

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Emergency Services Division	
	Title: Staffing Number: 400 – 130	
	Approved: 6/10/2020	By: Fire Chief Dominic Burchett
	Last Reviewed:	By:

REFERENCES

[UFA Policy and Procedure – Payroll](#)

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

[UFA Policy and Procedure – Records Management](#)

PURPOSE:

To ensure staffing occurs in a consistent manner each day, and to establish a means of accounting for each on duty employee of the Unified Fire Authority.

POLICY:

- 1.0 The Staffing Office is to coordinate the scheduling of all personnel for all three platoons. This is to be done in a timely manner with as much advance notice to all personnel as is reasonably possible.
- 2.0 Schedules are to be created and posted in electronic format via the department computer staffing system as purchased and licensed by UFA.
- 3.0 The Staffing Office will keep a record of all schedules as per UFA Policy and Procedure – Records Management.
- 4.0 The Staffing Office will create the platoon schedules based on the minimum staffing levels for Operations personnel, as determined by Fire Administration.
- 5.0 As budget permits, constant staffing will occur when Operations falls below minimum staffing levels, or when shortages occur within the specific classification of Specialties. Constant staffing, on all levels, will be rank-for-rank as much as possible, pending the number of personnel signed up under each classification and budget considerations.
- 6.0 All personnel from the rank of Battalion Chief and below will be eligible to receive overtime compensation in accordance with UFA Policy and Procedure – Overtime and Compensatory Time.
- 7.0 Personnel, who desire to work a constant staffing shift, will enter their dates of availability into the computer staffing system.
 - 7.1 Personnel who have signed up for a constant staffing shift will be considered for call back based upon their seniority within the UFA and the number of extra time hours already worked (picklist hours) on a semiannual basis.

- 7.2 Personnel who have signed up for a constant staffing shift must remain available to answer their phone until 10 a.m. on the day that they signed up to work.
- 7.3 Every reasonable attempt to reach the first person eligible for call back will be made before calling the next individual on the list.
- 7.4 Refusal or cancelation of a constant staffing shift by the employee will result in the employee being penalized 48 hours towards their accumulated hours of extra time. Refusal of a constant staffing shift constitutes not taking a shift that is offered when the employee is signed up or not answering the contact phone number(s), up until 10 a.m., on the date that you signed up to work a constant staffing shift. Refusing a constant staffing shift that has already been awarded constitutes cancellation.. Exceptions to this penalty may be allowed by the Staffing Office.
 - 7.4.1 The trading of constant staffing shifts among employees is prohibited. If an employee cannot meet the obligation of a previously assigned constant staffing shift, they must contact the Staffing Office as soon as possible. The next eligible employee available will be given the shift, and a refusal penalty may be assessed.
 - 7.4.1.1 An exception to 7.4.1 would be a department sanctioned committee or activity where the employee would normally be compensated by the UFA for attendance.
 - 7.4.1.2 If attendance will compromise service delivery, attendance may be denied.
 - 7.4.1.3 The employee will make their own arrangements for coverage during the period they would be in attendance at the meeting or activity. The substituting employee will also be compensated as hours worked for the backfill.
 - 7.4.1.4 The Staffing Office will be notified of the change, unless it occurs outside of normal business hours, on a weekend, or on a holiday. In such cases, call the Staffing phone number to notify the person responsible for staffing.
 - 7.4.1.5 Time will be properly recorded in the department staffing system in accordance with UFA Policy and Procedure – Payroll, Section 3.0. The employee will receive credit for the entire constant staffing period as picklist hours worked with the substituting employee documented as backfill hours worked.
- 7.5 Call back time of less than 12 hours will not be counted towards an employee's total number of accumulated picklist hours of extra time.

- 8.0 Whenever possible, the Acting-in Assignments policy will take precedence over constant staffing.

- 9.0 Constant staffing assignments are a privilege and not to be considered as a right.
- 10.0 It will be the responsibility of all personnel to ensure that the information in the computer staffing system is current as to contact phone numbers and address.
- 11.0 After regular business hours (including weekday mornings), and over the weekend, it will be the responsibility of all Battalion Chiefs to correct/modify the electronic scheduling program with regard to accuracy in duty assignments and location of their personnel, consistent with paragraph 3.0 of this policy.
- 12.0 Each Division Chief will be responsible for the scheduling and staffing of their particular division and will maintain proper documentation to account for their personnel each day.

Replaces policy dated June 10, 2020