

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Emergency Services Division	
	Title: Mandatory Staffing	
	Number: 400 – 160	
	Approved: 1/6/2024	By: Fire Chief Dominic Burchett
	Last Reviewed:	By:

REFERENCES:

[UFA Policy and Procedure – General Human Resources Definitions](#)
[UFA Policy and Procedure – Filling of Job Vacancies](#)
[UFA Policy and Procedure – Acting-in Assignments](#)
[UFA Policy and Procedure - Discipline](#)
[UFA Policy and Procedure – Overtime and Compensatory Time](#)
[UFA Policy and Procedure – EMS Skills Evaluation and Remediation](#)
[UFA Policy and Procedure – Working Hours and Breaks](#)
[UFA Policy and Procedure – Continuity of Operations Staffing](#)
[UFA Policy and Procedure – Staffing](#)
[Mandatory Staffing Exemption Request Form](#)

DEFINITIONS:

Mandatory Draw - A Mandatory Draw is a process in which Operations personnel preselect individual days by seniority to be available for call back.

Mandatory Level I - Firefighters that are not part of the Mandatory Draw will be subject to Mandatory Level I. This list comprises platoon and day workers that are off duty the day before or the day after their scheduled shift/workday. Example: C platoon firefighters are part of Mandatory Level 1 on A1 and B2 days. Day staff firefighters that work a 40-hour work week from Monday to Thursday are on Mandatory Level I lists on Fridays and Sundays, etc.

Mandatory Level II - Encompasses all firefighters not part of the Mandatory Draw option and will be utilized after Mandatory Level I. This level follows a reverse seniority call back method.

LEADERS INTENT:

To keep the Unified Fire Authority (UFA) apparatus fully staffed and to maintain our mission essential functions.

PURPOSE:

To maintain minimum staffing levels in Operations after other options have been exhausted, UFA will institute mandatory staffing to continue mission essential functions for our communities and to ensure UFA has adequate staffing for the safety of its personnel. All firefighters, regardless of rank, are eligible to be called back to work. In accordance with established policy, all firefighters, whether working in Operations or day-staff assignments, are expected to maintain their skills at their recognized rank and EMS licensure level to be prepared for a call back to work in Operations.

POLICY:

1.0 Mandatory Staffing Procedure

- 1.1. The Operations Chief will manage daily staffing at the direction of the Fire Chief and in coordination with the Assistant Chief of Emergency Services.
- 1.2. It will be the responsibility of all personnel to ensure that their personal contact information in Telestaff is current and accurate.
- 1.3. In most cases, before mandatory staffing is utilized to fill vacancies, firefighters who are acting-in may be moved back to their normal rank positions to utilize firefighters from established picklists. This may take place up to 2000 hours the day before a shift. After 2000 hours on the day before a shift, acting-in positions may be left in place, and firefighters of the vacant rank will be subject to mandatory staffing.
 - 1.3.1. For example, if a paramedic is acting-in as the station officer, and another paramedic calls off sick for the upcoming shift at 21:00 hours, the paramedic vacancy may be the position subject to a mandatory call back, even though a paramedic is acting-in elsewhere. Every attempt will be made to use established sign-up picklists for each rank before progressing to the mandatory staffing options.
- 1.4. Firefighters on the constant staffing picklist or on-duty specialists can be used to fill specialty seats before implementing mandatory staffing. For example: paramedics or engineers can fill Heavy Rescue or Haz Mat specialist seats.
- 1.5. Firefighters will not work mandatory staffing shifts outside of their operational rank and should not be used in acting-in positions.
- 1.6. Mandatory Staffing may be implemented up until 10:00 hours each day, and firefighters called back are expected to return to fill the shift.
- 1.7. Mandatory staffing shifts will be scheduled on a shift-by-shift basis, with a minimum shift time of eight (8) hours and a maximum of twenty-four (24) hours.
- 1.8. When a firefighter works a mandatory staffing shift from Mandatory Level I or II lists, the firefighter will be excluded from being called again for 30 days (720 hours). This exclusion does not apply to firefighters who are scheduled to work drawn days from the Mandatory Draw.
- 1.9. Two options will be available for firefighters to fulfill mandatory staffing assignments.
 - 1.9.1. Firefighters may choose to be part of a bi-annual Mandatory Draw.
 - 1.9.2. or will be subject to Mandatory Level I and II staffing.
- 1.10. Firefighters that are part of Mandatory Levels I and II will be subject to call backs as needed when other lists are depleted.

- 1.10.1. Mandatory staffing shifts will be filled by Mandatory Draw first, then by Mandatory Level I and II picklists
- 1.10.2. Mandatory staffing shifts will typically be assigned after the constant staffing lists are depleted. The Staffing Office will begin staffing any vacancies with this policy as soon as the other options are exhausted. Sometimes vacancies are not realized until the day of the shift or even after the shift begins.
- 1.10.3. In accordance with UFA Policy and Procedure - Working Hours and Breaks, Operations personnel will not leave their duty assignments at shift change until their replacement arrives and they are appropriately relieved unless authorized by the Operations Chief. Furthermore, it includes leaving for a deployment while on duty. The inability to staff vacancies through mandatory staffing may require individuals to hold over to fill the shift.
- 1.11. Firefighters that preselected days through the Mandatory Draw process will be available for call back on the selected days. Those participating in the Mandatory Levels I and II will be mindful of their place on the picklists using the Telestaff system and plan accordingly.
- 1.12. Battalion Chiefs are required to participate in Mandatory Levels I and II.
- 1.13. The Fire Chief may suspend this provision when implementing UFA Policy and Procedure - Continuity of Operations Staffing.
- 1.14. The Fire Chief may excuse firefighters from being called for a mandatory staffing shift during any Salt Lake County ECC activation.
- 1.15. Mandatory bucket hours for both systems will be reset every twelve months on January 1st of the respective calendar year.

2.0 Mandatory Draw

2.1 General Information

- 2.1.1. Firefighters may elect to participate in the Mandatory Draw rather than Mandatory Level I and II picklists.
- 2.1.2. The Mandatory Draw will take place bi-annually, once after the vacation draw has been completed in December and once in June. Firefighters that choose this option will participate in a draw to preselect days to be available to work mandatory shifts.
- 2.1.3. Two weeks prior to each mandatory draw the Staffing Office will send out communications soliciting firefighter interest in the draw. Once interest is established, a draw will be facilitated through the staffing program.

2.2 Mandatory Draw Procedure

- 2.2.1 Generally, individuals electing to participate will be required to draw a number of days for mandatory staffing specified by the Operations Chief, with a maximum of five days for any 6-month period. Staffing will determine the required number of days two weeks prior to the mandatory draw. Each firefighter is required to draw the stated minimum.
- 2.2.2 Day workers electing to participate will be required to draw a maximum of two days in a six-month period. Day-staff firefighters will draw at their operational rank and may not select days during their regularly scheduled workday.
- 2.3 The Mandatory Draw will be conducted in order of seniority, beginning with the most senior firefighter in each rank. HazMat, Wildland, and Heavy Rescue Specialists will draw with firefighters.
- 2.4 The mandatory draw will be conducted in rounds; each firefighter will draw one day per round. Drawn days must fill equally, meaning all days must have one drawn shift covered before adding additional spots.
 - 2.4.1 Mandatory draw picklists will be sorted by reverse seniority and then by the fewest total bucket hours.
- 2.5 Firefighters participating in the Mandatory Draw are required to work drawn days. If a drawn mandatory shift is refused, the firefighter will be moved back to Mandatory Levels I and II for the remaining period and may be subject to discipline for a shift refusal as per UFA Policy and Procedure - Discipline.
 - 2.5.1 Firefighters that are moved back into Mandatory Level I and II will have their anti-sign-up days pro-rated according to the calendar year. Generally, 2 anti-signups per quarter will be assessed for a refusal.
 - 2.5.2 If not previously used, refusing a Mandatory Draw drawn day will also count as the time of phone call refusal for the year.

Example: If a member is participating in the Mandatory Draw, and refuses a drawn day on April 1st, they will be moved to the Mandatory Level I and II procedure for the remainder of that draw period. Additionally, they will forfeit their time of phone call refusal for the year and will be assessed 2 anti-signups.
 - 2.5.3 Firefighters may return to the process of their choosing after fulfilling the terms stated in 2.5.
- 2.6 Personnel in the Mandatory Draw Process are exempt from drawn days during US&R deployments, EMAC, and Single Resource assignments, but are strongly encouraged to find a replacement if time allows.
- 2.7 Firefighters accepted to department approved classes such as Engineer School, HazMat School, Cohort, NFA, etc. are not exempted during classes and must find coverage for drawn days.

- 2.8 Firefighters participating in the Mandatory Draw may not sign up for constant staffing shifts on drawn days.
- 2.9 Firefighters selecting the Mandatory Draw option are still encouraged to sign up and work overtime shifts through the regular procedure, as hours will still be accumulated in their mandatory bucket.
- 2.10 Trading or working of drawn days for other personnel is allowed between firefighters of the same operational rank. Trades, or those personnel covering the drawn day for another employee, must communicate to the staffing office prior to the drawn day.
 - 2.10.1 If a firefighter has agreed to accept a trade or work a Mandatory Draw shift with another firefighter, that firefighter must remove their name from any constant staffing sign-up(s) for that date.
- 2.11 Firefighters that elect Mandatory Draw days between vacation leave, trades, sick leave, military leave, or any other leave that would typically exempt them from Mandatory Draw shifts if they were in the Mandatory Level I or II option will NOT be excluded from their drawn mandatory shift obligation.
- 2.12 Firefighters who move platoons for any reason, (including but not limited to promotion, platoon balancing, cross platoon bids, etc.), will be required to choose an equivalent number of days to cover their drawn liability.

3.0 Mandatory Level I and II

- 3.1 Firefighters will be eligible for mandatory shifts the day following and the day before their regularly scheduled shifts. This list is known as Mandatory Level I.
 - 3.1.1 Mandatory Level II will be compiled of all firefighters not part of the Mandatory Draw option and will follow reverse seniority, fewest hours policy, but will not filter firefighters based on the day after or day before the shift.
- 3.2 When a firefighter has scheduled vacation time, they will automatically be excluded from the mandatory picklist for the four days before or, depending on the number of vacation days taken, after each 24-hour vacation shift. For example, if a firefighter only has leave on day one, they will be excluded from the Mandatory Level I and II for the four days prior to the vacation day. If they have two days of vacation scheduled, they will be off the mandatory list for both the four-day period before and the four-day period after the scheduled vacation days.
 - 3.2.1 Similar to the vacation exemption, 24-hour shift trades - not working, department business, deployments of any kind, approved Union business, and military leave will exclude the employee from the mandatory staffing list.

NOTE: Working a shift trade (code: shift trade – working) is treated the same as if the firefighter working the shift was on duty.

- 3.3 When a firefighter has been off on sick leave for a scheduled shift, they will be excluded from mandatory staffing the 24 hours before and after the scheduled shift.
- 3.4 Firefighters off on **extended** leave, such as Sick, Administrative, Military, Funeral and Bereavement, Jury and Witness duty, etc. will be exempt, and the process as described in paragraph 3.2 will apply.
- 3.5 Firefighters in Department approved classes such as Paramedic School, Engineer School, HazMat school, Cohort, NFA, etc., will be exempt during classes.
- 3.6 Firefighters on a light duty assignment will be exempt.
- 3.7 Although vacation buyback counts towards the mandatory staffing bucket of hours, when a firefighter utilizes vacation buyback, their name will remain on the picklist for mandatory staffing needs.
- 3.8 To prevent the scheduling of a mandatory staffing shift when the firefighter has previously scheduled UFA work commitments, **supervisors must schedule those hours on the Telestaff calendar in advance**. If this does not occur, the Operations Chief may allow the employee to be excused from the mandatory staffing shift.
 - 3.8.1 Examples include duty roster assignments, city events, etc. It is the responsibility of Division Leaders to enter mandatory exclusion codes in advance as appropriate for their direct reports.
- 3.9 Scheduled constant staffing shifts will also exclude firefighters from the mandatory Level I and II and from the mandatory staffing picklist for the entire four-day block of days off between their regular scheduled shifts.
- 3.10 New hire Firefighters/Paramedics returning from recruit school, EMT School, or orientation will be given a 3-week exemption from mandatory staffing, allowing them an opportunity to accrue hours towards their own mandatory buckets. These employees may participate in the mandatory draw at the next scheduled draw if they choose.
- 3.11 **Trading**
 - 3.11.1 Unlike constant staffing, firefighters are allowed to find coverage for a mandatory shift but cannot cause a significant delay in staffing units.
 - 3.11.1.1 The hours worked will be added to the mandatory staffing hours bucket of the firefighter who actually worked the shift. The initial firefighter called will retain their position on future Mandatory Level I and II lists.
 - 3.11.1.2. If a firefighter successfully finds coverage for a mandatory shift, they will not be given another shift on the same day.

3.12 Anti-Signup Codes

3.12.1 Telestaff has a sign-up code called *anti-sign-up*. If a firefighter uses an anti-signup code, it will exclude the firefighter from the mandatory staffing picklist, and firefighters cannot be called in for mandatory staffing.

3.12.1.1 Anti-signup codes should be used sparingly. Firefighters are allowed to use seven (7) anti-signup codes annually and the codes will be tracked from January 1 through December 31.

3.12.1.1.1 One anti-signup code will exclude firefighters from the mandatory picklists for the entire four-day block of time off between shifts, or the regularly scheduled days off for day-staff firefighter personnel.

3.12.1.1.2 Anti-signup codes can be entered in Telestaff using the same procedure firefighter's use for other sign-up options but will choose the "anti-signup" code instead.

3.12.2 Anti-signup codes must be added at least 96 hours in advance and cannot be removed within 120 hours of usage.

3.13 Refusal of Mandatory Overtime

3.13.1 Firefighters will be allowed one *refusal of mandatory staffing overtime* per year.

3.13.2 After using the one permitted refusal, firefighters who refuse a shift at the time of assignment for a second time will be penalized 2 anti-sign-up days and will be subject to discipline in accordance with UFA Policy and Procedure – Discipline.

3.13.3 When firefighters use their refusal of mandatory overtime, they will be excluded from the mandatory picklist for the remainder of the four-day block, or the weekend for day-staff firefighter personnel.

3.14 Mandatory Staffing Hours

3.14.1 Mandatory staffing hours will be tracked by the Staffing Office, using Telestaff accrual buckets, the firefighter with the fewest mandatory staffing hours will be mandatorily staffed with reverse seniority being the tiebreaker for the rank in which there is a vacancy.

3.14.2 Mandatory staffing hours will go into the same bucket of hours as constant staffing hours. To avoid being assigned a mandatory staffing shift if in Level I or II picklists, firefighters are encouraged to sign up for overtime shifts through conventional methods (see UFA Policy and Procedure – Staffing).

3.14.2.1 Unlike constant staffing hours, all extra hours worked for UFA will go towards the mandatory staffing bucket hours if in Level I and II picklists, including vacation buyback shifts, with the exception of a reimbursable event such as such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Game requested Wildland Response, EMAC, SMAA resource deployment, State or County EOC activation, or other similar activities.

3.14.2.1.1 Backfill hours for these events will also count towards mandatory staffing bucket hours.

3.14.3 Compensation for mandatory staffing hours worked will be in accordance with UFA Policy and Procedure – Overtime and Compensatory Time.

4.0 Procedure Review

4.1 When a vacancy occurs in the schedule due to inadequate firefighters at a given rank, the staffing office will generally follow this process:

- Staffing will search for double role opportunities
- Staffing will utilize established overtime picklists
- Staffing will utilize mandatory draw dates for affected ranks
- Staffing will utilize Mandatory Level I lists
- Staffing will utilize Mandatory Level II lists
- COOP plan may be implemented

5.0 Hardship Exemption Consideration

5.1 Firefighters may be granted an exemption from Mandatory Draw and Mandatory Level I and II staffing for up to 12 weeks at a time by completing a [Mandatory Staffing Exemption Request form](#) and routing it through their immediate supervisor, if they are involved in a situation that they believe merits consideration for a hardship exemption.

5.1.1 The request should include the estimated time frame for the exemption and any non-confidential reasons for the request.

5.1.2 Requests will be further routed through the chain of command to the Operations Chief, who will coordinate a review of the request by the Mandatory Staffing Review Committee, which will include the Operations Chief, an Executive Board member of Local 1696, a representative of the Human Resources Division, a member of the Staffing Office, and the Assistant Chief over Administration and Planning. In order to forward a recommendation to the Chief, at least three members of the committee must have participated in the review process. Review may occur

through electronic means.

5.1.2.1 The Mandatory Staffing Review Committee will make a recommendation to the Assistant Chief of Emergency Services or designee regarding approval or disapproval of the request. If recommending approval, the Mandatory Staffing Review Committee will also recommend a time period for the exemption.

5.1.3 Subsequent requests from the employee for additional exemption time will be reviewed by the Committee as separate requests. The Mandatory Staffing Review Committee may recommend an exemption of up to a maximum of 12 weeks.

6.0 If a firefighter violates this policy, disciplinary action may be taken in accordance with UFA Policy and Procedure – Discipline.

NOTE: Firefighter employees working in a day staff position prior to November 1, 2020, had the opportunity to be exempted into a status whereby they were not required to fill mandatory staffing shifts. Having elected that status, they did not have the opportunity to work constant staffing shifts, participate in US&R, EMAC or other similar deployments, and could possibly experience a change in Utah Retirement Systems (URS) plan status, in accordance with URS rules.

Additionally, Firefighter employees working in a day staff position prior to November 1, 2020, who had the opportunity to be exempted into a status whereby they were not required to fill mandatory staffing shifts are also exempt from participating in the Firefighter Physical Agility Testing (FPAT).

Effective May 1, 2022, if not previously exempted, the exemption is no longer available for firefighter employees in a day-staff position. Additionally, once a previously exempted employee leaves their day-staff assignment to return to a 24-hour Operations position the exemption no longer applies, even if they were to return to a new day-staff assignment at some future date.

Replaces policy dated December 5, 2023