

CITY OF OAKLAND

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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Darin White
Fire Chief

SUBJECT: Public Safety Overtime
for the Oakland Fire Department
FY 2018-19

DATE: May 17, 2019

City Administrator
Approval

Date

5/30/19

RECOMMENDATION

Staff Recommends That The City Council Receive A Quarterly Informational Report From The Oakland Fire Department (OFD) That Includes Information On Overtime Policies, Procedures, And Controls.

EXECUTIVE SUMMARY

This informational report provides data on the OFD overtime policy, use, and accountability in fiscal year 2018-19. Additionally, the report responds to the 60-day requirement in the City's Consolidated Fiscal Policy that staff bring to Council a list of actions the Administration is taking to bring expenditures into alignment with the budget.

For Fiscal Year (FY) 2018-19, overspending above the Council Adopted Budget continues, primarily attributed to overtime costs in Public Safety. As of December 31, 2018, the Finance Department projected OFD General Purpose Fund (GPF) overspending of \$5.35M above the FY 18-19 Adopted Budget of \$143.65M.

Per Ordinance No. 13487 C.M.S, in the event that a department is projected to overspend in the General Purpose Fund by more than one percent (1%), the Department must provide an action plan to the City Administrator. The City Administrator shall bring an informational report to the City Council within sixty (60) days following acceptance of the Revenue and Expenditure report by the City Council. The report shall list the actions the Administration is taking to bring the expenditures into alignment with the city budget.

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Finance and Management Committee
June 11, 2019

BACKGROUND AND LEGISLATIVE HISTORY

On October 24, 2017, staff presented a report titled, "Fiscal Year (FY) 2016-17 Fourth Quarter Revenue and Expenditure Results and Year-End Summaries for the General Purpose Fund (GPF, 1010) and Eight (8) Selected Funds; and General Purpose Fund (GPF, 1010) Carryforward for FY 2017-18; and Overtime Analysis for the General Purpose Fund (GPF, 1010) and All Funds" to the Finance and Management Committee. In response, the Finance and Management Committee requested a supplemental report with the following additional information:

- What are the policies, procedures, and processes in place in each Department for authorizing and controlling overtime?
- If backfill overtime is authorized, who is responsible, for what purposes is it authorized, and which personnel are used to cover for others?
- Who is in charge of decision making and accountability for overtime? What rank/level?

The Finance and Management Committee requested that the Department articulate how the department will control overtime expenditures with real actionable changes to policies, procedures, and processes, and corresponding accountability mechanisms.

OFD has consistently provided regular reports on departmental overtime.

ANALYSIS AND POLICY ALTERNATIVES

Oakland Fire Department Authorized Staffing

OFD operates twenty-five (25) fire stations located throughout the city, twenty-four (24) hours per day, seven (7) days per week. OFD is responsible for fire and medical dispatch, fire prevention, fire suppression, mitigation, emergency medical response, specialized rescue operations, fire investigation, emergency management, and fire code inspection within the city.

OFD is authorized five hundred and nine (509) full time equivalent sworn personnel and one hundred three and one tenth (103.10) civilian personnel, for a total of six hundred twelve and one tenth (612.10) full time equivalents.

OFD sworn members operate using a "chain of command" or "rank" system. **Table 1** below shows the department's sworn rank organizational structure by job classification:

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Table 1. Sworn Ranks

Rank
Fire Chief
Deputy Chief of Fire Department
Battalion Chief
Assistant Fire Marshal (Sworn)
Captain of Fire Department
Lieutenant of Fire Department
Fire Investigator
Engineer of Fire Department
Firefighter-Paramedic
Firefighter

There are twelve (12) 40-hour staff positions; and there are four hundred and ninety-seven (497) 24-hour shift positions totaling five hundred and eight (508) authorized sworn members. Operationally, OFD fire suppression shift staff is organized into three (3) shifts referred to as A, B and C Shift. Members operate on a 24/48 schedule whereby members work one (1) shift (24-Hours) followed by two (2) days off.

Fire Suppression Minimum Staffing

The Memorandum of Understanding (MOU) in conjunction with the International Association of Firefighters (IAFF) Local 55 guides working conditions of the represented OFD sworn personnel. Also, OFD operates under an MOU with the Port of Oakland, which structures the costs, staffing, and other contractual terms of Aircraft Rescue Fire Fighting (ARFF) Services provided at the Oakland International Airport.

Section 4.2.4 of the MOU between the City and Local 55 is identified through FY 2027 daily minimum staffing levels for "Fire Suppression Staffing" of OFD sworn members (**Attachment 1**). The MOU minimum staffing sets a daily number of sworn staff, that details specific ranks, required in the field. For Suppression, the total staffing requirement is one hundred and thirty-seven (137) sworn members per shift and four hundred and eleven (411) members to cover all three (3) shifts. The staffing level includes ARFF MOU requirements of a minimum of six (6) sworn personnel (one (1) Officer and five (5) Firefighters).

Table 2 below indicates the minimum fire suppression staffing by rank required based upon the two (2) MOUs.

Table 2. Fire Suppression Minimum Staffing

Rank	Daily Staffing	A, B, C Shift Staffing
Battalion Chief	3	9
Captain of Fire Department	13	39
Lieutenant of Fire Department	19	57
Engineer of Fire Department	24	72
Fire Investigator	1	3
Firefighter Paramedic	26	78
Firefighter	51	153
Total Minimum Staffing	137	411

Sworn members are assigned daily as follows:

- Three (3) Battalions staffed with one (1) Battalion Chief for each battalion;
- Twenty-four (24) Engine Companies each staffed with a minimum of one (1) Officer, one (1) Engineer, one (1) Firefighter Paramedic and one (1) Firefighter;
- One (1) Aircraft Rescue Firefighter (ARFF) company staffed with a minimum of one Captain and five (5) Firefighters
- Seven (7) Truck Companies staffed as follows:
 - Three (3) Truck companies with a minimum of one (1) Captain and three (3) Firefighters;
 - One (1) Truck company with a minimum of one (1) Captain, one (1) Firefighter-Paramedic and two (2) Firefighters;
 - Two (2) Truck companies with a minimum of one (1) Captain and four (4) Firefighters;
 - One (1) Truck company staffed with a minimum of one (1) Captain, one (1) Firefighter Paramedic and three (3) Firefighters; and
 - One (1) Fire Investigator.

The positions shown in **Table 2** are the *minimum* number of sworn positions per shift. However, achieving this daily staffing level may be offset by the following:

- Vacancies;
- "40-Hour" Staff Assignments;
- Training;
- Vacation;
- Injuries;
- Deployments; and
- Other time off (i.e. Required Days Off (RDOs)).

Fiscal Year 2018-19 Budgeted Overtime Funding

In years 2008-09 through 2014-15, Measure Y provided four million (\$4,000,000) each fiscal year for OFD to maintain adequate personnel resources to respond to fire and medical emergencies. The funding offset sworn overtime backfill expenses that incurred to meet daily minimum staffing requirements. In years 2015-16, 2016-17, and 2017-18, Measure Z provided a significantly reduced amount of two million (\$2,000,000) each fiscal year for the OFD to maintain adequate personnel resources.

In FY 2018-19, as identified in **Table 3** below the department notes two (2) main funding sources for overtime: General Purpose Fund (GPF) (1010) and Measure Z (2252).

Table 3. Dedicated GPF (1010) Funding for Overtime Spending

FY 2018-19 Civilian Overtime Funding				
Fund	Org	Account	Program	Budget
1010	20241-Fire Communications	51211	PS20	10,620
1010	20251-Communications Emergency Dispatch	51211	PS20	15,240
1010	20241-Fire Communications	51212	PS20	4,520
1010	20251-Communications Emergency Dispatch	51212	PS20	48,170
1010	20311-Fire Marshal's office	51212	PS23	1,790
1010	20331-Inspectional Services	51212	PS23	55,650
				135,990
FY 2018-19 Sworn Overtime Funding				
Fund	Org	Account	Program	Budget
1010	20341-Arson Investigation	51216	PS17	9,078
1010	20371-Vegetation Management	51216	PS23	3,581
1010	20411-Emergency Suppression	51216	PS27	2,873
1010	20411-Emergency Suppression	51216	PS18	3,997
1010	20411-Emergency Suppression	51216	PS17	1,314,017
1010	20631-In-Service Training	51216	PS27	10,193
1010	20814-Airport	51216	PS17	2,639
1010	20814-Airport	51216	PS18	60,315
1010	20816-Support Services	51216	PS26	3,323
				1,410,016
				1,546,006

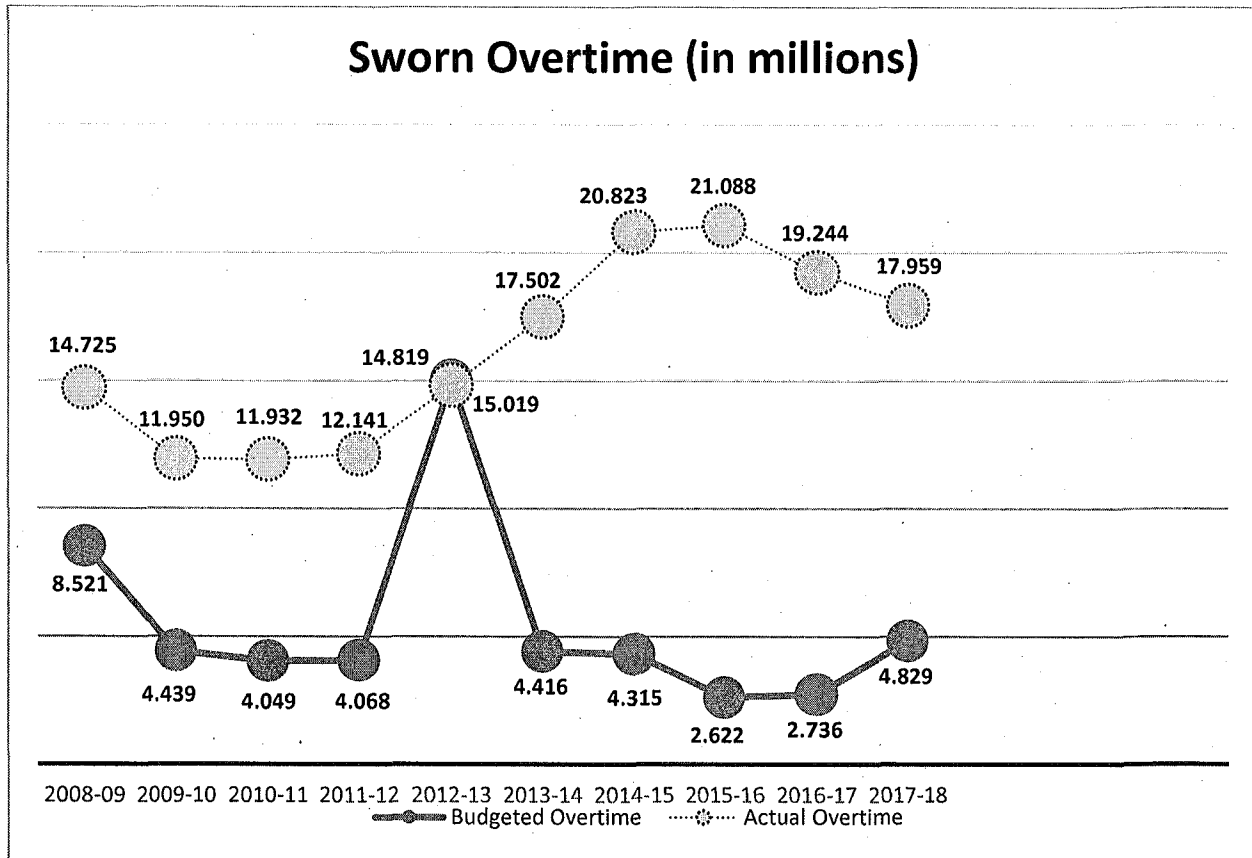
Additionally, in FY 2018-19, the other dedicated overtime funding includes two million (\$2,000,000) received from Measure Z (2252).

Oakland Fire Department Ten-Year Historical Overtime Spending

Table 4 below indicates the department's historical overtime budget expenditures in the Fire Department including all funds for sworn and civilian employees. In fiscal years 2016-17 and 2017-18, overtime expenditures decreased.

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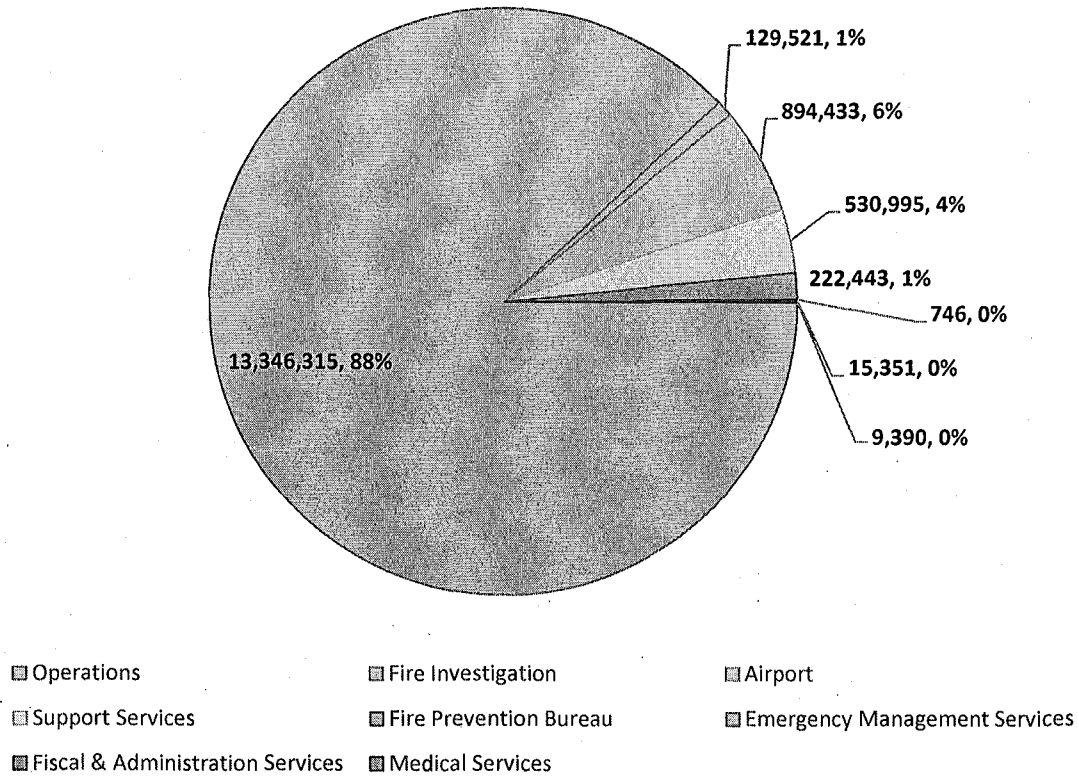
Table 4. Historical Sworn Actual Overtime Expenditures (in millions)



Oakland Fire Department FY 2018-19 Third Quarter Overtime Spending

Overtime spending for the period of July 1, 2018 through the pay period ending March 22, 2019 is \$15,149,194 shown in **Table 5** (below).

Table 5. OFD Actual Overtime for the Period of July 1, 2018 through March 22, 2019



Approximately, eighty-eight percent (88%) of overtime spending in FY 2018-19 through March 22, 2019 was authorized to meet the Local 55 and Airport Rescue Firefighting Services' (ARFF) staffing requirements. This provision is in effect through June 30, 2027.

Policy, Procedures and Authorization of Overtime

Below is a summary of the Policies and Procedures for overtime expenditures for sworn personnel. Overtime shall be administered in a fair and equitable manner. Any changes to these protocols are handled by the Deputy Chief of Field Operations Bureau in the form of a replacement section or page in the "Overtime Sworn Personnel" policy manual (attached).

The daily administering officer for overtime is the Captain of Station 22 with assistance from other companies as necessary.

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The chain of command for addressing overtime issues is:

- Company Officer.
- Battalion Chief.
- Captain at Station 22 (only for current or following shift needs).
- TeleStaff Administrator.
- Deputy Chief of Field Operations Bureau.

The guiding principles for assigning overtime are:

1. Rank for rank.
2. Acting Higher Rank Overtime (AHO) before acting on shift (AHR).
3. Acting Higher Rank (AHR) on shift before mandatory (OTSM).
4. Mandatory overtime before depletion of the minimum staffing level.
5. Recall of members to meet staffing requirements.

Management of the regular Overtime Sworn (OTS) needs of the Department are the direct responsibility of the Deputy Chief of Field Operations Bureau. The House Captain of Station 22 monitors the actions of all three (3) shifts to ensure that they are in accordance with the Overtime Sworn Policy.

Assignments of overtime are made in accordance with the Overtime Sworn Policy. Members are given their choice of all available assignments in the order they are due under normal circumstances. Deviation from this policy for other than the needs of the Department as approved by the Deputy Chief of Field Operations Bureau, or delegate, is viewed as a violation of the Overtime Sworn Policy. Violation of the Overtime Sworn Policy is deemed a serious offense affecting the morale of Department Personnel, and thereby the efficiency of the Department. Any member violating this policy shall be subject to disciplinary action.

The Captain of Station 22 administering overtime shall maintain records in accordance with this Overtime Sworn Policy. Only TeleStaff Administrators and the Captain of Station 22 **can** assign members to overtime positions. TeleStaff is an online platform which OFD members and the Executive Leadership use to efficiently schedule members for each of three shifts at each Oakland fire station.

See attached for the full policy and procedures guidelines for sworn OFD personnel.

Efforts to Identify and Reduce Overtime Usage

The Oakland Fire Department is projected to end FY 2018-19 with approximately \$5.35M in overtime expenditures.

Currently, most overtime expenditures are related to backfilling of staff in Operations. All backfill overtime due to leave, illness, special deployment and/or injury are overseen by TeleStaff administrators (Captains) located at Station 22 and in Fire Administration. TeleStaff is an online platform which OFD members and the Executive Leadership use to efficiently schedule members for each of three shifts at each Oakland fire station.

When a vacancy in sworn staff occurs, TeleStaff assess the staffing need, and then uses an automated system to contact members to attempt to cover the available shift. The automated selection of staff for backfill overtime to cover illness, approved leave, special operation deployments, or injury is based on seniority and then the lowest level of hours used on an annual basis.

All backfill assignments made through TeleStaff are pre-authorized by the Chief of the Fire Department to maintain mandatory minimum staffing levels. All non-backfill related overtime requests require approval by the Chief of the Fire Department.

While much of the overtime usage for OFD is in Operations Bureau, not all overtime in Operations overtime is specific to backfill. Overtime can also be triggered by a growing number of Red Flag days, lasting between 12-72 hours, and other special deployments or events, including parades, where OFD is requested to participate. Backfill overtime is distributed as equitably and fiscally minded as possible.

Another element that increases overtime costs pertains to the department's involvement in mutual aid activities for jurisdictions around the state and Urban Search and Rescue efforts OFD supports around the country and abroad. The department's important participation in these events go a long way to raising the city's profile and puts it in a better position to be the recipient of mutual aid support should we need to call on it.

The Oakland Fire Department is proud to be the Sponsoring Agency for California Urban Search and Rescue (USR) Task Force 4. This team is comprised of men and women from 15 Fire Agencies from throughout the greater Bay Area, as well as trained experts in other fields, such as physicians and engineers. California Task Force 4 trains regularly and stands prepared to respond on short notice to requests for assistance within California or other parts of the United States.

In instances where OFD USR personnel are called upon, it is necessary to backfill those positions, often through overtime. In the last several years, OFD has seen an uptick in the number of requests for mutual aid support, and the USR team has traveled extensively in California and across the country to conduct and support a range of life saving operations.

Typically, the scale of the incident or the duration of the deployment determines the length of time it will take to be reimbursed. USR personnel and our fiscal management staff works diligently to ensure that our members have the resources they need prior to their deployment, and that an agreement is in place with the state or agency receiving OFD support to ensure that the department is compensated appropriately and within a prearranged length of time. It is customary that when a local agency is deployed to battle wildfires on federal land, the department or local jurisdiction covers the costs up front, with the expectation of ultimately being reimbursed in full by the state and/or the U.S. Forest Service.

New Academy Cadre and the Process to Fill Vacancies

The Fire Department will begin to upstaff its personnel when the new academy cadre of twenty-five (25) new recruits begins in July. Following the completion of the twenty (20) week academy, these new recruits will begin working at their assigned stations on a probationary basis.

This will offset the need for overtime and mandatory backfill in Fire Suppression. The department did not have an academy in FY 2018-19.

Beginning October 2018, OFD began working with the Finance Department and the Department of Information Technology to add a more detailed level of time codes to provide for overtime tracking that readily identifies overtime by type, i.e. Field Operations Minimum Staffing, Red Flag Days, Academy Cadre, Callback, Mutual Aid, Other Deployment Backfill, Training, Special Projects, etc. This change will help aid in identifying operational needs to better control and reduce overtime.

The Fire Dispatch Center has experienced a spike in overtime usage due to vacancies in the position of Fire Communications Supervisor. There is one (1) current position vacant; one (1) supervisor is on modified duty; and another is on long-term leave.

The Fire Department posted a job announcement for a Fire Communications Supervisor and the closing date was May 10, 2019. The department's goal is to fill the open position and to establish a list for future openings.

There were previously three (3) Fire Communications Dispatcher and two trainee positions open. The Fire Department conducted interviews May 15, 2019 and filled one (1) Fire Communications Dispatcher position that is scheduled to start in July, 2019. Two (2) Dispatcher Trainees are currently receiving training. Anticipated official completion date for the two dispatchers in training is mid-July 2019. Upon completion, the trainees will be assigned a shift and eliminate the need for overtime coverage.

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The Fire Dispatch Center (FDC) receives guidance and recommendations from the National Emergency Number Association (NENA) which works with 9-1-1 professionals nationwide, public policy leaders, and emergency services and telecommunications industry partners to develop and carry out critical programs, staffing criteria, and initiatives that are in line with industry leading standards, training, and certifications.

Based on the Fire Dispatch Center's call volume in 2018 and by using the Erlang-C formula, a traffic modeling formula used in call center scheduling to calculate delays or predict waiting times for callers, NENA recommended OFD increase the number of personnel per shift to five (5) fire dispatchers. Increasing the FDC's staffing by two (2) full time employees to a total of 20, as proposed in the FY 2019-20 budget, will do the following:

- Eliminate the need for excessive overtime
- Cover all City leaves with (4) minimum staffing. (SICK (SCK), Family Medical Leave Absense (FMLA), Vacation (VAC), etc.)
- Reduce answering speeds
- Lessens call abandoned call rates
- Address increased call volume

The proud men and women of the Oakland Fire Department are committed to providing the highest quality of courteous and responsive services to the residents of Oakland. Staff continuously evaluate these strategies and personnel to ensure that OFD promotes and represent current best practices in order to increase the efficiency and effectiveness of the department. All Bureau Chiefs and Division Managers are encouraged to utilize all available tools and metrics to evaluate the goals, objectives, costs, and outcomes for their respective division.

FISCAL IMPACT

This item is for informational purposes only and does not have a direct fiscal impact or cost.

PUBLIC OUTREACH / INTEREST

This item does not require additional public outreach, other than posting on the City's website.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this item.

Environmental: There are no environmental opportunities associated with this item.

Social Equity: There are no social equity opportunities associated with this item.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive this Quarterly Informational Report on Overtime for the Oakland Fire Department FY 2018-19 through the Third Quarter along with a Information On Overtime Policies, Procedures, And Controls and a list of actions the Administration is taking to bring expenditures into alignment with the budget.

Respectfully submitted,



DARIN WHITE
Fire Chief



OAKLAND FIRE DEPARTMENT POLICY AND PROCEDURES



APPROVED:

Daren White

REFERENCE: Field Operations Bureau
NUMBER: 400.9
EFFECTIVE: June 1, 2002
REVISED: March 15, 2018

OVERTIME SWORN PERSONNEL

I. PURPOSE:

- A. To establish the guidelines for administering overtime for sworn members.

II. DEFINITIONS:

- A. AHO: Acting Higher Rank Overtime.
- B. AHR: Acting Higher Rank Regular, no overtime.
- C. ASSIGNED THE SHIFT BEFORE: Those members who are assigned as regular members to the shift, i.e., members assigned to the shift before the "B" shift are "A" shifters, etc.
- D. BUCKET: The area and method TeleStaff uses to keep track of the various classifications of overtime hours and special details hours.
- E. C/R: Classified Relief or overtime.
- F. DECLINE: Same action as reject but is done while using Webstaff.
- G. MANDATORY OVERTIME: Members manually selected by the TeleStaff Officer, based on a list generated by TeleStaff according to the Oakland Fire Department Rules and Regulations.
- H. RDO: Regular Day Off, also known as Scheduled Day Off.
- I. MANDATORY RECALL: The notification of sworn members going off-duty to remain on-duty or for those off-duty to report back on-duty. Recall will be exercised to meet minimum staffing needs or during a time of operational need. Response to recall is mandatory.
- J. REJECT: The action of selecting the "reject" option when listening or viewing overtime choices. Also known as "rejecting C/R" which removes the member from the overtime pool for the day and adds twenty-four (24) hours to their overtime bucket.
- K. RESERVE TIME: A period of time, usually four (4) hours, reserved for a member to make

overtime selections before going to the next member on the overtime list.

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- L. SIGN UP: The act of placing a “sign up” code on your calendar that notifies TeleStaff of the days you want to work overtime.
- M. STAND-BY: Members manually selected by the TeleStaff Officer, based on a list generated by TeleStaff according to the Oakland Fire Department’s Rules and Regulations and sign up codes, to “Stand-By” in a station at the beginning of each shift, to fill non-projected overtime positions.
- N. SYMBOLS: “+”, “!”, “^” signs indicate that another action has been taken on the work code or bucket.
- a. “+” sign indicates that the hours on the work code are being logged to a bucket, often an overtime bucket, example; +OTS.
- b. “!” sign indicates a penalty has been applied and the hours on the work code are being logged to an overtime bucket, example; !+OTS.
- c. “^” sign is used when hours are manually logged to a bucket often due to penalty or averaging overtime hours, example; +^LOGOSTR.
- O. TELESTAFF: Automated Scheduling Solution.
- P. WEBSTAFF: Internet version of TeleStaff.

III. POLICY:

- A. The language contained in this document shall supersede all preceding written or otherwise implied Policies and Procedures relating to overtime. Overtime shall be administered in a fair and equitable manner pursuant to the language contained herein only. Any changes to this document shall be handled by the Operations Chief in the form of a replacement section or page. The daily administering Officer for overtime shall be the Captain of Station 22 with assistance from other companies as necessary.
- B. The chain of command for addressing overtime issues is:
- Company Officer.
 - Battalion Chief.
 - Captain at Station 22 (only for current or following shift needs).
 - TeleStaff Administrator.
 - Operations Chief.
- C. The guiding principles for assigning overtime are:
1. Rank for rank.
 2. Acting Higher Rank Overtime (AHO) before acting on shift (AHR).
 3. Acting Higher Rank (AHR) on shift before mandatory (OTSM).

4. Mandatory overtime before depletion of the minimum staffing level.

5. Mandatory Recall of members to meet staffing requirements.

IV. PROCEDURES:

A. MANAGEMENT:

1. Management of the regular Overtime Sworn (OTS) needs of the Department shall be the direct responsibility of the Operations Chief.
2. The House Captain of Station 22 shall monitor the actions of all three (3) shifts to ensure that they are in accordance with the Overtime Sworn Policy.
3. Assignments of overtime shall be made in accordance with the Overtime Sworn Policy. Members shall be given their choice of all available assignments in the order they are due under normal circumstances. Deviation from this policy for other than the needs of the Department as approved by the Operations Chief, or delegate, will be viewed as a violation of the Overtime Sworn Policy. Violation of the Overtime Sworn Policy shall be deemed a serious offense. Any member violating this policy shall be subject to disciplinary action.
4. The Captain of Station 22 administering overtime shall maintain records in accordance with this Overtime Sworn Policy.
5. Only TeleStaff Administrators and the Captain of Station 22 have the ability to assign members to overtime positions.
6. In the event that TeleStaff is not functional, overtime opportunities will be done manually in order of seniority in rank by shift. This may cause a suspension of some rules to meet the needs of the Department. When TeleStaff returns to operation, payroll data will be updated into TeleStaff as soon as possible and normal TeleStaff operations will resume.

B. ADMINISTRATION:

1. Officers administering overtime shall maintain a daily record of the Stand-By worksheet and "Fill by Rules" list.
2. These records shall be maintained by the Captain of Station 22 for a period of three (3) years and are subject to periodic audit.
3. All assignments for the following day shall be placed in TeleStaff and an email listing the Stand-By assignments will be sent to all stations, all shifts, and the TeleStaff Administrators before 1600 hours. (A standard email format will be set by the House Captain of Station 22).
4. All vacancies shall be filled by 1600 hours the day before by the Telestaff Officer, including any Mandatory assignments.

5. All members with prior day assignments shall notify the Officer of the company to which they are assigned, and shall report for duty at that company by 0800 hours. Failure to report at the station by 0800 hours (unless approved by the Battalion Chief) or failure to notify the station Officer upon receiving the assignment may result in the assignment being canceled and an assessment of twenty-four (24) hours in the regular overtime sworn bucket.

C. SIGNING UP TO WORK OVERTIME:

1. TeleStaff software is a dynamic system. Each time TeleStaff initiates a call to offer an OTS job, it recalculates the "Fill by Rules" list based upon the current data. Starting at 0900 hours, one (1) week before the target roster date, TeleStaff starts to fill vacancies. TeleStaff will continue to fill openings up until it runs out of members or all jobs have been assigned.

Example: If TeleStaff is filling for July 8, it will begin the process of selecting members at 0900 hours on July 1.

2. Members who wish to work on a particular date are advised to place the appropriate signup code on their TeleStaff Calendar for that date before 0900 hours one (1) week ahead of that date.
3. The maximum amount of weeks in advance a member can sign up is eight (8) weeks.
4. Members who return from SCK, zSCK, ICF, FML, or FDL may make themselves available for OTS by contacting the Captain of Station 22 after the conclusion of the SCK, zSCK, ICF, FML, or FDL. For example, a member off sick for twenty-four (24) hours on June 1, cannot make themselves available until June 2 at 0800 hours.
5. A member can remove their "Signup" code (in short, take their name off the overtime list) at any time before they have been offered an overtime job or Stand-By opportunity without any penalties up to 0800 hours the day before the overtime day.
6. Members who remove the overtime signup code after 0800 hours the day before the overtime may already be assigned a Stand-By or overtime position.
7. Members assigned to a 40-hour schedule can work overtime on Tuesdays, Wednesdays, Thursdays, Saturdays and Sundays ONLY and will not be permitted and will be restricted from working on ANY Monday or Friday. No member assigned to a 40-hour schedule shall work more than ninety (90) hours of combined overtime hours (voluntary and/or mandatory) in a single calendar week.

8. Members shall not work more than seven (7) twenty-four (24) hour shifts in a row, unless they are “deployed” out of county.
 - a. Members must be off for twenty-four (24) continuous hours to “restart” the seven (7) day count.
 - b. When members become aware they are scheduled to work more than seven days (7) in a row, they are directed to have their Company Officer notify their Battalion Chief of the overtime or shift trade work that they want to be backed out of without penalty.
 - c. Members discovered attempting to work, or who have worked, more than seven (7) days in a row without notifying their Company Officer or Battalion Chief shall be subject to disciplinary action.
 - d. The Operations Chief, or designee, may make exceptions to this rule under special circumstances.

D. STAND-BYS:

1. A Stand-By list will be established the day prior to the day of work assignment.
2. Members wishing to Stand-By must have a “Signup” code on their calendar by 0800 hours the day before the overtime shift to be considered for a Stand-By position.
3. Members shall monitor their “Signup” status whether on-duty or off-duty and be prepared to receive a Stand-By assignment for any day that they have a “signup” on their calendar.
4. When attempting to contact off-duty members for Stand-By positions, the TeleStaff Officer has the option to “outbound” calls to qualified members. When doing so they shall outbound for a four (4) hour period with six (6) calls scheduled to be made in that time period.
5. Off-duty members who are signed up to work and fail to respond after the four (4) hour period will be “skipped” and twenty-four (24) hours will be added to their bucket.
6. The following wording shall be used by the TeleStaff Officer when “outbounding” for a standard CR assignment or Stand-By assignment: “You are due to work CR or be a Stand-By, contact the Captain of Station 22 as soon as possible. Failure to do so will subject you to overtime penalties.”
7. Members who are eligible to Stand-By and who will not be available by phone, must contact the TeleStaff Officer with their status to avoid any delays or penalties.
8. Stand-Bys will be assigned in order from the Stand-By list.
9. Members who wish to make themselves available for Stand-By for the two (2) days

following any SCK, zSCK, FML, or ICF must call the Captain of Station 22 (TeleStaff Officer), after the conclusion of the SCK, zSCK, FML, or ICF shift, to be placed on the Stand-By list.

10. Members shall not be made available to work OTS for two (2) calendar days following Authorized Leave without Pay (ANP), unless approved by the Operations Chief.
11. Members standing by shall be given their choice of all available vacancies in the order they are due. Exceptions may be made if there is an immediate need as determined by a Battalion Chief.
12. It is the intent that Stand-Bys are to be assigned overtime positions as soon as possible beginning the prior shift.
13. Members must be present at a fire station to Stand-By. When notified of the Stand-By by the Captain of Station 22, members will establish where they will Stand-By.
 - a. Members shall be at their Stand-By station no later than 0715 hours and be prepared to depart to their overtime assignment immediately.
 - b. Members that are not available by 0715 hours may be skipped and twenty-four (24) hours will be added to their buckets.
 - c. The Operations Chief may make exceptions to this rule under special circumstances.
14. The Company Officer on-duty at 0730 hours shall review their staffing needs and report to their Battalion Chief any unfilled vacancies.
15. Battalion Chiefs shall notify the Captain of Station 22 of its staffing needs by 0745 hours.
16. Any Battalion Chief that notifies the Captain of Station 22 of their need for overtime members after 0800 hours shall submit in writing to the Operations Chief as to why this request was made after 0800 hours.
17. Battalion Chiefs and Company Officers failing to identify overtime staffing needs before 0800 hours shall be subject to disciplinary action.
18. If circumstances dictate, the Stand-By may be required to Stand-By beyond 0800 hours and paid to the next quarter (1/4) hour.
19. The notification for Stand-Bys to remain beyond 0800 hours will be made over the station speaker system. The TeleStaff Officer must notify the Duty Chief through channels of the need to hold the Stand-Bys past 0800 hours.
20. Stand-By assignments will be done via a phone call from the TeleStaff Officer.
21. In the case of vacancies occurring after 0800, and prior to 1200, the Standby list for

that morning shall be used, and listed members given thirty (30) minutes to respond to the outbound notification before allowing non-Standby members to take the assignment.

22. Members standing by to work overtime must immediately notify the Officer at the assigned station and depart for their assignment immediately, thereafter.
23. Members shall arrive at their assigned overtime station by 0800 hours. Members unable to arrive at this time shall contact the Officer of their assigned overtime location to inform them that they will be late and why.
24. Any member not arriving at their assigned overtime station by 0800 hours may be required to submit the reason in writing to the Battalion Chief through channels.
25. Any member not arriving at their assigned overtime station by 0800 hours without sufficient cause may have their overtime assignment canceled and an assessment of twenty-four (24) hours added to their regular overtime bucket.
26. Members who fail to follow the above guidelines are subject to being skipped for overtime and penalized.
27. Members failing to adhere to the above policies during mandatory conditions will be subject to discipline.
28. The minimum number of Stand-Bys needed for each rank is as follows, unless special situations require more:
 - a. Battalion Chief – 1.
 - b. Captain – 2 each.
 - c. Lieutenant – 2 each.
 - d. Engineer – 3 each.
 - e. Paramedic – 3 each.
 - f. Firefighter – 5 each.
 - g. ARFF – 1.
 - h. Fire Investigator – 1.

E. MANDATORY OVERTIME:

1. Stand-Bys will stand by until 0800 hours or later as directed.
2. Members will be assigned manually starting the day before the mandatory member is due to work.

3. All potential Mandatory assignments shall be placed in Telestaff the day before.
4. Members will be assigned twenty-four (24) hour jobs before mandatory assignments of shorter duration.
5. Mandatory will be based on the least total number of opportunities of mandatory worked and reverse seniority in rank.
6. Members will be given choices, if any, based on their position on the list.
7. In the cases where a member steps forward to work overtime to eliminate mandatory overtime, the last member assigned to work mandatory overtime sworn will be given the following options:
 - a. If prior to 1600 hours the day before the mandatory, the member:
 - 1) Becomes mandatory number one (1) Stand-By; or
 - 2) Works a voluntary regular overtime sworn.
 - b. If after 1600 hours the day before the mandatory, the member:
 - 1) Keeps the mandatory assignment; or
 - 2) Becomes mandatory number one (1) Stand-By.
8. Should that member decide to work mandatory overtime, the above steps are repeated until the voluntary overtime gets an assignment.
9. Should all members initially assigned mandatory overtime sworn decide to work, the voluntary overtime becomes the number one (1) Stand-By.
10. When mandatory occurs in a rank to fill a technical specialty, i.e.; ARFF, HazMat and Rescue Team, then that rank will not be considered to be in "mandatory" to fill non-specialty openings.
11. The mandatory overtime assignments will be made using the following priorities:
 - a. Members Working Regular Duty.
 - b. Members Working a Trade or Overtime (Regular or Mandatory).
 - c. Mandatory Recall.
 - d. Qualified members of another rank on-duty (even if this causes mandatory in said members rank).

F. MANDATORY PROTECTION:

1. Shift Trade Work (STW) ten (10) or more hours on the day of the mandatory.

- a. When working less than ten (10) hours, the trade is not an excuse from mandatory overtime.
 - b. An employee who is STW less than ten (10) hours, and has been assigned a Mandatory OTS will begin the Mandatory OTS upon being relieved from their trade.
 - c. When an employee working a trade is assigned OTSM, that period they are working the trade will be covered by another OTSM employee, if possible.
2. The day of, and the two (2) days after you are off due to Sick (SCK), Injury (ICFS), Shift Trade Off (STO), Authorized Leave without Pay (ANP), Family Medical Leave (FML), Organization Leave (OPA), Maternity Leave No Pay (MLV), Military Duty (MIL), Military Leave No Pay (MNP) and Jury Duty (JDL).
 3. Battalion Chiefs need to direct the Captain of Station 22 to manually back members out who have a conflict due to Jury Duty.
 4. The two (2) days before and the two (2) days after Vacation (VAC), Family Death Leave (FDL) and Family Death Leave without Pay (FDN), unless said member has chosen to work overtime or a trade during the protected period.
 5. Loss of Protection – If a member “Signs Up” to work regular overtime sworn (including working their RDO) or works a trade (STW) any time during the above periods, they forfeit their mandatory protection during the above period and become eligible to work Mandatory Overtime (OTSM).
 6. Working on the fifth (5th) consecutive day; the member must have been in the fire station four (4) days (96 hours) in a row already.

Example:

Scenario #1 – Acceptable: Day 1 – Worked Regular, Day 2 – Worked OTS, Day 3 – Worked STW, Day 4 – Worked Regular, Day 5 – Cannot receive mandatory OTS on this day because they will have already been in the fire house four (4) days (work codes are just an example, could be any combination of work codes).

Scenario #2 – Not Acceptable: Day 1 – Worked Regular, Day 2 – Not Working – Off-Duty, Day 3 – Worked STW, Day 4 – Worked Regular, Day 5 – Working STW. If a member’s name came up to be mandatory on Day #2, that member would not be excused from mandatory even though that would create five (5) days in a row. Because they have yet to work all five (5) days, they are not excused.

G. MANDATORY RECALL:

1. The City may require sworn members going off-duty to remain at their assignments. The Operations Chief or designee may have sworn members called back to work from a “recall list.” Off going sworn members or those who have most recently reported off-duty shall be called first. The Operations Chief or designee shall

determine the timeframe within which sworn members shall be required to report back to work. Response to recall is mandatory.

2. The designated shift roster shall be exhausted before calling the next shift.
3. Response to recall is not optional. Upon notification of a recall, personnel shall proceed immediately to their assignment.
4. Pay for recall starts upon notification of recall assignment.

H. REMOVAL / BACKING OUT OF OVERTIME:

1. Members will be able to back out of an overtime to work a trade with approval of a Battalion Chief.
2. A member who will not be able to fulfill a regular overtime sworn assignment because of jury duty, family death leave, military duty, other paid leave or organizational leave, is required to contact their Company Officer (or Battalion Chief if Officer is unavailable) to have the regular overtime sworn assignment removed.
3. Members failing to contact their Company Officer or Battalion Chief will receive twenty-four (24) hours in their regular overtime sworn bucket.
4. If a member has been assigned a regular overtime sworn position and is off sick on that day, they will be required to notify the Officer of the station of the regular overtime sworn assignment by 0700 hours of their sick status to be removed from the overtime position.
5. If members are unable to contact the Company Officer, they shall then contact in the following order, until successful:
 - Chief of that Battalion.
 - Chief of another Battalion.
 - Captain at Station 22.
6. Company Officers are required to contact their Battalion Chief and the Captain of Station 22 to relay the sick information.
 - a. When a member makes a notification of their sick status on a regular day, they are required to notify the Company Officer of any regular overtime sworn they have accepted in the next two (2) calendar days.
 - 1) Battalion Chiefs will remove any overtimes that are scheduled the next two (2) calendar days per Policy 1400.6 – Sick Leave, Non-Industrial Injury/Illness for Sworn Members.
 - b. If a member is backed out of an overtime position, the hours will be automatically removed from their bucket.
7. If a member working regular overtime sworn needs to be backed out of that

assignment, due to a mistake or someone coming on-duty unexpectedly, a member shall be backed out based on overtime hours at the time that they are being backed out. When a member is "Backed Out" of a C/R assignment they can:

- a. Take an unfilled overtime position if available.
 - b. Be given the position of the member with the most overtime hours in their bucket who will then be backed out.
 - c. Be reverted to their "Sign Up" code.
 - d. If there is a mandatory overtime the member being backed out will fill a mandatory position. This section takes precedence over Section IV.F.5.
8. Notification of Classified Relief Change (Backing Out):
- a. It shall be the responsibility of the Battalion Chief where the initial change occurred to contact the Captain of Station 22. The Captain of Station 22 will determine which member should be backed out and notify the affected member(s) that they have been backed out of an assignment.
 - b. All efforts shall be made, via phone calls or e-mail, to notify members when they have been backed out of a classified relief assignment.
9. If a member works a mandatory overtime (the mandatory is not the fifth (5th) day in a row) and that mandatory now causes the member to be scheduled five (5) days in a row and the fifth (5th) day in the five (5) day cycle is a regular overtime day, the member can choose to back out of the regular overtime day that is on the fifth (5th) day. The member will still be required to work the mandatory overtime job.

Example: The member is OTSM on day two (2), they can request to be backed out the OTS on day five (5).

Day 1	Day 2	Day 3	Day 4	Day 5
REG	OTSM	OTS	REG	OTS

I. WORKING YOUR REGULAR DAY OFF (RDO):

1. A member is eligible to work OTS on their Regular Day Off (RDO). Working on an RDO is the same as working on any other "off" day.
 - a. Members must "Sign Up" to work their RDO.
 - b. Members signing up for overtime on their RDO will be chosen using the same criteria for all overtime positions, which is by total overtime hours and seniority.
 - c. Members are NOT guaranteed an overtime position on their RDO.
 - d. Members will make their overtime selection based on the openings available.

- e. Members are NOT guaranteed they will be able to work in their regularly assigned station.
- f. Members must follow all rules and procedures for detailing.
- g. Members can be recalled to work their RDO.

J. TRACKING OVERTIME AND DETAIL HOURS:

1. Overtime and Detail hours will be tracked in the following Buckets:
 - a. Overtime Sworn – Regular.
 - b. Overtime Sworn – Mandatory.
 - c. Overtime Sworn – Mandatory Recall.
 - d. Overtime Sworn – Acting Higher Rank Battalion Chief.
 - e. Overtime Sworn – Acting Higher Rank Captain.
 - f. Overtime Sworn – Acting Higher Rank Lieutenant.
 - g. Overtime Sworn – Acting Higher Rank Engineer.
 - h. Overtime Sworn – Acting Higher Rank Firefighter.
 - i. Overtime Sworn – Acting Higher Rank Fire Investigator.
 - j. Overtime Sworn – Acting Higher Rank Paramedic.
 - k. Overtime Sworn – Special No Mark Days.
 - l. Paramedic Support Pool Hours.
 - m. ARFF Detail Hours.
 - n. HazMat Detail Hours.
 - o. Rescue Team Detail Hours.
 - p. Strike Team Hours.
 - q. Strike Team Acting Hours.
2. Overtime Sworn – Regular: Will be zeroed out every year starting November 1, 2011.
3. Overtime Sworn – Mandatory and Overtime Sworn – Mandatory Recall: Will be zeroed (0) out every five (5) years starting November 1, 2011.

4. Overtime Sworn – Acting Higher Rank: All Acting Higher Ranks will be zeroed out every year starting November 1, 2016.
5. All Strike Team, ARFF Detail, HazMat Detail, Rescue Team Detail, and Paramedic Support Program Buckets will be zeroed (0) out every three (3) years starting November 1, 2011.
6. Overtime Sworn – Special No Mark Days: will be zeroed (0) out every five (5) years starting from November 1, 2011.
7. New Sworn employees, promoted/demoted employees, will receive hours in the following buckets as described below:
 - a. Regular Overtime Sworn: Average of hours plus forty-eight (48) hours. Average hours are determined by the total overtime hours divided by the actual number of employees in said rank.

Formula: (Total Hours) divided by (Total in Rank) plus forty-eight (48) hours = hours in bucket.

Total Hours = Total overtime hours worked by all members in the rank.

Total in Rank = Total Number of members in the rank.

Plus forty-eight (48) hours = forty-eight (48) hours of overtime added to the total average hours.

Example: Adding a newly promoted Engineer to the Engineer pool.

If the total number of Engineers is fifty (50), and the total number of hours those Engineers have worked equals 4550, then the equation would be: 4550 divided by 50 = 91 + 48 = 139 hours.

The new Engineers have zero (0) hours in their Regular OTS bucket to begin with, they would have one hundred thirty-nine hours (139) hours added to their Regular OTS bucket, thus being brought up to forty-eight (48) hours above the average.
8. Overtime Sworn – Mandatory: Average of Mandatory hours minus one hundred (100) hours. Average hours are determined by the total mandatory overtime hours divided by the actual number of employees in said rank.
9. Overtime Sworn – Mandatory Recall: Members will be placed at the same total number of hours as the member with the lowest number of hours in said rank.
10. ARFF Detail, HazMat Detail, Rescue Team Detail, and Paramedic Support Program Buckets will be carried forward from each member's previous rank. All new employees will receive zero (0) hours.
11. Overtime Sworn – Special No Mark Days: Member would be placed at the total number of hours as the member with the highest total number of hours in said rank.

12. ~~All Strike Team Buckets will be zeroed out upon promotion to new rank, except for Officers promoted from Lieutenant to Captain. Lieutenants promoting to the rank of Captain will have their hours carried forward. All new employees will receive zero (0) hours.~~
13. Members are responsible for tracking their own overtime buckets. This includes making sure their overtime is being logged to the correct buckets which include, Regular Overtime, Mandatory Overtime and Special Day Overtime. Members finding discrepancies shall contact the TeleStaff Administrators via e-mail at FireTelestaffAdministrators@oaklandnet.com with a description of the problem.

K. ACTING HIGHER / LOWER RANK:

1. Members must have their name on an approved list as set forth in the MOU and will be hired according to the MOU policies.
2. Members will have their names added to the acting lists in TeleStaff when approved by the Operations Chief.
3. Any members on an established eligibility list will have priority to act in said rank over an actor not on an eligibility list.
4. Members may be allowed to work lower or higher rank when sufficient members to fill that rank are not available.
5. Qualified members who wish to work Acting Higher/Lower Rank Overtime MUST "Sign Up" on their calendar for both their own rank and for the higher/lower rank position for the day they want to work.
6. Members working overtime in a lower or higher rank will be paid at the rate for the rank worked.
7. Promoted members working as Firefighter will be paid at the rate for top step Firefighter.
8. Members must accept an assignment in their own rank, even if offered an assignment in another rank. Violation of this rule will result in seventy-two (72) hours added to their overtime regular bucket in each rank.
9. Acting Higher Rank Overtime (AHO) positions will be filled forty-eight (48) hours before the start of the shift. Once a member has been assigned an Acting Higher Rank Overtime (AHO) position, they cannot be removed because someone in the rank volunteers to work.
10. All other overtime rules apply to working overtime in lower or higher rank.
11. Members assigned long term Acting Higher Rank shall work regular overtime sworn in their own rank, not in the rank in which they are Acting Higher Rank. Members in an Limited Duration Assignment (LDA) position will be treated as

members in their appointed rank.

12. Members who qualify to Act Higher Rank Lieutenant are not allowed to be Acting Higher Rank or Acting Higher Overtime in a Captain position. To avoid mandatory overtime for a Captain, a Lieutenant (regular duty or overtime) is to be moved into a Captain's assignment and the Lieutenant's position backfilled with an Acting Higher Rank or Acting Higher Overtime.
13. Members on an acting list, who sign up for Acting Higher Rank Overtime (AHO) in that rank, will be offered an AHO position, based upon staffing rules if they are already assigned an overtime in their current rank. It is the employee's responsibility to immediately notify an on-duty Battalion Chief or the Captain of Station 22 that they need to be removed from the pre-existing overtime and that they now have an AHO position.
14. Members that are on multiple acting lists and that make themselves available for an acting assignment can be made to act in any rank they are qualified to act in.
15. Procedures for selecting Acting Hire Overtime (AHO) members.
 - a. Members need to be signed up for their own rank as well as in the Acting rank.
 - b. An Acting Higher Overtime position will be offered via TeleStaff forty-eight (48) hours before the day of the job.
 - c. Members must take a job in their rank if their rank goes to mandatory overtime before taking an Acting Higher Overtime job.
 - d. Members will be selected based on their eligibility and Acting Higher Overtime bucket hours.
 - 1) Members who take jobs in their own rank before being offered acting jobs must work their own rank unless there are no other actors available and it will not cause mandatory in their own rank.
 - e. Members cannot lose an Acting Higher Overtime position to an OTS member of the rank they are acting in when it is less than forty-eight (48) hours before the start of the job.

L. DISCIPLINARY MARKS:

1. All members will be responsible for managing their trades and signing up for overtime.
2. Members who are off-duty as a result of disciplinary action (suspension with no pay) are not allowed to work overtime during the period that they are serving the suspension. They will be eligible for overtime after returning to a regular duty status following the suspension.

3. Members are responsible for the selection they make while using TeleStaff. If a member selects "Reject" or "Decline" they will be given twenty-four (24) hours in their bucket whether it is an accident or not. It is important to understand that after selecting "reject" or "decline" you will no longer be available for overtime, on the day you select "reject" or "decline." Members that still want to work after mistakenly selecting "Reject" will need to contact a TeleStaff Administrator as soon as possible, who will, if there are overtime vacancies still available, help the member select an available job if they qualify to work.
4. If a member fails to remove their "Sign Up" code from their calendar; is offered a Stand-By position and does not accept the Stand-By position, they will have twenty-four (24) hours overtime added to their regular overtime sworn bucket (1 – 24 hour period).
5. Members signing up for overtime are responsible for accepting an overtime job if offered to them. Members who have signed up for overtime, and respond by declining the overtime offer, will have twenty-four (24) hours added into their regular overtime sworn bucket (1 – 24 hour period).
6. If you accept an overtime position, then back out of the overtime job you will have forty-eight (48) hours added to your regular overtime sworn bucket (2 – 24 hour periods).
7. Members failing to show up for a regular overtime sworn assignment will be considered "Failure to Report" and will have seventy-two (72) hours added to their regular overtime sworn bucket (3 – 24 hour periods) and are subject to progressive discipline.
8. If a member refuses or fails to work an assigned mandatory job they will be given seventy-two (72) hours in their regular OTS bucket. Seventy-two (72) hours will also be subtracted from their mandatory bucket and they will be subject to progressive discipline.
9. Any 40-hour member who attempts to work on a Monday or Friday or work beyond 90 hours in a calendar week will be given seventy-two (72) hours in their regular OTS bucket. Seventy-two (72) hours will also be subtracted from their mandatory bucket and the member will be subject to progressive discipline.
10. A member who will not be able to fulfill an overtime assignment because of sick, jury duty, family death leave, military duty, other paid leave or organizational leave, is required to contact their Company Officer to have the overtime assignment removed. Members failing to contact their Battalion Chief or Company Officer will receive twenty-four (24) hours in their regular overtime sworn bucket.
11. Members who are off sick, family medical leave, family death leave or injury on a regular scheduled day are not allowed to work overtime the two (2) calendar days after the sick day, family medical leave, family death leave or injury day. They will be required to notify the Officer of the station of the regular overtime sworn assignment by 0700 hours of their sick, family medical leave, family death leave or injury status to be removed from the overtime position. Members failing to do so

will have a penalty of twenty-four (24) hours added to their overtime bucket. Failing to properly report off "sick" may result in a "Failure to Report".

12. Penalty hours will be given immediately and documented by the Captain of Station 22.
13. To resolve any overtime issues, it shall be the responsibility of the member and their Company Officer to review all TeleStaff Procedures, Overtime Policy & Procedures or Rules and Regulations pertaining to the issue of contention before using the chain of command to address said overtime issues including contacting the Captain of Station 22. If the issue involves the current or following shift, ONLY the Company Officer shall contact the Captain of Station 22 to resolve any questions or disputes. Members failing to follow this procedure, including the Company Officer, will have twenty-four (24) hours added to their Regular Overtime Bucket.

M. BATTALION CHIEFS' AUTHORITY:

1. Battalion Chiefs, based on the needs of their Battalions, may request specific members with particular skills or experience to ensure Department efficiency and safety. Battalion Chiefs should scrutinize such requests by companies and deny any request for specific members that are not justified by the circumstances. Battalion Chiefs will send an e-mail to the Operations Chief when this rule is utilized.
2. Battalion Chiefs shall project three (3) shifts out, monitor, and approve changes to the roster.
3. Battalion Chiefs will approve trades with less than seventy-two (72) hours' notice (for emergencies only). Battalion Chiefs will send an e-mail to the Operations Chief when this rule is utilized.
4. Trades cannot be removed less than seventy-two (72) hours in advance of the trade without the approval of the Battalion Chief and then must be removed by the Battalion Chief. The Battalion Chief or the Captain at Station 22 will then run the Mandatory Pick List, upon removing a trade under this provision, to confirm that neither member involved in the canceled trade is due for mandatory Stand-By or assignment.

Example: A member sets up a trade for June 4. The member decides to cancel the trade. The member must remove the trade from their calendar before the start of the shift (0800 hours) on June 1.

5. Only TeleStaff Administrators and the Captain of Station 22 have the authority to assign members to overtime positions.

N. VACATIONS:

1. Member will be eligible to work overtime during their vacation period (the two (2)

days before and two (2) days after their vacation day).

2. Members will not be eligible to work on their actual day of vacation. This includes trading, overtime and mandatory.
3. Members working OTS or Trades during their vacation period will forfeit their mandatory protection, also known as "Loss of Protection," and will be subject to all mandatory rules during the vacation period.

O. OFFICERS' MANDATORY OVERTIME:

1. Because of the unique, interchangeable relationship between the ranks of Captain and Lieutenant (i.e.; the RDO routes include both positions and they can trade together), rules must exist to define the overtime relationship between the two (2) ranks. Under certain circumstances, the need to fill overtime positions outweighs the philosophy of rank for rank overtime.
2. If all the on-duty members of an Officer rank have been called, and overtime or Stand-By positions still needs to be filled, on-duty members of the other Officer rank will be called.
3. Officer mandatory overtime will be assigned based on how many Officers are already working in overtime positions.
 - a. Because Captains and Lieutenants are being offered jobs in each other's rank before mandatory OTS is assigned, the Captain of Station 22 will need to figure out how many Captains are working and how many Lieutenants are working, to make sure they mandatory the proper number for each rank.
 - b. The Captain of Station 22 will begin by counting the total number of overtime jobs for each rank, this includes overtime jobs that have already been assigned as well as overtime vacancies that have not been filled yet.

Example: There are a total of 4 Captains and 6 Lieutenants overtime jobs for the day.

4 Captains 6 Lieutenants

Total members needed would be as follows: 6 Captains – 4 for overtime positions, 2 for Stand-Bys; 8 Lieutenants – 6 for overtime positions, 2 for Stand-Bys.

Total 6 Captains 8 Lieutenants

- c. The Captain at Station 22 will count how many members at the rank of Captain and Lieutenant that are already assigned to overtime jobs. The Captain of Station 22 is not counting how many Captain's jobs or Lieutenant's jobs there are, but how many actual Captains and Lieutenants are already assigned to overtime jobs.

Example: There are a total of 5 Captains and 3 Lieutenants already assigned

overtime jobs for the day.

5 Captains 3 Lieutenants

Formula #1:

6 Captains total needed	8 Lieutenants total needed
5 Captains have jobs	3 Lieutenants have jobs
1 Captain is needed	5 Lieutenants are needed

Results: Need to mandatory 2 Lieutenants for actual jobs and 3 Lieutenants for Stand-By positions because 2 are for Lieutenant Stand-Bys and 1 is for a Captain Stand-By, i.e. you are over because 1 Captain is working as a Lieutenant and you need to mandatory 1 Captain for Stand-By.

Formula # 2:

7 Captain jobs plus 2 Stand-Bys = 9 Captains needed
(Currently 2 Captains are working)

3 Lieutenant jobs plus 2 Stand-Bys = 5 Lieutenants needed
(Currently 8 Lieutenants are working)

9 Captains total needed	5 Lieutenants total needed
2 Captains have jobs	8 Lieutenants have jobs
7 Captains are needed	3 extra Lieutenants are working

Results: All vacancies are filled – 3 Lieutenants are working in Captain vacancies. Need to mandatory 4 Captains all to be Stand-Bys.

P. 40-HOUR WEEK PERSONNEL:

1. Members working a 40-hour week will be permitted to work voluntary overtime on Tuesdays, Wednesdays, Thursdays, Saturdays and Sundays. They will not be permitted and are restricted from working Mondays and Fridays.
 - a. Midweek assigned OTS will begin at 1800 hours.
 - b. Members working a forty (40) hour work week are exempt from mandatory, unless they have signed up for OTS. They are subject to mandatory recall.
 - c. 40-hour members shall not work more than ninety (90) hours of combined (voluntary and/or mandatory) overtime in one (1) calendar week.
 - d. 40-hour members that have been deployed out of county shall observe the resting periods specified by the state or federal agency coordinating the response effort.
 - e. Members who fail to adhere to this policy will be subject to discipline.

Q. PROBATIONARY FIREFIGHTERS:

1. Probationary Firefighters are not permitted to work overtime until their sixth (6th) month anniversary and they have successfully completed their sixth (6th) month probation test as set forth by the Director of Training or designee. Unsuccessful completion of any probationary evaluation examination, an incomplete monthly assignment binder, or placement on special assignment for training shall subject a Probationary Firefighter to a loss of regular sworn overtime privileges.
2. Probationary Firefighters are subject to Mandatory Recall.
3. Probationary Firefighters shall be placed into the overtime system in accordance to Section IV., J.

R. SPECIAL DAYS:

1. "Special Days" are days members will not get hours logged for working regular overtime sworn. Members will, however, get hours logged in the "Special Days" overtime bucket.
 - a. Special Days are: Fourth of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Other "Special Days" may be granted in advance by the Operations Chief.
2. It is the intent to minimize people being forced to work both Christmas Eve and Christmas Day. It is the intent to fill mandatory from those who do not have an assignment on Christmas Eve or Christmas Day.
3. If the "A" shift is working Christmas Eve and the "B" shift is working Christmas Day, then the "C" shift will receive mandatory OTS first for both days. If a member has received mandatory OTS for Christmas Eve they will be last picked for mandatory for Christmas Day (and vice versa based on members available).
4. The Captain of Station 22 along with at least one (1) TeleStaff Administrator, at the direction of the Operations Chief, will make mandatory assignments for Christmas Eve and Christmas Day no later than one (1) week prior to December 24.

S. HAZARDOUS MATERIALS TECHNICIANS:

1. Station 3 staffing procedures will be as follows: To fill for vacancies, a minimum of six (6) HazMat members certified as either a Tech or Specialist, with one (1) of those six (6) members being an Officer will be required.
2. The sequence for filling HazMat positions is as follows:
 - a. Members working overtime (regular or mandatory), the fewest HazMat detail hours and the lowest seniority in rank.
 - b. Members working regular duty, the fewest HazMat detail hours and the

lowest seniority in rank.

- c. Members working trades, the fewest HazMat detail hours and the lowest seniority in rank.
- d. Mandatory a HazMat member.
- e. Recall a HazMat member.

If the HazMat positions still cannot be filled we will use the following:

- 1) Regular overtime sworn non-HazMat members.
- 2) Mandatory overtime sworn non-HazMat members.

T. RESCUE TEAM (STATION 1):

- 1. Station 1 staffing procedures will be as follows: To fill for vacancies, a minimum of six (6) Rescue Team certified members, with one (1) of those six (6) members being an Officer will be required.
- 2. The sequence for filling Rescue Team positions is as follows:
 - a. Members working overtime, the fewest Rescue Team detail hours and the lowest seniority in rank.
 - b. Members working regular duty, the fewest Rescue Team detail hours and the lowest seniority in rank.
 - c. Members working trades, the fewest Rescue Team detail hours and the lowest seniority in rank.
 - d. Mandatory a Rescue Team member.
 - e. Recall a Rescue Team member.

If the Rescue Team positions still cannot be filled, the following will be used:

- 1) Regular overtime sworn non-Rescue Team members.
- 2) Mandatory overtime sworn non-Rescue Team members.

U. AIRCRAFT RESCUE FIREFIGHTERS (ARFF):

- 1. ARFF certified members are the only members who can work at Station 22.
- 2. Only an ARFF certified Captain can be the Captain of Station 22. ARFF certified Lieutenants cannot work in the Captain's spot at Station 22.
- 3. There will be an ARFF Firefighter Stand-By every day, even if it is necessary to use mandatory overtime.

4. The following is the priority for filling ARFF vacancies:

- a. Any ARFF qualified members available for overtime.
- b. An ARFF certified promoted member who is signed up for lower rank ARFF Firefighter overtime position.
- c. ARFF member working overtime away from Station 22 will be detailed to the ARFF vacancy.
- d. ARFF member working regular duty will be detailed to the ARFF vacancy. Members will be selected in reverse seniority order and the lowest detail hours.
- e. ARFF member working a trade (STW) will be detailed to Station 22.
- f. Mandatory ARFF overtime.
- g. Promoted ARFF member working regular duty away from Station 22, will be detailed to the ARFF Firefighter vacancy in reverse rank order and the lowest detail hours.

V. OFFICERS MANAGING OVERTIME:

1. Overtime will be tracked, managed and assigned by the Captain of Station 22, with assistance from other stations as necessary.
 - a. The Captain of Station 22, when needed, will send the assisting station(s) a list of members needing to be contacted for overtime assignments and the assignment location.
 - b. Members from the assisting station(s) will contact each member on the list, in list order; until all positions have been filled.
 - c. Members will report back to the Captain of Station 22 with the results.
2. Once overtime has been assigned, it will be the responsibility of the Captain at Station 22 to send an email to all stations listing the Stand-By assignments for the next day as soon as possible or before 1600 hours.
3. The format of the email will be set by the House Captain and be consistent across all three (3) shifts.
4. If the TeleStaff system goes down, Battalion Chiefs will fax to Station 22 the roll call sheet for the day to be filled.
5. The Officer managing overtime will be required to print a copy of the Stand-By lists for the next day.

6. All lists shall be kept on file as directed by Administration. The general guideline will be to keep records until the affected bucket is zeroed (0).
7. If the Officer managing overtime discovers that TeleStaff is not working properly either from software or hardware issues, they shall contact the TeleStaff Administrators via email at FireTelestaffAdministrators@oaklandnet.com.
8. If a member refuses a mandatory Stand-By position or mandatory overtime position, the Overtime Officer will log the appropriate penalty hours on the member's calendar.
9. The Officer managing overtime will send an email to the TeleStaff Administrators and Battalion Chiefs with the names of any member who reports off sick or refuses an overtime assignment including Stand-Bys assignment. Battalion 3 will verify that proper penalties and codes have been placed on each member's calendar.
10. To resolve any overtime issues, it shall be the responsibility of the member and their Company Officer to review all TeleStaff Procedures, Overtime Policy and Procedures or Rules and Regulations pertaining to the issue of contention to clarify or resolve the issue before contacting the Captain of Station 22. ONLY the Company Officer shall contact the Captain of Station 22 to resolve any questions or disputes. Members failing to follow this procedure, including the Company Officer, will have twenty-four (24) hours added to their Regular Overtime Bucket.
 - a. Members who are not on-duty will need to go through the Officer working at their normally assigned station for the day to resolve any overtime issues. The Company Officer is expected to be able to answer most questions before calling the Captain of Station 22.
 - 1) Making yourself available for OTS after SCK, zSCK, FML and responding to an outbound from Station 22 are exceptions to the above rule.
11. Under normal daily operations, the Captain of Station 22 is only responsible for managing overtime that affects the current or next calendar day's overtime staffing needs. They are not responsible for overtime issues that are 2-7 days out from the current shift. If there is a TeleStaff issue that is within the 2-7 day window, contact a TeleStaff Administrator to resolve those issues. If an overtime issue involves the current or next calendar day's staffing needs, then contact the Captain of Station 22, after you have followed all the proper policies and procedures for contacting the Captain of Station 22.

W. 365-DAY RULES:

1. To be in the 365-day group, a member must not have worked regular (voluntary) overtime sworn in the last 365 days.

2. Member must submit a 538-8 to the Operations Chief requesting to have their name placed in the "365-Day" pool. ~~Included in the request will be the last date said member worked regular (voluntary) OTS.~~
3. If a member desires to have their name removed from the "365-Day" pool and placed back into the regular overtime sworn rotation, they shall submit a 538-8 to the Operations Chief with their request. Requests may take up to ten (10) business days to process.
4. Members on the 365- Day list who wish to work overtime in their rank or Act Out of Rank overtime without jeopardizing their 365-Day status in order to prevent mandatory, must contact the Officer at Station 22 to volunteer for work by 1800 hours the night before the mandatory relief after the CR and Standby list is established.
5. Any member who signs up and works voluntary overtime will immediately forfeit their 365-Day Status.
6. Members on 365-Day status are subject to mandatory recall.
7. Members who have not worked overtime for 365 days or more and are relinquishing their 365-Day status will be placed in the overtime pool as outlined in Section J.7
8. OFD Administration reserves the right to reduce the number of individuals who are on 365-Day status in order to ensure adequate staffing in any and all ranks. This may include but is not limited to: placing a limit on 365-Day requests when staffing falls below certain levels, consideration of seniority for individuals requesting 365-Day status in same or different ranks, lessening the operational impacts of mandatory overtime, and/or suspension of 365-Day status for all members.