

Payroll/Scheduling Procedures

CHAPTER 7.12

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Submitted by: Deputy Chief

Approved by: Chief of Fire Rescue

The Operations Branch of the Department shall utilize Kronos "Telestaff" for the general purposes of documentation of payroll, scheduling work assignments/hours, personal leave time, and special events.

Payroll

Employees will be paid in accordance with County Policy and Collective Bargaining Agreement(s).

It is the employee's responsibility to immediately notify the appropriate District Chief, via email, of any modification to their work schedule that would impact payroll.

A Payroll Adjustment Form must be completed and submitted by employee to correct any errors.

It is the employee's responsibility to initiate, complete, and process a Payroll Adjustment Form for errors that are caused by the employee. This form requires the District Chief (shift that the error occurred), and Chief (or designee) signatures.

Errors shall not be corrected until the authorized Payroll Adjustment Form is submitted to Payroll.

Payroll corrections shall be made in the following pay period after the receipt of the approved Payroll Adjustment Form.

Pay checks are based on actual hours worked and/or leave utilized as recorded in Telestaff.

Employee prints the "Personal History Report" on the first working day of the new pay period for prior period. It is reviewed, signed, and all necessary documentation attached (i.e. doctor notes, pay adjustment requests, attendance awards, etc.).

The employee scans and emails the personal history report and attachments to acfrpayroll@alachuacounty.us

Any adjustment made to the Personal History report must be reported on a Payroll Adjustment Form and electronically forwarded to the employee's District Chief for approval and processing. See the intranet for form and instructions.

Requests to earn Compensatory Time in lieu of overtime shall be submitted by the employee on an electronic Compensatory Time request form, which is located on the ACFR Intranet. The form shall be completed by the employee and forwarded electronically to payroll email: acfrpayroll@alachuacounty.us. Payroll staff will print and route the request for approval. All requests for Compensatory Time must be delivered to the acfrpayroll@alachuacounty.us by the end of the last working day of the pay period in which the overtime *occurred* (0800 on Monday morning).

- See the Intranet for further detail on the Payroll Procedures.

Scheduling/Station Assignments

Most Fire Rescue Section personnel operate on a 24 hour per day basis, utilizing three 24 hour shifts to provide a work schedule of 24 hours on duty and 48 hours off duty. Other schedules may be assigned based on operational needs.

Crew schedules will be approved by the Branch Director prior to distribution.

It is the responsibility of each employee to check the schedule. Personnel are responsible for hours assigned to them.

When a position becomes vacant or available, voluntary applications for request of transfer to that position may be made in writing on the approved form, addressed to the District Chief.

A current Field Operations Assignment roster will be provided and posted at all stations.

Any employee impacted by an extremely busy shift may request a mid-shift rotation to an outlying station through their District Chief.

General Scheduling Procedures

Telestaff (an automated scheduling program) is the program utilized for maintaining all leave of field/operations personnel, filling of any and all vacancies that occur, and documentation of payroll.

District 5 on each shift is responsible for filling vacancies on his/her shift and ensuring that the next day's roster is complete.

District 5 will outbound vacancies for the next 28 days on a daily basis. This will occur only between the hours of 0900 and 2200.

District Chiefs will enter Trade Time forms, Holdover codes and approve Field Training Officer codes for the employees assigned to their respective region/District.

Each District Chief will finalize their region on the roster by the end of each shift. Note; the District Chief overseeing special events will finalize large scale events in which he/she acts as Operations/Command.

Personnel must supply the Department with a single, working phone number for overtime assignment and messages from Telestaff.

Personnel on-duty will be contacted at their duty assignment while working and at their contact number during off-duty days.

Personnel may elect not to be called at the station, and only at their contact number, by notifying their District Chief via e-mail of such request. (Override on duty phones)

An employee may add the code "Not Available" to any day of their calendar, which will prevent Telestaff from contacting them for overtime on that day. This will only stop Telestaff from calling them FOR overtime on the selected day. It does NOT stop Telestaff from calling them ON the selected day for any other vacancies.

Employees are required to log into Telestaff at the beginning and end of each shift to check notifications, messages, overtime offers, etc.

Telestaff maintains a Seniority list for the department. This list will be the only one used for all scheduling purposes. This list is available to all employees by using the Picklist option.

Leave

The maximum number of personnel permitted off per shift on any combination of approved vacation, floating holiday, or compensatory time is ten percent (10%) of the minimum staffing level, plus one. Rounding to a higher whole number will occur at 5 tenths (.5). Minimum staffing level does not include staffing positions (April 22, 2004).

The Deputy Chief may authorize variance to the above protocol for unusual situation(s) that occur, which are beyond the control of the employee.

Holdover

If an employee is held over for any reason, it is the employee's responsibility to ensure that the appropriate District Chief is notified via email. This email shall be sent the day the holdover occurred before the employee leaves his/her assigned station. The following steps will be taken by the employee when notifying the on duty District Chief for each of these work codes:

- Holdover – Late Call: Employees must send an email to the District Chief in charge of the unit where the holdover occurred stating they were held over for a

late call. The email shall include; 1) How long they were held over, 2) the CR# of the call(s), and 3) the nature of the holdover.

- Holdover – Relief: Employees must send an email to the District Chief in charge of the unit where the holdover occurred stating they were held over while waiting for relief. The email must include; how long they were held over, the Unit they were working on, and the last name of the person they were waiting on.
- Holdover – To complete reports: Employees must send an email to the District Chief in charge of the unit where the holdover occurred stating they were held over to complete reports. This email must include; how long they were held over all CR#'s for the calls related to the reports; and why reports could not be completed before the end of the shift.

Non-Bid Leave

Leave requests may be cancelled by the Department due to operational considerations (See the current Collective Bargaining Agreement).

Employees will apply for non-bid leave via their Telestaff calendar, with the exception of those in the Critical Care division who must email leave requests to the on duty District 5 Chief. Leave will be approved by Telestaff or a District Chief based on which leave code they are requesting.

The deadline for submitting leave (Attendance Award, Comp Time Used, Floating Holiday, and Vacation Leave) is ninety-four hours before the leave will begin.

The deadline for cancelling leave (Attendance Award, Comp Time Used, Floating Holiday, and Vacation Leave) is ninety-six hours before the leave will begin.

Telestaff will approve leave based on maximum number of employees off per shift, and minimum number of hours prior to requesting leave. Alternates to the 'maximum number off' rule will be accepted by Telestaff. If another employee cancels their leave, alternates will be approved based on the date/time they requested to be an alternate.

Leave codes that will be approved by Telestaff are:

- Floating Holiday
- Vacation Leave

Leave codes that are requested by employee via email and must be approved by a District Chief:

- Attendance Award

- Bereavement Leave
- Civil Leave
- Military Leave
- All FMLA Codes
- Union Leave
- Workers Comp Leave

Leave codes are available to all employees to view on their personal calendar. Leave codes that are preceded by an asterisk “*” are still pending approval and are NOT YET approved. Employees who see an asterisk in front of a leave code MUST report to their assigned duty station.

Employees wishing to modify leave codes must do so through a District Chief via email.

Employees wishing to cancel leave codes (Attendance Award, Comp Time, Floating Holiday, Vacation) can do so through Telestaff if the vacancy has not yet been filled and it is greater than ninety-six hours prior to when the leave begins. Employees wishing to cancel these types of leave after the vacancy has been filled must contact a District Chief via email to do so.

Employees wishing to cancel other types of leave (other than those stated above) must contact a District Chief, unless the code has not yet been approved.

Bid Leave

See the current applicable Collective Bargaining Agreement.

Alternates to the ‘Maximum Number Off’ rule will be added in order of seniority by the District Chiefs.

Trade Time

See the current applicable Collective Bargaining Agreement.

Sick Leave

Any employee who is ordered to be off work or light duty for medical reasons must provide a medical release before returning to work.

Contact (verbal or in person, no messages) must be made with the District Chief responsible for scheduling by the employee that is requesting the leave. Contact must be made no later than 90 minutes prior to the start of the scheduled duty day. If the employee is unable to contact the District Chief responsible for scheduling by the above methods, then the secondary District Chief must be notified in the same manner.

- Sick Leave Instance:

See the current Collective Bargaining Agreement.

- Abusive Sick Leave

See the current Collective Bargaining Agreement.

- Critical Attendance Employee

See the current Collective Bargaining Agreement.

Special Event Scheduling

See the current Collective Bargaining Agreement.

Emergency Personnel Recall

All members of the Department are subject to emergency recall.

Any member of the Division who fails to respond to a special call shall be subject to disciplinary action.

All members of the Operations Division must provide the Department with a means of contact.

Late Procedures

Any employee who will be late for duty must notify the duty District Chief no later than 15 minutes prior to the beginning of the shift. Failure to notify will result in A.W.O.L. and potential disciplinary action.

The utilization of unearned, un-accrued, and/or unauthorized leave shall be investigated and may result in disciplinary action.