

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.235	Effective Date:	12/16/2024
Title:	Overtime Hiring Policy	# of pages:	4
Category:	Administration	Classification:	Green

1. **PURPOSE:** To ensure consistent and fair distribution of the department’s overtime work, while limiting forced events as much as possible, the following hiring policy has been created.
2. **POLICY:** All Full Time Department employees shall be familiar with the following Overtime Hiring Policy.
3. **PROCEDURES:**
 - a. Between 0700 and 0730, the Duty Chief/Chief Candidate (DC/CC) will verify the staffing needs for the next day via Vector Scheduling and determine the staffing needs for the next 48 hours. Staffing for each day will be balanced based on the following guidelines; actual personnel assignments will be made each day.
 - i. Determine hiring needs before identifying swings
 - ii. When swinging privates cover privates openings first. Swings should be to the closest station when possible.
 - iii. Swinging to staff the chief officer’s position will start by offering the opening to the senior officer on duty. Swinging to cover that officer will follow normal practices. If the two junior officers do not want to cover the senior officer shall cover the position
 - iv. CC and Officer Candidate (OC) needs for qualified employees will be determined after the hiring process is completed
 - v. No overtime shall be hired for a vacancy that is to be five (5) hours or less. This includes training or member going home sick within five hours of the end of shift; unless this reduces staffing to 12
 - b. Notification and Paging
 - i. Identified openings, both for the following 24 hours and the following 48 hours will be filled using the Call Back feature of Vector Scheduling beginning at 0800 hours. Call Backs will be set to close in the following order: DC Nights, Officer Nights, FF Nights, DC Days, Officer Days, FF Days.

Members interested in overtime will respond as directed by the system and overtime opportunities will be awarded based on the position of interested members on the respective roster. Rosters in Vector Scheduling shall be arranged to first offer opportunities within respective ranks, and then offer overtime outside of ranks before forcing. For clarity, Officers will have the opportunity to accept Officer’s jobs first; jobs not awarded to Officers will be offered to Firefighters before an Officer is forced. Members will have until 1400 hours to respond to notifications.

- ii. If new or additional, opening(s) occur during the day prior to a shift, an additional Call Back will be created. This Call Back will be initiated as close to 0800 as possible and will remain open for a minimum of 4 hours, or until 1800 whichever is sooner.
 - iii. If new or additional opening(s) occur after the close of hiring at 1800, the DC or CC will create an additional call back and leave it open for 30 minutes, or as long as feasible to allow for hiring before 21:00.
- c. Members will rotate on the Overtime Roster at the time they accept an Overtime assignment. Overtime Rosters will be maintained through the Vector Scheduling Call Back feature. Overtime that is fewer than 5 hours will not result in rotation on the overtime list.
- d. If vacancies remain after the close of hiring, the DC or CC hiring will send a page out for members interested in taking overtime on a first come, first served basis. Members will have until 1800 to respond by calling into the Overtime phone and leaving a message.
- e. If vacancies remain at 1800, the highest ranking member on the respective overtime list who is on duty shall be forced to work the vacant position. This will be recorded in Vector Scheduling as “Overtime Force (210).” For clarity, only members already at work and forced for an overtime shift will be coded as “Overtime Force (210).”
- f. If a member is forced, they may use the paging system to see if any other qualified member will VOLUNTARILY take the opening to reverse their force. In this case, the member originally forced will return to their place on the Overtime Roster, and the member volunteering will be rotated and recorded in Vector Scheduling as “Overtime Force (210).
- g. No employee shall be forced to work more than 48 consecutive hours without a minimum of 24 hours of time off. No employee is permitted to work voluntarily (to include regular overtime or trades) more than 72 consecutive hours without a minimum of 24 hours’ time off.
- h. In the rare circumstance that there are not sufficient Chiefs, Officers, CCs, or OCs available to fill all of the overtime openings, the DC/CC will consult with the Fire Chief to determine the hiring strategy, which may include increasing staffing levels, before the start of the next shift.
- i. For emergency hiring during a shift that has an immediate opening after 0800, a special Callback will be sent out using Vector Scheduling. The Callback will be limited to 30 minutes. If the job is not filled, an additional page will be sent indicating that there is an open shift. Any member interested in that shift can call in to prevent running short and the job will be awarded on a first come, first served basis.
- j. If a member takes an opening and then surrenders the opening for any reason after

the hiring has been completed, they shall return to their previous place on the overtime roster. If an overtime job is cancelled due to an error in hiring or due to a change in the overtime needs, the member who accepted the job will be allowed to work a 4 hour overtime and remain rotated or returned to their position on the respective overtime roster.

- k. If a person is attending a training or school, that person is considered on duty and not eligible for overtime or forcing (regardless of being compensated or not). If they are voluntarily attending school, which is not being paid for by the department, the person may elect to take the job, however the individual will not be permitted to attend the class.
- l. A member who is sick shall not be eligible for any overtime openings during the following shift (24 hours).
- m. A member who is on light duty or is out because of a line of duty injury shall not be eligible for overtime until they return to regular duty.
- n. A member will not be eligible to be forced while on vacation. Vacation is considered in effect from the end of his/her last scheduled regular shift until his/her next regular shift. Members on vacation may take regular overtime but cannot volunteer to be forced.
- o. Events
 - i. Scheduled events shall be hired seven days in advance or as soon as the city is aware of such event if notice is less than seven days. A Signup Board entry will be created and left open until 1200 on the eve of the scheduled event. Members who sign up, will be awarded jobs at 1800 hours each day the Signup is open based on their position on the Regular Overtime List.
 - ii. Jobs not filled voluntarily from the Signup board will be filled from the regular force list. The force will take place the shift prior to the event, as close to but not before 1800 hours. *Example: If an event starts on Saturday at 0600 hours, and it is necessary to force, the force will occur on Thursday as close to 1800 hours as practical. The event actually starts during the Friday shift. The shift before is Thursday. If the event begins after 0800 on Saturday, the job force will occur on Friday, which is the shift prior.*
 - iii. If a member is hired for an event, they are committed to that job and are not allowed to relinquish that job to take a full shift unless that member makes their own arrangement to cover the event without forcing another person.
- p. Notification of Staffing
 - i. Upon completion of hiring, the Duty Chief or CC will notify the Company Officer or OC at any station that will require a swing to balance staffing for the next day.
- q. New firefighters will be placed at the top of the Overtime Roster Officers promoted into the Command Unit will be placed on the Command Unit Overtime Roster based on the date they had previously held on the Firefighter's Overtime Roster.

4. REFERENCES:

IAFF 1476 CBA
SPFD COMMAND CBA

By Order of:

A handwritten signature in black ink, appearing to read 'Phil Selberg', written in a cursive style.

Phil Selberg
Fire Chief