

HALIFAX FIRE DEPARTMENT R&R ARTICLE 18	FILLING OF OVERTIME AND DETAILS
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Purpose

This policy is established to provide fair and equitable hiring for vacant positions and to ensure the safety of department personnel and the community

Scope

This policy covers all members included in the collective bargaining agreement and those in the call department.

1. Overtime shifts for scheduled time off will be filled only after they have been approved by the Chief or his designee. All requests for scheduled time off must be requested in writing on a department form. Requests for scheduled time off that are made less than 24 hours in advance of the shift may be denied if they are not successfully filled.
2. The on-duty shift will be responsible for filling overtime and details. All vacancies will be filled by filling the vacancy with the nearest calendar date first. Day shifts for a given day will be filled before night shifts of the same day. The on-duty shift may fill a vacancy only after all preceding vacancies have been filled, or the entire list has been called for all preceding vacancies. Vacancies will be filled as soon as practicable.
3. Vacancies will be filled as follows
 - a. Vacancies for the rank of firefighter/EMT, firefighter/paramedic, and Captain will be filled by offering the shift to the full-time firefighter with the fewest recorded overtime hours until the shift is filled. If it remains unfilled it will be offered to the members affected by the 14 hour rule. If the vacancy still remains unfilled then the shift will be offered to the call members that hold the certification of EMT or EMT-P starting with the member with the fewest recorded overtime hours. If the vacancy still remains unfilled the Chief will be notified. He will order the least senior on duty firefighter to stay over and cover the shift.
 - b. Details and all other assignments that consist of less than ten hours but more than two will be filled in accordance with 3a

above, until the assignment is filled. Such assignments will not be awarded arbitrarily or capriciously unless the position requires a special skill or certification. Assignments that will result in less than two hours of pay will not be subject to this procedure if they are attached to either end of a member's duty shift.

4. The following methods will be used to contact members for overtime:
5. Firefighters will be notified of available overtime shifts by calling the contact numbers listed on their card. Firefighters will have one hour from the time they are initially called to respond to the call. If the shift is less than 24 hours away firefighters will have 15 minutes to respond.
6. For short term notices where there will not be enough time for a standard waiting period, the on-duty shift will proceed as quickly as possible in order to fill the shift. This could mean a 1-2 minute waiting period between calls.
7. Once a member accepts an overtime shift they are responsible to fulfill that obligation. If a member takes unscheduled leave for an accepted overtime shift it will not be paid and the charge will remain.
8. If a member is out on sick leave for a regularly scheduled shift, he or she will not be eligible for overtime until either a regularly scheduled shift has been worked or a period of 48 hours has passed since the use of sick leave. If a member is returning from line of duty injury leave, he or she must work a regularly scheduled shift before being eligible for overtime.
9. The department will maintain a set of cards to keep track of each member's overtime. The cards will begin at zero for each member on July first of each year. The order of the cards will initially be established by assigning each member a number based on their position at the time of zeroing. Each time a member is offered an overtime shift and had the full allotment of time to respond, or has called in to refuse or accept the shift, his or her card will be charged the number of hours of that shift or detail. The following are exceptions that will not result in a charge to a member's overtime card:
 - a. If the shift falls within a member's previously approved vacation leave, personal leave, bonus leave, bereavement leave, approved training time or approved trade time.
 - b. If the member is notified of the overtime shift less than 24 hours in advance.

- c. If a member has already been charged for refusing the same shift.
 - d. If the shift is on Christmas Eve overnight, Christmas day, Christmas overnight, New Years Eve overnight, New Year's Day, Thanksgiving Day, or Thanksgiving overnight.
- 10. All members should make an effort to request time off as early as possible to better facilitate the overtime hiring process. Requests for scheduled leave that fall on Christmas day, Christmas overnight, Christmas Eve overnight, New Years Eve overnight, New Years day, Thanksgiving day, or Thanksgiving overnight will only be approved if they can be filled.
- 11. Only the Chief of Department may remove hours from the overtime cards.
- 12. Any discrepancies between this R&R and the Union Contract, the Union contract shall prevail.