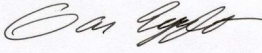




FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Staffing and Leave Policy [Operations Division]
Reference Number:	SAP-OPS-018
Effective Date:	17 December 2007
Last Revision Date:	11 January 2016
Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to ensure the Department maintains the minimum staffing necessary to meet our operational commitments while providing earned and needed leave for our employees.

Scope:

This Standard Administrative Policy applies to all Albemarle County Department of Fire Rescue, Operations Division field staff.

Background:

This policy supersedes and replaces SAP-OPS-008 and SAP-OPS-019.

Definitions: *(If there is an associated leave code in Telestaff it will be indicated in parenthesis)*

Annual Leave (ALD/ALN) - Leave accrued by the employee for scheduled absences per county policy [P-84](#).

Bereavement Leave (DIF) - Sick leave utilized when the employee has a death in the immediate family per county policy [P-85](#).

Comp Leave (CLD/CLN) - Leave earned through extra hours worked and is available for scheduled leave per county policy [P-61](#).

Detailed (De) - Telestaff code used when an employee is at work and assigned, but not available for staffing. This code requires prior approval and a note recorded in Telestaff. For the purpose of this policy an employee that has been detailed will not count against the allowable leave slots.

Emergency Leave (EL) - Leave granted by county policy [P-88](#). Emergency leave will be granted as unscheduled leave only.

Family Medical Leave (FMLA) – HR should be notified of any sick leave usage of 4 or more consecutive shifts to determine if that time is eligible for FML per county policy [P-90](#). If the leave is determined to be FML then the leave code should be changed in Telestaff accordingly.

Illness in Family (IF) - Sick leave utilized when an employee is out to care for a member of their immediate family per county policy [P-85](#).

Light Duty (LD) - When an employee is on restricted duty due to an injury or medical condition and unavailable for staffing per [SAP-DEP-043](#). For the purpose of this policy light duty will be considered a leave slot even though the employee may not be required to use any leave. The Deputy Chief of Operations may in their discretion remove LD personnel from the leave count.

Leave without Pay (LWOP) - Any scheduled time an employee is not at work in an uncompensated capacity. LWOP may be the result of an employee taking leave without sufficient accrued leave to cover the time or it may be the result of disciplinary action.

Operational Uniforms - To include issued and in-service Class B and C uniforms per [SAP-DEP-003](#).

Overtime (XH+)

Voluntary - Any overtime accepted on a voluntary basis.

Mandatory (Holdover)- Overtime an employee is required to work in order to maintain minimum staffing. For the purpose of this policy mandatory does not apply if the hours worked are a continuation of their assigned shift (i.e. late calls, awaiting a transfer relief) or the amount of time worked is less than 1 hour.

PPE - (personal protective equipment) to include all personally issued and in-service structural boots, turnout pants, turnout coat, Nomex hood, helmet, turnout gloves, eye protection, and SCBA mask if issued.

Scheduled Leave - Any leave scheduled greater than 24 hours from the start of a shift.

Sick Leave (SL) - Leave accrued and available for use when an employee is ill per county policy [P-85](#). An effort should be made to schedule doctor's appointments and procedures on a scheduled day off, but when that is not feasible sick leave may be used. When sick leave is scheduled in advance it will count as a leave slot. Unscheduled use of sick leave should be reserved for when an employee is unable to report to work due to a true illness.

Shift Trade (SSW/SSN) - When two employees trade their scheduled day off to make it more beneficial for both employees.

Telestaff - The software program utilized to track staffing and leave for the operations division.

Training on Duty (T) - Leave granted to attend training while on duty. While the employee will not be charged leave, they will be unavailable for staffing and therefore considered a leave slot. Training on duty requires approval per department policy and a note in Telestaff indicating what the training is for.

Transfers (TR) - Transfers are any time an employee is required to work somewhere other than their regularly assigned location.

Unscheduled Leave - Any leave scheduled less than 24 hours from the start of the shift. Unscheduled leave is restricted to sick leave, FML, light duty, emergency leave, and bereavement leave.

Policy:

A. Daily Operational Assignments

- a. The Battalion Chief will update daily operational assignments for the following workday in Telestaff by 1500 hours each day.
- b. It is the responsibility of each employee to verify their reporting location and time in Telestaff after 1500 hours.
- c. Employees will be notified directly of any changes made after 1500 hours by the Battalion Chief.

B. Transfers

- a. Employees may be required to work at any location throughout the County as needs dictate and should be prepared for a reassignment at all times. The County will not compensate employees or pay mileage for an employee to retrieve their assigned equipment prior to reporting to work.
- b. If a transfer requires an employee to travel during their assigned shift, they will be provided a department vehicle if available or paid mileage for the use of their personal vehicle.
- c. In general employees are not eligible to be transferred until released as a firefighter, EMT, and ambulance driver.

C. Holidays

- a. Minimum staffing shall be maintained on all [holidays](#) at the twenty-four (24) hour stations.
- b. All day-shift stations shall maintain minimum staffing on all holidays with the exception of the following major holidays:
 - i. New Year's Day
 - ii. Memorial Day
 - iii. Independence Day
 - iv. Labor Day
 - v. Thanksgiving Day
 - vi. Christmas Eve
 - vii. Christmas Day
- c. Holidays will be compensated in accordance with County and department policy.

D. Tardy/Failure to Report

- a. Employees are expected to report to their assigned work location with the proper compliment of PPE and operational uniforms by their assigned time.
- b. During inclement weather conditions, operations employees are still expected to report to work at their designated time. If inclement weather conditions are occurring or are imminent, employees are expected to make appropriate time adjustments or vehicle arrangements. Employees will not be given compensation for extra hours prior to reporting time unless approved by the Deputy Chief of Operations.
- c. If an employee fails to report on time, they will be considered tardy and subject to the following disciplinary action.
 - i. For each unexcused tardiness that occurs within a 365 day period, discipline shall be progressive:
 1. First Occurrence: Leave without pay for time absent and a written warning
 2. Second Occurrence: Leave without pay for time absent and a written reprimand
 3. Third Occurrence: Leave without pay for time absent and a 24 hour suspension without pay
 4. Fourth Occurrence: Leave without pay for time absent and a 48 hour suspension without pay
 5. Fifth Occurrence: Leave without pay for time absent and dismissal
- d. An employee that fails to report to work within 4 hours of their scheduled time will be considered absent without leave and subject to the following disciplinary action.
 - i. For each instance of failing to report that occurs within a 365 day period, discipline shall be progressive:
 1. First Occurrence: Leave without pay for time absent and a written reprimand
 2. Second Occurrence: Leave without pay for time absent and a 48 hour suspension
 3. Third Occurrence: Leave without pay for time absent and dismissal

E. Additional Hours Worked

- a. The following policy shall apply to all additional hours worked:
 - i. An employee is not eligible for additional hours until they are released as a firefighter, EMT, and ambulance driver.
 - ii. A break of 10 hours will be required any time an employee works 36 hours consecutively.
 - iii. All applicable sections of this policy (i.e. Tardiness, Transfers, Leave, Mandatory Overtime, etc) shall apply to all additional hours unless noted otherwise.
 - iv. In the event Telestaff does not function or there is an immediate need for staffing the Battalion Chief or designee has discretion to take the necessary actions to maintain minimum staffing.
 - v. During periods of local emergency personnel may be required to work as the County's needs dictate. Normal work restrictions may be suspended during this period.
- b. Voluntary Overtime shall be filled in the following manner:
 - i. A minimum of 6 hours of OT will be offered for minimum staffing positions. If an employee chooses to leave prior to working 6 hours they will be compensated for the number of hours physically worked.
 - ii. Employees have the opportunity to sign up for OT in Telestaff.
 - iii. OT will be offered to those employees that are signed up and meet the required capabilities 2 weeks prior to the vacancy, based on last date of OT worked.
 - iv. Any positions not filled through the sign up procedure will be available the following day on a first come, first serve basis.
- c. Mandatory Overtime (Holdover) shall be filled in the following manner:
 - i. Telestaff will maintain the mandatory holdover list.
 - ii. Employees are moved to the bottom of the list by the date of their most recent holdover.
 - iii. Employees on duty may be required to work all or any part of another shift to maintain minimum staffing.
 - iv. An employee on shift trade is subject to mandatory holdover based on their last date of holdover.
 - v. An employee on voluntary OT will not be subject to mandatory holdovers unless there are no other personnel available for the position.
 - vi. Each employee will be issued one (1) holdover waiver each year for those times when personal commitments would make it extremely inconvenient to work. The following guidelines will apply:
 1. Original signed copies must be turned in to the Battalion Chief.
 2. There must be other eligible employees on the holdover list.
 3. The employee using the waiver will maintain their current position on the holdover list.
 4. The waiver may not be carried over to the following year and is non-transferable.

5. No duplicates or copies shall be made.
- d. Special Events- Overtime for special events may be filled on a first come first serve basis
- e. Shift Trades- The following policy will apply to all shift trades:
 - i. Shift trades will only be allowed between employees having the same critical capabilities. For the purpose of this policy we will consider the following capabilities as critical: Captain, Medic, DPO; MFFs can trade with Captain or FFs
 - ii. It is the responsibility of the employee initiating the shift trade to find a suitable trade.
 - iii. The employee accepting the shift trade will not be eligible for leave during the time of the shift trade.
 - iv. All shift trades shall be recorded in Telestaff.
 - v. Once the shift trade is recorded in Telestaff both employees involved shall notify their supervisor for approval. If they will not be returning to work prior to the shift trade then they shall notify the Battalion Chief for approval.
 - vi. Shift trades shall not be allowed for the purpose of avoiding an unexcused tardiness/failure to report.
- F. Leave- The following policy shall apply to all leave usage:
 - a. Scheduled Leave
 - i. No more than 5 people may be on scheduled leave from 0600-1800 Monday – Friday.
 - ii. No more than 3 people may be on scheduled leave on any night 1800-0600, weekend 0600-0600, or holiday 0600-0600 in which day-shift stations are off.
 - iii. No more than 2 captains may be off at any time.
 - iv. Leave must be taken in a minimum of 6 hour blocks.
 - v. Scheduled leave may be restricted by the Deputy Chief of Operations or their designee in order to meet operational needs.
 - b. Unscheduled Leave
 - i. Unscheduled leave should be reserved for times when an employee is unable to report to work due to injury, illness, or an emergency.
 - ii. Any employee using unscheduled leave must notify the Battalion Chief a minimum of 1 ½ hours prior to their reporting time.
 - c. Annual Leave Selections
 - i. Beginning in November, leave selections for the following year will be accepted for the first full week of January to the full week that includes December 31st.
 - ii. Selections will be based on department seniority regardless of rank. If two or more employees have the same date of hire; seniority will be determined alphabetically by the employee's last name.
 - iii. Annual leave picks will be administered through Telestaff- Auctions.
 - iv. An employee may make a maximum of two selections.
 - v. Each selection is restricted to 4 consecutive shifts for employees assigned to 12 hour shifts and 3 consecutive shifts for employees assigned to 24 hour shifts.
 - d. General Leave Selections
 - i. General leave requests for the first full week of January to the full week that includes December 31st will be accepted after the annual leave selections have been completed. Any requests submitted prior to that will be denied and removed from Telestaff.
 - ii. Requests during this time will be on a first come, first serve basis.
 - iii. Employees are responsible for ensuring they have adequate accrued time to cover their requested leave. If an employee enters LWOP without prior approval they will be considered to have failed to report and subject to disciplinary action per section D.d. above for each pay cycle incurring LWOP.
 - iv. Requests should be submitted through Telestaff.
 - v. If Telestaff approves a leave request in error the leave will be removed and the employee notified immediately after it is identified.
 - vi. Notification should be made to the Battalion Chief for any leave greater than 2 weeks in length.
- G. Volunteer Coverage
 - a. Volunteer coverage must be approved by the Battalion Chief.
 - b. If approved the employee will be required to use leave for any time missed.
- H. Exceptions- Any exceptions to this policy shall be approved by the Deputy Chief of Operations or designee.