

Campbell County Fire Department

Standard Operating Procedures

General/Administration

Scheduling

105.02

I. PURPOSE:

To provide a system for scheduling duty shift coverage and for tracking CCFD personnel assigned to those duty shifts.

II. SCOPE:

This procedure applies to all CCFD firefighting personnel.

III. PROCEDURE:

1. Scheduling Rules:

- 1.1 Division Chief of Operations or his/her designee will be responsible for all scheduling.
- 1.2 CCFD Personnel will fill all duty shift openings by utilizing the scheduling program located at www.whentowork.com. Personnel who are voted off probation and become full members will be issued a [whentowork.com](http://www.whentowork.com) username and password.
- 1.3 CCFD personnel committing to shift coverage will be limited by the following:
 - 1.3.1 A firefighter filling one of the four mandatory shift positions must commit to the entire 12 hour shift or combine with another person to fill that shift.
 - 1.3.2 If the shift has the four mandatory personnel scheduled, members may commit to a partial shift ranging from 4 hours to 24 hours.
- 1.4 Shift Captains are responsible for completing CTRs for each shift. Personnel covering a shift are responsible for advising the Shift Captain of the hours worked during that shift.
- 1.5 Volunteer personnel eligible to cover shifts will receive pay for those shifts up to the maximum designated hours per year. Time worked in excess of the maximum designated hours will not be compensated; however, the volunteers will receive credit for all hours worked.
- 1.6 Whentowork.com will be the official schedule.

2. Scheduling Process:

- 2.1 The following positions will be scheduled:
 - 2.1.1 Four mandatory positions 24 hours per day, 365 days per year.
 - 2.1.2 48 hours per day will be made available for paid on call positions to be filled with a combination of 24-, 12-, 8-, and 4-hour shifts.
 - 2.1.3 Four eight-hour shift positions per day.
- 2.2 A scheduling person shall be designated and shall be responsible to:

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ORIGINAL SIGNED

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2.2.1 Ensure that a Duty Chief is scheduled for all shifts.

2.3 Post shift vacancies on www.whentowork.com.

2.4 Post shift schedules on white board at the beginning of each month.

2.5 Ensure that www.whentowork.com is kept up-to-date at all times.

2.6 Maintain a reserve list of eligible personnel to call when needed.

2.7 Ensure that shifts are filled as economically as possible.

2.7.1 Identify apparatus transfers and notify fire department members of apparatus plans (i.e. Relocation of Rescue One to the on-call station during the evenings and weekends).

3. Priorities:

3.1 Priority for shift coverage will be given to those lacking hours to meet their minimum requirement.

3.2 Career personnel will be eligible to cover shifts in rotation according to seniority.

3.3 The number of additional firefighters allowed on shift will be dictated by the total shift coverage hours already expended that week.

3.4 The Fire Chief will reserve the right to limit and/or deny shift coverage.

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