

El Dorado County Fire Protection District

Standard Operating Procedures

Article: 2 **Administrative Policies**
Section: 2.5.1 **Mandatory Callback Procedure**

Adopted: 10-07-2018
Revised:

2.5.1.1 **Purpose:**

To establish a standard procedure for assigning Mandatory Overtime Assignments.

2.5.1.2 **Policy:**

Mandatory Overtime assignments shall be assigned following the provisions within the Local 3556 MOU and District operational needs.

2.5.1.3 **Definitions:**

For the purpose of this SOG the following definitions are in place.

Firefighter: Firefighter EMT and/or Firefighter Paramedic on normal duty

Captain: Captain on normal duty

Captive Audience: Firefighter EMT, Firefighter Paramedic or Captain on duty, filling a vacancy either through Additional Time, Mandatory Additional Time or Shift Trade.

2.5.1.4 **Procedure:**

Firefighter vacancy, unable to fill through normal hiring processes.

- a. Pull ATM list within Telestaff and determine ATM eligible personnel that would not be working beyond 72 consecutive hours. Assign ATM based on ranking within the Firefighter ATM list.
- b. If the Firefighter ATM list has been exhausted, assign the ATM to Captains utilizing the ranking of the ATM list within Telestaff.
- c. If the Firefighter & Captain ATM list has been exhausted, ATM will be assigned to eligible Firefighters not to exceed 96 consecutive hours, utilizing the ranking of the ATM list within Telestaff.
- d. If there are no Firefighters or Captains available to fill the vacancy, utilize the "Captive Audience" to fill the vacancy.

Captain vacancy, unable to fill through normal hiring processes.

- e. Pull ATM list within Telestaff and determine ATM eligible personnel that would not be working beyond 72 consecutive hours. Assign ATM based on ranking within the Captain ATM list.
- f. If the Captain ATM list has been exhausted, assign the ATM to Acting Captains, if available, utilizing the ranking of the ATM list within Telestaff.
- g. If the Captain / Acting Captain ATM list has been exhausted, ATM will be assigned to personnel eligible Captains not to exceed 96 consecutive hours, utilizing the ranking of the ATM list within Telestaff.
- h. If there are no Captains or Acting Captains available to fill the vacancy, utilize the "Captive Audience" to fill the vacancy.