

	<b>OVERTIME STAFFING</b>		<b>2015revA</b>
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## Procedure

To address overtime assignment when fulfilling minimum staffing needs for operational readiness.

## Responsibility

The shift battalion chief is responsible for ensuring the minimum staffing for operational readiness is met for his/her assigned shift (reference *Staffing Level Operational Guide*). This procedure is used for personnel who are unable to work, scheduled to be on vacation or for special assignment overtime opportunities. Vacancies for minimum or overstaffing assignments can be covered via the following actions:

1. Unassigned roving personnel of equal rank or certified/qualified to function at a higher/lower rank.
2. Off duty LFRA personnel signed up for overtime using the Telestaff Picklist.
3. Mandatory overtime assigned by the shift battalion chief or acting shift battalion chief.

## Telestaff Picklist

Personnel selected to work overtime will qualify to work based on:

1. Person selected is first of the same rank as the vacant assignment.
2. Person selected is certified/qualified based on the Qualification Matrix to 'act' in the vacant assignment.
  - a. Exceptions – 'acting engineers' will not be assigned to operate Tower 6, Ladder 6, Rescue 2 or Rescue 6.
3. Person selected can work without exceeding maximum allowable work hours (60 hours or less).

## Overtime Assignment

The shift battalion chief or acting shift battalion chief will:

1. Outbound vacancies using Telestaff Software.

2. Phone calls to persons signed up for overtime who are not responding to Telestaff outbound calling.
3. Split shifts to 'qualify' personnel signed up to work partial overtime shifts.
4. Modify daily staffing roster to place 'qualified/certified' personnel in vacancies to avoid steps 4-7.
5. Transmit All Department paging to request voluntary sign up for full or partial overtime shifts.
6. Cancel local 'ACB' assignments for training or meetings to maintain minimum staffing for operational response and readiness.
7. Require personnel signed up on picklist to work their assigned signup period.
8. Initiate 'mandatory overtime' to fulfill minimum staffing requirements for operational readiness and response (See Mandatory Overtime Policy).

### Revision History:

None – new procedure

### References:

Minimum Staffing Policy

Qualifications Matrix