

## ESCAMBIA COUNTY FIRE-RESCUE

*Rules, Policies, and Guidelines*

**1110.017**

### **Scheduling Manpower**

Implemented: 8/1/04

Revised: 10/31/17



Patrick T Grace, Fire Chief

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#### ***PURPOSE:***

This guideline is designed to provide a standardized method of scheduling manpower and resources for duty shifts and special details.

#### ***OBJECTIVE:***

To ensure that adequate and appropriate manpower resources are utilized in a manner consistent with the mission of the department.

#### ***SCOPE:***

Career Personnel

#### **LEAVE**

The assigned on-duty Battalion Chief shall be responsible for addressing all leave issues communicated to him/her during their shift.

All personnel shall utilize TeleStaff/WebStaff, whenever possible, for the application of any type of leave or swaps, and shall notify the assigned on-duty Battalion Chief of their request for approval/notification as soon as possible.

All request for leave and/or swap time shall be noted in TeleStaff/WebStaff to ensure accurate daily staffing requirements.

There shall be no more than eight (8) personnel scheduled off for annual leave, compensatory leave, educational leave, disaster leave, or any combination thereof during any shift, unless approved by the Fire Chief or his/her designee. *This is applicable to line personnel only*

Sick leave will be granted for all requests meeting the established criteria for the use of sick leave in accordance with BCC guidelines.

#### **STAFFING PRIORITIES**

Whenever possible, the assigned minimum staffing, specific to each company, will be scheduled each duty shift.

In the following order, station's 13, 19, 4, 3, and 6 shall receive priority when distributing manpower for each shift. If part-time firefighters or overtime personnel are not available to cover all vacancies, on-duty personnel shall be relocated to cover these stations.

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### **ALS STAFFING**

Station's 13, 4, 8, 14, and 19 maintain ALS staffing at all times unless otherwise directed by the assigned on-duty Battalion Chief/designee or command officer. If five paramedics are not available to staff these five companies, ALS coverage will be provided in the following order of priority; Station's 13, 4, 8, 14, and 19.

### **PART-TIME PERSONNEL**

Part-time personnel should note their availability via the TeleStaff/WebStaff scheduling software two weeks prior to the beginning of a new month. TeleStaff will outbound most vacancies two (2) weeks in advance however it should be noted that some vacancies, such as sick leave vacancies, will outbound the same day as the vacancy. Part-time personnel shall work, at a minimum, 45 hours per month or two 24 hour shifts per month. At no time shall a part-time firefighter be used to fill a company officers position. The part-time personnel shall be used to fill firefighter positions only. All part-time personnel shall report for duty on time and remain on duty until properly relieved as scheduled unless approved in advance by the assigned on-duty Battalion Chief.

### **OVERTIME PERSONNEL**

Overtime personnel may be hired to fill shift vacancies, staff prevention and/or education events, participate in approved training, or other activities approved by the Fire Chief or his/her designee.

All overtime positions will be hired via TeleStaff unless otherwise directed by the assigned on-duty Battalion Chief/designee or command officer.

Full-time personnel shall be used in the following manner:

#### **Firefighters**

A firefighter shall be granted overtime if no part-time firefighter is available to fill the vacancy.

#### **Lieutenant**

Lieutenant vacancies will be offered as rank for rank overtime if financially feasible. If a lieutenant or battalion chief is not available to fill the vacancy an acting officer will be utilized. Additional vacancies, created by acting officer's, shall be filled with part-time firefighters when possible.

#### **Battalion Chief**

Battalion Chief vacancies will be offered as rank for rank. If a Battalion Chief is not available to fill the vacancy an acting officer will be utilized.