

**EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE**

ARTICLE 2: ADMINISTRATIVE POLICIES
SECTION 30: 48 / 96 SCHEDULE

EFFECTIVE DATE: 01-01-2008
REVISION DATE: 07-01-2009

2.30.1 Definitions:

Shift: a 24 hour period beginning at 0800, lasting until 0800 the following morning

Tour: two (2) consecutive 24 hours shifts, totaling 48 hours

Duty Battalion: the Chief Officer responsible for District coverage, this shall include the Fire Chief, Assistant Fire Chief(s) and Battalion Chiefs

2.30.2 Call Back Procedure: current SOG's shall remain in effect for filling vacancies.

2.30.3 Requests for time off: current SOG's shall remain in effect for requesting time off. Employees shall submit requests for each shift they are requesting off.

2.30.4 Mandatory Call Back Procedure: The District shall maintain the current mandatory callback list, tracked within Telestaff. In the event of a mandatory callback the first person on the list shall be assigned the vacancy and the second person on the list shall be notified of the possible mandatory assignment for the second shift of the tour where the vacancy exists. In the event the second shift of the tour has a vacancy which was not able to be filled, the second person on the list will be assigned the mandatory callback. Vacancies which are subject to mandatory callback shall remain the same under the current SOG's & MOU.

In the event that personnel have been advised of a possible mandatory assignment for the second shift of a tour, it shall be that employee's responsibility to contact the duty Battalion by 1200 on the first shift of the tour to confirm their status for the next day.

2.30.5 Sick Leave Usage: Personnel calling for sick leave usage shall place a call to the duty Battalion and advise of their status. The duty Battalion will then notify the appropriate station of the vacancy and, time permitting, activate Telestaff for automated calling. If the call is received after 1700 the station shall place phone calls manually to attempt to fill the shift. If personnel are calling in for sick leave usage for the second shift of their tour, they shall contact the duty Battalion prior to 1200 of the previous shift.

2.30.6 Maximum Work Period: The maximum work period shall remain 72 hours without approval from the duty Battalion. It is the intent of the District that personnel will not be assigned Mandatory Overtime which places them on duty beyond 72 consecutive hours. Personnel shall not work beyond 72 consecutive hours on a medic unit.

2.30.7 Internship and Accreditations: Personnel who are actively involved in the Paramedic Internship or County Accreditation shall be considered unavailable for Additional Time and Mandatory Additional Time coverage's. The duty Battalion shall retain the ability to override this clause; however, it is the intent of the District to leave these individuals considered "unavailable".

2.30.8 Christmas Holiday: In the event that one shift is assigned both Christmas Eve and Christmas Day, the shift with the assignment shall trade Christmas Eve with the shift prior to the holiday. Example: A shift works December 22 & 23, B shift works December 24 & 25. A shift will be assigned to December 22 & 24 and B shift will be assigned December 23 & 25.