from mandatory staffing because of childcare situations or with prearranged vacation plans shall provide details in a memorandum via e-mail to the battalion chief ordering the mandated assignment.

At the change of shift, a member shall not leave his/her duty assignment until replaced by a qualified relief. After all members of an oncoming company have signed on duty, the company officer may release from duty the members without a scheduled relief in accordance with Unit 5 MOU Article VII K, Relief. All members are encouraged to stay over to fill vacant positions. Any exceptions must be approved by a battalion chief.

During the shift, a member shall not leave his/her duty assignment until replaced by a qualified relief. Any exceptions must be approved by a company officer who will notify the battalion chief. Exceptions may include, but are not limited to, a member needing to use emergency leave, sick leave, family sick leave, or sustaining an injury and needing to be replaced.

If, in the opinion of a battalion chief, a member is fatigued or impaired either mentally or physically and cannot safely perform his/her duty, the member shall not be mandated to work.

Members will not be mandated to work on consecutive days.

Note: HMRT, US&R, and ARFF qualified members may be mandated to work to maintain staffing levels on the respective specialty teams.

Members being held over for more than two (2) hours will receive credit for a mandatory occurrence.

A member may exercise an option to not be mandated for one (1) year. The option to opt out or in of the mandatory policy will occur on the date of the zeroing of overtime hours. If a member opts to not be mandated, the member may not volunteer to work any overtime for one (1) year. The only overtime the member could work would be for being recalled or held over while on an emergency call.

A mandatory-standby notification will be made to on-duty members between 0630 hours and 0700 hours. Members may volunteer to work for the member being mandated. If no member volunteers, the mandatory standby will fill the vacancy.

Staffing may be temporarily reduced to two (2) members for up to two (2) hours provided one of the members is a qualified captain and the other is a qualified engineer with approval of an on-duty battalion chief. This is to be used when there are unforeseen, temporary staffing reductions such as a member going home sick, injured, or emergency leave.

RECALLS AND HOLD OVER OF MEMBERS

Recall of members will be made in accordance with *Standard Operating Procedures Manual*, Section 204.6, Procedures for Recalling Off-Duty Members.

Note: Credit for a mandatory occurrence will be given when a member is recalled or held over for greater than two hours.

CROSS REFERENCES

Administrative Order No. 2-20, Sick Leave Policy
Current MOU between the Fresno Fire Department and Local 753
Fresno Municipal Code

Section 3-107, Sick Leave and Special Leave
Sections 3-108 – 116, Vacation
Section 3-284, Appeal Procedure, Disciplinary Matters

Administrative Manual

Section 101.4, Acting Policy
Section 106.10, Request for Leave of Absence (FC-01)
Section 106.40, Leave Payoff Request (FD-22.5)
Section 109.9, Duty of All Members

Standard Operating Procedures Manual

Section 204.6, Procedures for Recalling Off-Duty Members

LMS PowerPoint Presentation entitled, "TeleStaff Vacation Auction"