

# Campbell County Fire Department Standard Operating Procedure

General/Administration

Sleep Time



104.04

## I. PURPOSE:

To define the pay procedures of Campbell County Fire Department (CCFD) for 24-hour shifts with “sleep time” considerations.

## II. SCOPE:

This SOP shall pertain to all full time employees who work or cover 24-hour shifts.

## III. PROCEDURE:

The following will define the situations covered in this procedure:

For this policy “Sleep Time” will be defined as a 24-hour shift that an employee works that include the hours of 2200 - 0500. During this 7-hour period of time, the employee will not be paid unless the employee responds to one or more emergencies, then they will be paid at 1 ½ times the regular pay rate for all emergency calls. If the emergency call(s) exceed two hours in the 7-hour sleep time period, the employee will be paid at 1 ½ times the regular pay rate for the full seven hours. 24-hour shift details will be applied to crews as follows:

### 1. Regular scheduled 24-hour shift coverage:

#### 1.1. Shifts will start at 0645 hours and complete at 0700 hours the following day.

Employees will accrue regular pay from 0645 until 2200 and from 0500 until 0645 with overtime pay from 0645 until 0700. This will allow for a 7-hour sleep time. All career employees will abide by the sleep time rule.

#### 1.2. 24-hour shift coverage on an unassigned work day:

The shift will start at 0645 hours and complete at 0700 hours the following day. Employees will be paid from 0645 until 2200 and from 0500 until 0700. This will allow for a 7-hour sleep time. All career employees will abide by the sleep time rule.

### 2. 24-hour shift coverage by D Shift:

2.1. D shift begins their shift at 0800 and works until 1600. If an employee from D shift covers the remainder of a 24-hour shift after working their 8-hour shift, they will abide by sleep time rules, and the shift will end at 0800 the following day.

### 3. 24-hour coverage for crewmembers if they are covering calls:

3.1. If an employee provides standby coverage or backfill for a shift that may be out on a call and that employee covers for a 24-hour period, they will abide by the sleep time rule.

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